

A signed copy of this contract must be returned to Ellen Guerrant before a firm commitment can be made. If your group would like to reserve future dates but has not made a decision about which workshops to schedule, please indicate TBD (to be determined) on the form. A completed copy of this contract must be forwarded at a later date and at least 60 days before the scheduled workshop(s)/lecture(s). Airline tickets will not be purchased until a contract is completed and sent to Ellen Guerrant.

This contract is between \_\_\_\_\_ and Ellen Guerrant.

**Guild/Conference Representative** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

**Second contact for group** \_\_\_\_\_  
Address \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_

This agreement confirms that Ellen Guerrant will present the following:

**Workshop #1** \_\_\_\_\_ Fee \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Workshop #2** \_\_\_\_\_ Fee \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Workshop #3** \_\_\_\_\_ Fee \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Lecture** \_\_\_\_\_ Fee \_\_\_\_\_  
Date \_\_\_\_\_ Time \_\_\_\_\_  
Location \_\_\_\_\_  
Address \_\_\_\_\_ Phone \_\_\_\_\_

**Classroom Requirements:**

- Adequate table space for students. No more than two students per 8-foot table.
- Outlets and electrical capacity to support sewing machines and irons. At least one iron for every three students.
- Two or three tables for Ellen’s work and demonstrations.
- Chalkboard with chalk and eraser, whiteboard or easel with pad (only one of these is required).
- Room must have adequate light and ventilation.

*Ellen Guerrant Contract (continued)*

**Lecture Equipment Needs:**

- Room which can be completely darkened.
- Digital projector and laptop/computer for PowerPoint presentations.
- Two or three tables for Ellen’s quilts.
- Two assembled quilt racks on which Ellen can hang quilts.

**Sales:** Ellen’s hand-dyed fabrics and patterns will be available for purchase. Ellen will not spend class time promoting these items. The guild will not expect to collect any commission on these sales.

**Fees and Expenses January through December 2011:**

6 Hour Workshop:	\$500.
3 Hour Workshop:	\$400.
Lecture Only:	\$400.
Lecture in Conjunction with Workshop:	\$375.

Ellen requires a minimum of one lecture and one workshop if traveling more than 100 miles from her home; a minimum of one lecture and two workshops if airline travel is required.

All fees and expenses must be paid to Ellen at the conclusion of her last workshop/lecture for your guild/conference.

- Lodging: Ellen is willing to stay with a guild member in a smoke and pet-free home
- Meals: To be provided by guild/conference or \$35.00 per day meal allowance.
- Door to door mileage at current IRS rate.
- Round trip airfare, highway tolls, airport parking and tips.
- Extra days: If Ellen needs to spend extra time at your location in order to save the guild or conference money on air fare, guild/conference will be responsible for all expenses on those extra days.

Lodging \_\_\_\_\_  
Name of hostess \_\_\_\_\_  
Street address \_\_\_\_\_  
Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_  
City and Zip Code \_\_\_\_\_

**Cancellations:**

The guild/conference may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non-refundable airline tickets or other expenses incurred by Ellen, with a 30-day minimum notice. If a workshop is cancelled after the purchase of airline tickets, the contracting party will be responsible for paying for the tickets and any other expenses incurred by Ellen, and will pay Ellen’s full fee for classes and/or lectures cancelled after Ellen has traveled to your area.

If your guild/conference cancels in the middle of a multi-venue tour, your group will be responsible for covering your guild’s share of expenses incurred by Ellen as well as Ellen’s daily minimum fee of \$500. The guild will be responsible for paying these fees to Ellen prior to departure from the multi-venue tour.

*Ellen Guerrant Contract (continued)*

**Sharing Expenses:**

Expenses will be split for guild/conferences on a multi-venue tour. Each group will be charged a percentage of total airfare, parking, tolls and mileage as well as meals and lodging. Individual groups will be responsible for lodging and meals on the days Ellen is working for them.

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

I have read the above agreement and understand and agree to its terms:

**Guild/Conference Representative** \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_ Email \_\_\_\_\_  
Date \_\_\_\_\_ Signature \_\_\_\_\_

**Teacher/Lecturer: Ellen Guerrant**

Date \_\_\_\_\_ Signature \_\_\_\_\_

**Ellen Guerrant**  
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Charlotte NC 28207  
Home: 704.377.2838  
Cell: 704.591.1401  
Email: [ellen@ellenguerrant.com](mailto:ellen@ellenguerrant.com)  
WebLog: [www.ellenguerrant.com](http://www.ellenguerrant.com)

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