



SOUTH BAY QUILTERS GUILD

P.O. Box 6115

Torrance, CA 90504

Agreement for Services

This Agreement is for the lecture and/or workshop to be presented to the South Bay Quilters Guild (SBQG) by the below named presenter. **Date Issued** _____

Presenter: _____

Address: _____

City, State, Zip code: _____

Telephone: _____

Email: _____

website: _____

Program Title: _____

Fee (to be paid at conclusion of program presentation): _____

Date & Time of Program: _____

Length of Program: **60 Minutes unless otherwise negotiated**

Meeting Location/Program to be held at: **St. Andrews Presbyterian Church
301 Avenue D
Redondo Beach, CA 90277**

Workshop Title: _____

Fee (to be paid at conclusion of workshop presentation): _____ Kit Fee? _____

Date & Time of Workshop: _____

Workshop Class Size (please indicate maximum number): _____

Workshop to be held at: **St. Andrews Presbyterian Church
301 Avenue D
Redondo Beach, CA 90277**

The Speaker agrees to :

- a) Send the Program Chair a Workshop Supply List
- b) Send a Workshop Sample, made in fabric, to be received by the Program Chair no later than 3 months prior to Workshop Date
- c) The Sample will be returned at the end of the workshop

Any books or items for sale that are shipped are done at the expense of the Speaker. You will be permitted to sell books, notions, and patterns at our meeting/workshop. If you would like to make a contribution to the SBQG library, it will be most welcome. Sales should be limited to pre-meeting and during the break. It is helpful to have change on hand. Once our meetings conclude, we do need to clean up and exit the building promptly.

Equipment: Use of equipment as noted below is available with advance notice.

Please write in how many you need.

_____ Quilt Stands _____ Tables _____ "Holders & Folders" _____ Selling Helpers _____ Digital Projector _____ Screen (Microphone provided)

Other special needs: _____

Travel Expenses for the Speaker:

For local teachers: **Mileage** will be paid at the current government rate (\$0.56/mile as of Jan. 1, 2014) round trip not to exceed 250 miles roundtrip.

For teachers living more than **125** miles from Torrance, CA, but who need to drive, **mileage** will be reimbursed

at an amount not to exceed the equivalent airfare booked at least 30 days in advance of the speaking engagement. If the speaker is driving because he/she is bringing a large number of quilts (e.g. trunk show), we understand that it is necessary to drive and we will, therefore, reimburse actual expenses (i.e. gasoline receipts) versus mileage at the government rate. A "not to exceed amount" should be negotiated with the Program Chair prior to execution of this contract. The agreed upon amount will be noted on the contract.

Negotiated amount (if needed) _____

Airfare: May be booked by the Speaker or we are happy to book a flight for you. Tickets should be booked at least **30** days prior to the speaking engagement to ensure the best airfare rate. Our nearest airport is LAX. Airline tickets are usually reimbursed at the time of payment for the lecture and workshop. If a Speaker requires payment earlier, please forward a copy of the airline receipt to the Program Chair.

For travel expenses incurred, such as taxis, airfare, or mileage, please provide receipts.

Travel Expenses incurred by travel companions will not be covered by SBQG.

Travel expenses will be reimbursed at the close of the guild meeting.

Shipping costs: With current airline limitations on luggage, we understand that the Speaker may need to ship workshop materials, etc. In that case, the guild will cover the UPS/USPS/FEDEX ground shipping costs. Please coordinate with the program chair in advance of the speaking engagement date and provide receipts for reimbursement.

Lodging:

When possible SBQG will provide a private room/bath with one of our members.

Meals:

Dinner will be hosted by the SBQG at a local restaurant prior to the meeting. Lunch will be provided at the workshop. Breakfast will be provided by your guild host. If you have any special requirements please note.

____ no stairs ____ no pets ____ no smoking

special food needs: _____ other: _____

Please notify us if a hotel room is preferred. SBQG will provide a private room, bath, and meals (dinner Tuesday through lunch Wednesday), unless other arrangements are made. _____

Please note that incidental hotel charges (room service, movies) are the Speaker's responsibility and will not be reimbursed by the guild.

The guild will provide the transportation you need in the Los Angeles/South Bay area.

Cancellation Policy: If you are unable to appear on the dates scheduled due to illness, the SBQG shall have no obligation to make any payments. However, we shall attempt to reschedule your appearance at a mutually acceptable future date. If the SBQG is prevented from having you appear by acts of God (earthquake, hurricane, flood, governmental order, or other causes beyond our control) the SBQG agrees to attempt to reschedule your appearance at a mutually acceptable future date.

Enclosed are three copies of this Agreement. Please complete it, sign it, date it, and return it within 30 days of the above date. Return the 3 copies to us in the return envelope provided. We will return a fully signed copy to you within 5 days.

Please include **biographical information** for our newsletter. Please provide a **workshop sample** (no later than Date TBD) to help us advertise and sell the workshop. The sample should be sent to the Program Chair's address listed below.

Thank You

Presenter _____

Date: _____

email:quiltwzard1024@gmail.com

Stephania Bommarito Program Chair
18924 Patronella Avenue
Torrance, CA 90504-5817
310-503-7989

Please complete, sign, and return the attached W9 form with contract.

Revised March, 2014