

TEACHING CONTRACT

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 Certified Instructor for Judy Niemeyer Quilts & Quiltworx
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Agreement between Compass Point Quilts (CPQ) & _____ (Shop/Guild)

Class/Workshop:	Class/Workshop Fee Per Day (12 Student Maximum)	\$ _____
	Additional Student Charge (\$25.00 Per Additional Student)	\$ _____
	Number of Days	_____
	Total Class Fee	\$ _____

Shop/Guild would like to hold a kitting day in conjunction with your class: Yes _____ No _____

Kitting Day:	Kitting Fee Per Hour	\$ _____
	Number of Hours	_____
	Total Kitting Fee	\$ _____

Shop/Guild would like to host a Lecture and/or Trunk Show: Yes _____ No _____

Lecture/Trunk Show:	Lecture Fee	\$ _____
	Quilt Shipment (Trunk Show) Fee	\$ _____
	Total Lecture/Trunk Show Fee	\$ _____

<u>Event</u>	<u>Date</u>	<u>Time</u>
Class/Workshop(s):	_____	_____
	_____	_____
Kitting Day:	_____	_____
Lecture/Trunk Show:	_____	_____

Shop/Guild will be responsible for bringing in Class Patterns: Yes_____ No_____
If No, Shop/Guild authorizes CPQ to provide patterns.

The following has been discussed with and understood by Shop/Guild:

The tools/equipment used during class (class supply sheet has been provided): Yes_____ No_____

The importance of Pre-Class Instructions (pre-class instruction sheet has been provided): Yes_____ No_____

Shop/Guild wants a sample for display prior to class/workshop: Yes_____ No_____
If yes, the following sample and dates are agreed:

Table with 3 columns: Sample Name, Date - From, Date - To

Notes: _____

Travel Reimbursements:

All travel expenses TO and FROM the event shall be provided, including hotel expenses, airfare, luggage fees, parking fees and/or mileage, along with meals during travel to and from this event. Please Initial: _____

Mileage/Tolls/Parking Fees: Rates for mileage will be calculated at the going rate determined by the Federal Government, currently \$.55 per mile. Tolls and parking fees will be added to mileage charge. Please Initial: _____

Meals: While instructor is traveling, Shop/Guild will be responsible for meals. Meals will be limited to \$20.00 per half-day while driving or flying and \$40.00 for a full day. All meals during the course of travel will be added to your invoice. Please Initial: _____

Transportation: Shop/Guild will be responsible for providing instructor transportation to and from the airport along with to and from classes. Please Initial: _____

Airfare: Round trip air fare; travel insurance; baggage charges and tips; in-flight meal and ground transportation as needed will be reimbursed by Shop/Guild. Please Initial: _____

Luggage: Due to new regulations on luggage, class materials may need to be shipped. Any extra fees for luggage will be added to the airline ticket. CPQ will try to keep the luggage weights under the posted rate at the time of travel. If weight is posted at 40 lbs, CPQ will stay within that limit to avoid extra charges, if possible. If shipping is required for class materials to avoid overweight luggage, shipping costs will be added to your workshop fees. Please Initial: _____

Hotel Accommodations While Traveling: If travel requires staying overnight in a hotel on the way to an event or home from an event, the hotel room will be reimbursed by Shop/Guild. Please Initial: _____

Reimbursements During the Teaching Event:

Hotel Accommodations: Shop/Guild will need to provide Instructor with hotel accommodations during the teaching event. Please make arrangements for the instructor to stay in a clean, non-smoking room with access to High Speed Internet. Please Initial: _____

Home Stays: If your guild/shop would prefer to have me stay in a member's home, please make arrangements to provide me with a clean private bedroom. I would prefer a non-smoking home with access to High Speed Internet.

Please Initial: _____

Meals: Meals will be limited to \$20.00 per half-day and \$40.00 for a full day. All meals during the course of the teaching event will be added to your invoice. If meals are provided by the guild/shop, an adjustment will be made to your bill.

Please Initial: _____

Transportation: Shop/Guild will be responsible for all workshop related transportation including but not limited to transporting Instructor to and from the workshop location and hotel room, in addition to any other workshop related activities that Instructor may need to attend.

Please Initial: _____

Supplies: The following supplies must be provided for the instructor during a workshop or a lecture:

Teaching/Workshop Supplies & Classroom Set-up:

- If possible, Instructor will bring their own machine for demonstrations during the class/workshop. If this is not possible, please provide a Viking/Husqvarna or equivalent machine.
- 24" x 36" cutting mat
- 6" x 24" ruler
- Flat Ironing Mat
- Small Steam Iron
- Quilt racks to display and hang the quilts for class (one for each pattern that will be taught)
- A surge protector, with a heavy-duty extension cord
- Table space with enough room for each student to work comfortably (ideally one student per table, but no more than two students per table)
- Adequate lighting and ventilation
- Adequate outlets, power strips and extension cords for number of students attending class/workshop
- At least one iron and ironing surface for every four students
- Two tables for display of class samples and vending items if applicable

Lecture Supplies & Set-up:

- Surge protector with a heavy duty extension cord
- A large screen or a white wall for the PowerPoint presentation
- A small table to set up a projector and laptop to run the PowerPoint presentation
- Two 6 foot tables to lay the quilts on for display before the meeting
- One 6 foot table to display vending items if applicable
- One volunteer to assist at vending table during lecture

CPQ Vending: CPQ has the express rights to make available for sale a number of items that students/guild members may be interested in. These include but are not limited to patterns, quilting tools, fabric kits and additional supplies, etc. CPQ does not promote these items during the class/workshop, nor does the instructor spend time selling them. They are simply available for sale to interested students/guild members. The guild will not collect any commission on these sales.

Please Initial: _____

Cancellation: If the classes don't fill up, please let CPQ know in advance. CPQ would like four weeks advance notice if driving, and 60 days advance notice if flying. If cancellation takes place because of weather on either end, CPQ contact Shop/Guild to reschedule.

Please Initial: _____

Emergency: If there is any emergency associated with Shop/Guild after airline tickets have been purchased, Shop/Guild will be held responsible for the cost of the airline tickets, along with all shipping cost for the trunk show if applicable. CPQ will not hold Shop/Guild responsible for the loss of any class fees. If classes can be rescheduled CPQ will use reasonable efforts to reschedule the class. If CPQ is unable to reschedule, CPQ will provide names and contact information of other Certified Instructors for Judy Niemeyer Quilts/Quiltworx.

Please Initial: _____

In case of an emergency such as a family death or family accidents that would require CPQ to reschedule, CPQ will be responsible for the lost airline ticket and shipping cost. CPQ will not be responsible for expenses incurred by Shop/Guild for lost revenue or administrative costs. If classes can be rescheduled CPQ will use reasonable efforts to reschedule the class. If CPQ is unable to reschedule, CPQ will provide names and contact information of other Certified Instructors for Judy Niemeyer Quilts/Quiltworx.

Please Initial: _____

CPQ and Shop/Guild understand and agree that on occasion circumstances occur beyond both parties control. CPQ and Shop/Guild will be responsible for their own expenses when this occurs. CPQ and Shop/Guild will use reasonable efforts to minimize the economic impact on the other party.

Please Initial: _____

Event Fee Estimate: Payment is due and payable at the end of the contracted event. A final bill will be presented at that time.

Please Initial: _____

Class/Workshop: \$ _____

Kitting Day: \$ _____

Lecture/Trunk Show: \$ _____

Mileage _____ miles @ \$.55 per mile: \$ _____

Meals: \$ _____

Travel Expenses: \$ _____

Miscellaneous: \$ _____

TOTAL EVENT FEE: \$ _____

Contact person _____ Phone Number _____

Email _____ Cell Number _____

Physical Location of Lecture:

Address _____

City _____ State _____ Zip Code _____

Physical Location of Class/Workshop:

Address _____

City _____ State _____ Zip Code _____

Please sign this contract and return it to me by mail or email me a scanned (PDF) copy. If you have any questions please don't hesitate to contact me by phone or by email.

Signature Shop Owner/Guild Representative

Date

Lisa McCarthy ~~ Compass Point Quilts, LLC
Certified Instructor for Judy Niemeyer Quilts/Quiltworx

Date

Please mail or scan (PDF) and email original copy to:

Lisa McCarthy, Compass Point Quilts, LLC
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