

**Letter of Agreement / Contract
For Workshops & Lectures by Quilt Artist - Rose Hughes**

Rose Hughes – Ravenspeak Quilts
P.O. Box 7922
Paducah, KY 42002
310.702.9208
Email: fiberart@RoseHughes.com

This is to confirm our verbal agreement that Rose Hughes will present workshop(s) and/or lecture(s) for:

Conference/Guild/Store Name: _____

Address: _____

Phone: _____

Email & Website: _____

Dates: _____

Conference/Guild/Store Contact: _____

FEES:

Lectures: \$425 (with workshop): \$475 (without)

Workshops: \$650 per day (up to 6 hours) for up to 20 students. \$1200 (2-day workshop)

Additional students may be added for an additional fee of \$30.00 per student, per day, up to a maximum of 25 students, providing the classroom is adequate.

Payment: Fees & expenses to be paid immediately upon completion of engagement.

These fees remain in effect for any dates contracted before January 1, 2014 and schedule for delivery before January 1, 2015.

CLASSROOM REQUIREMENTS:

Student Items: table space enough for each student to work at a sewing machine, with a large cutting board and iron next to it (ideally one table per student). The classroom must have an electrical system able to handle a minimum of 1 iron per 4 students. Teacher Items: One table to display samples, supplies. One table to be set up for teacher's demos with sewing machine, etc. *If Rose is flying and teaching a sewing workshop a Bernina machine should be provided for demos. Room must have adequate lighting and ventilation*

LECTURE REQUIREMENTS:

Microphone for audiences of more than 50 people. Two tables to display artwork and one table for items for sale. Quilt stand(s) for hanging quilts if possible. *Some lectures may have additional requirements.

LECTURES REQUESTED:

Title of Lecture: _____

Date: _____ **Time:** _____

Title of Lecture: _____

Date: _____ **Time:** _____

Location: Please include name of building, street address, zip code, phone number of the lecture location: _____

WORKSHOPS REQUESTED:

Title of Workshop: _____
Date: _____ Time: _____
Title of Workshop: _____
Date: _____ Time: _____
Title of Workshop: _____
Date: _____ Time: _____

Location: Please include name of building, street address, zip code, phone number of the lecture location _____

Promotion Materials: Class descriptions, supply lists and biographical materials and pictures can be found on the website: www.RoseHughes.com Samples available on request. Larger dpi quilt images may be requested by contacting me at fiberart@rosehughes.com .

TRAVEL ARRANGEMENTS: All travel expenses will be borne by the guild/conference. These include: mileage when driving (@ 56.5 cents/mile or latest government rate) plus tolls; or round trip airfare to and from Nashville, TN Airport, \$50 ground transportation (this is to cover the 240 mile roundtrip from Paducah, KY to Nashville Airport) and \$10 per day for long term parking. *The expense of two (2) checked bags (normal weights) will be incurred by the guild when not included in the airline ticket cost.

- a) Flight arrangements will be made by Rose Hughes or the travel agent of the conference/guild, with Rose's agreement on dates of travel, routes, and airline from Nashville, TN Airport. Window seating please.
- b) Arrangements will be made by the guild/conference to meet Rose at the airport location to transport 2 large suitcases of class materials. (Remember to bring a vehicle with enough room to handle these.)

ACCOMODATIONS: Full room and board expenses. Rose requires lodging in a non-smoking hotel room. No private homes. Food must be available in or near the hotel.

Name of hotel or motel: _____

Address _____

Phone: _____ Reservation #: _____

MEALS: All meals are provided or paid for by the guild/conference. Rose has no food allergies.

EXTRA DAYS: If Rose will be in your area for extra days in order to be available on your regular guild meeting days, share expenses with other groups in your area, or to save the guild or conference money on air fare, your guild/conference(s) will be responsible for all expenses on these extra days. If Rose is traveling with a friend(s), the guild will **not** be responsible for their expenses. In the case of hotels that have an extra charge for a second person in the room, Rose will pay the extra charge.

CANCELLATIONS: The Guild/Conference may cancel a workshop or a lecture up to six weeks before the date of the workshop or lecture. If the Guild/Conference cancels within the period of 6 weeks thru 3 weeks prior to the dates of execution of the contract, the guild will be responsible for paying half of the contract fees. *If the Guild/Conference cancels less than three weeks prior to the dates of execution of the contract, the Guild/Conference will be responsible for paying all of the contract fees and for reimbursing any expenses already incurred (airline tickets, etc). If a workshop is cancelled after the purchase of the airline tickets, the guild will be responsible for paying for the tickets and any other expenses incurred by Rose.*

SHARING EXPENSES: Expenses will be shared between all guilds/conferences on a multi-venue tour. Each group will be charged a percentage of total mileage or airfare, bus/limo fare, parking, tolls, and extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Rose is working for them.

ADDITIONAL CONTRACT: If your group has its own contract, this contract will also be needed, in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with the requirements spelled out in this contract.

AGREEMENT: A signed copy of this contract must be returned to Rose Hughes before a firm commitment can be made. If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBA (to be announced) on the form. A completed copy of this contract must subsequently be forwarded at a later date, and at least 60 days before the scheduled contract is completed and sent to Rose Hughes.

The Guild/Conference will provide the name of a second person in your organization that can be contacted in the event that the organizer/program chair is not available.

I have read the above letter of agreement, and I understand and agree to the terms:

Guild/Store/Conference Representative

Name (printed): _____

Address: _____

Phone(s): _____

Email: _____

Signature: _____ **Date:** _____

Secondary Contact

Name (printed): _____

Phone(s): _____

Email: _____

Rose Hughes: _____ **Date:** _____