



**Rona the Ribbiter, LLC**  
980-230-9019  
Rona@RonatheRibbiter.com  
www.RonatheRibbiter.com

## Contract for 2025 and 2026 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: \_\_\_\_\_

\_\_\_\_\_

Upon receipt of signed contract, Rona 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 2024 and 2025. Workshop fees are based on a maximum of 25 students.

<b>1 Hour Lecture/Trunk Show:</b>	\$400
<b>3 Hour Workshop:</b>	\$450
<b>6 Hour Workshop:</b>	\$650

## 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 up to 300 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 be responsible for reimbursement of hotel room with private bath, and internet access.
  - If possible, Rona is happy to piggyback Guilds in the area to share expenses.
  - If the Guild/Organization is within 100 miles of Auburn, Indiana, no lodging will be required.
- 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 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 45 days prior to date of Lecture/Workshop. If engagement is cancelled within 45 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:

All Lectures/Trunk Shows will require a projector be provided by the host Guild/Organization.

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. No part of this contract may be altered without the permission of Rona Herman

If this contract, in its complete entirety, meets with your approval, please sign the contract and return to Rona Herman 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, representing Rona the Ribbiter LLC:

\_\_\_\_\_

Date: \_\_\_\_\_

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

**Rona the Ribbiter LLC**  
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