

**TEACHING CONTRACT**

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 Certified Instructor for Judy Niemeyer Quilts & Quiltworx  
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Websites: [www.compasspointquilts.com](http://www.compasspointquilts.com) & [www.quiltworx.com/teachers](http://www.quiltworx.com/teachers)

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:

Sample NameDate - FromDate - To

Notes: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Travel Reimbursements:**

All travel expenses TO and FROM the event shall be provided, including hotel expenses, parking fees, mileage and tolls 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 and \$40.00 for a full day. All meals during the course of travel will be added to your invoice. 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: \_\_\_\_\_

**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 her 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 two weeks advance notice. If cancellation takes place because of weather on either end, CPQ will contact Shop/Guild to reschedule.

Please Initial: \_\_\_\_\_

**Emergency:** If there is any emergency associated with Shop/Guild, Shop/Guild will be responsible for 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 shipping costs. 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: \$ \_\_\_\_\_

**ESTIMATED 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; 59 Sanborn Road; East Kingston, NH 03827; 973-214-6784

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