



Rona Herman
980-230-9019
Rona@RonatheRibbiter.com
www.RonatheRibbiter.com

Contract for Guild Lecture and/or Workshop

Guild/Organization: _____

Representative: _____

Address: _____

Phone: _____

Email: _____

Additional Contact: _____

Phone/Email: _____

Lecture Title: _____

Date: _____

Fee: _____

Set up Time: _____ Meeting begins: _____

Address: _____

Workshop Title: _____

Date: _____

Fee: _____

Set up Time: _____ Time/Duration: _____

Location: _____

Address: _____

Workshop Title: _____

Date: _____

Fee: _____

Set up Time: _____ Time/Duration: _____

Location: _____

Address: _____

Upon receipt of signed contract, I will provide a class supply list, short bio and any necessary photos and/or class descriptions for advertising purposes. If there is a kit fee, that will be included with the supply list.

Fees:

The following fees are current for 2020 – 2021. Workshop fees are based on a maximum of 25 students.

1 Hour Lecture/Trunk Show: \$300

3 Hour Workshop: \$350

6 Hour Workshop: \$600

Vending:

Rona will offer patterns, books and supplies for sale at lecture/workshops. No commission or percentage will be paid to host Guild/Organization. Guild/Organization will not be responsible for shipping cost on items for sale.

Expenses:

- Transportation: The Guild/Organization will be responsible for reimbursement of all travel expenses. This includes current federal reimbursement rate per mile if traveling by car less than 100 miles, or round-trip economy ticket if air fare is required. All fees for additional baggage, airline fees, parking and/or tolls will also be reimbursed.
- Lodging: The Guild/Organization will provide a hotel room with private bath, internet access and nearby restaurant.
 - If possible, I am happy to piggyback Guilds in the area to share expenses.
 - If the Guild/Organization is within 100 miles of Monroe, North Carolina, no lodging will be required.
- Meals: A \$40 daily per diem will be charged as Rona prefers to purchase her own meals.
- Extra Days: If extra time at your location is required to save you money on airfare or because no flights are available after the lecture/workshop ends, the Guild/Organization will be responsible for lodging and per diem on these additional days.

All fees and expenses must be paid to Rona Herman by the conclusion of the last workshop or lecture.

Cancellations:

The Guild/Organization may cancel due to insufficient enrollment up to 60 days prior to date of Lecture/Workshop. If engagement is cancelled within 60 days of engagement a \$200 cancellation fee will be imposed. In addition, if airline tickets have already been purchased, the Guild/Organization will be responsible for reimbursement of any ticket cancellation costs. Fees to be paid within 14 days of cancellation.

If there are conditions beyond our control (Natural disaster, death in the family, etc.) the contract may be terminated without a penalty payment assessed by either party. A rescheduling of the program may be an option.

If a sharing Guild cancels, it is the Guild/Organizations responsibility to notify the other Guilds involved so that expenses can be re-calculated.

Miscellaneous:

Unfortunately, Rona does not ship quilt samples ahead of time. However, she will happily provide bio information and pictures for advertising of the agreed upon Lecture and/or Workshops.

Rona knows many Guilds have their own contracts. However, for continuity, Rona prefers to use her own contract. If the Guild/Organization contract is also used, Rona's contract shall be deemed the governing contract in the event of a question or dispute.

If this contract meets with your approval, please sign the contract and return to me either by mail or email. A copy will be held for our records and the original will be signed and returned to your Representative.

I look forward to working with you!!

Signatures

Guild/Organization Representative: _____

Name: (Please Print): _____

Date: _____

Rona Herman: _____

Date: _____

A signed copy of this contract must be returned to Rona before a firm commitment can be made.

Rona Herman
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Website: www.RonatheRibbiter.com