

A Cruso Quilter, Lectures, Trunk Shows, and Workshops Contract



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A signed copy of this document must be part of any agreement between Levi Henson and your group. I prefer using this contract, even if your guild has its own. There may be variances between different Contracts, and I need the guild to follow the information contained in this contract.

Please contact Levi to set preliminary dates and to reserve your spot in Levi's schedule. However, His schedule may change without notice until a contract is received.

All requested information must be filled out, signed by you, and returned to A Cruso Quilter as soon as your dates are agreed upon to hold your dates.

Guild/Store Name

Contact Name

Address

City, State, Zip

Phone

Email & Website

Lecture:

Date: _____ Time: _____

LOCATION of LECTURE: Please include name of building, street address, zip and phone number:

Workshops:

Date: _____ Time: _____ Workshop: _____

Date: _____ Time: _____ Workshop: _____

Date: _____ Time: _____ Workshop: _____

LOCATION of WORKSHOP: Please include name of building, street address, zip and phone number:

CLASSROOM/LECTURE REQUIREMENTS:

If I am giving a lecture to your guild/shop, I will need **2** “holders/folders” for my quilts as well as **2** tables for the items. If we are in a large room, a microphone is also very helpful.

For Workshops, the classroom must have an electrical system able to handle a minimum of one iron per four students. (Irons blow fuses, please make sure someone knows where the electrical breakers are.) Other items: table space enough for each student to work at a sewing machine with a large cutting mat next to it (ideally one table per student). Two tables to display samples and supplies. Room must have adequate lighting and ventilation.

It is also a really good idea, for some workshops, to have a “Design wall” for students to use. These can be foam-core or insulation board or even flannel backed table cloths or batting.

FEES:

Fees as of January 2016:

Trunk show/Lecture: \$100 plus expenses, for a 1-hour lecture, plus Q&A Session.

Full Day Workshop: \$600 plus expenses, 6 hours with a 1 hour lunch break (5 hours of instruction)

Fees for all workshops are based on a class load of up to 20 students, but I welcome larger classes to reach more people! If you have more than 20 students, there is an additional fee of \$30.00 for each student over 20. Maximum number of students: 40. If you have the space, let’s fill it up!

Some classes require a kit fee per student. The kit fee may be paid by each student at the time of the class. If a class requires a kit fee, it is listed in the class description.

Travel Expenses:

If you are within 100 miles of Canton, NC no lodging will be required, except in the event of bad weather, but round-trip mileage is required at the current federal rate for each trip I make to you. If you are 100 miles away and have booked more than one day with me, lodging me over night may be preferable to the mileage accrued with back and forth driving from home to your location on multiple days.

Locations farther than 100 miles from Canton, NC require hotel lodging and round-trip mileage at the current federal rate. Distances more than 500 miles in any direction from Canton, NC may also include lodging along the way in your guild expenses if I am driving to your location.

Hotel Lodging: If lodging is necessary, a hotel is required for my stay with your group. For safety, I need a clean and secure hotel with all the room doors on the inside hallway, accessible through a safe lobby. (Avoid hotels with all the individual room doors on the outside opening to the street or parking lot.) Places with a free breakfast included save time and hassle on busy class mornings. Example: Hampton Inn, Holiday Inn Express, Hilton Garden Inn.

Airfare: If I am flying to your guild/store, round-trip airfare from Asheville, NC to your guild will be necessary. I will book the flight, and will provide a receipt with invoice as soon as the ticket is purchased. I will have one checked bag and a carry on with me when I fly.

*Please note that air travel may occur the day BEFORE my visit to your guild, and your guild will be responsible for my lodgings for that night. This is to ensure that both the trunk show bags and I arrive in time for your guild's meeting. I don't want to arrive "same day", only to have the bags not make it with me! Air travel can be exhausting and it is difficult to give a lecture/trunk show or class the same evening after traveling all day to get to you. Please plan on an extra day where necessary.

If I travel with a friend, your guild/store will not be responsible for any of their travel expenses.

Piggybacking:

If you are "piggy-backing" with another guild, your guild may be responsible for picking up the lodging for the nights between you and the guild you are "piggy backing". If a rental car is required for piggy-backing with another guild, the piggy backing guild or guilds will share the cost of the rental car.

If my Trunk Show and/or supplies must be shipped to you, the guild/store will be responsible for the costs of shipment to your guild and return to me in Canton, NC.

PAYMENT:

Fees for classes are due at the completion of the engagement. Airfare (where needed) will be invoiced, along with copies of receipts, as arrangements are made. Hotel accommodations (if needed) are the guild's responsibility for booking and payment ahead of time. Any other expenses are due at the completion of the engagement.

CANCELLATION:

Life happens! If an event must be cancelled due to circumstances beyond either party's control, the contract may be voided without penalty on either part. Rescheduling may be an option. Again, life happens. I will do my best to keep my contract dates, but if something does come up, I will give you at least 3 months' notice, if I need to reschedule. Please do understand that I have a family too.

If your guild has to cancel an event, please make every effort to do so as far in advance as possible. If it is more than 3 months in advance, no fee will be assessed. If it is 3 months or less in advance of the date, the guild/store will be responsible for a cancellation fee of \$100.00. If airfare and/or hotel lodging have already been booked, the guild will be responsible for these expenses and any others incurred in the cancellation.

If everything in this contract is acceptable, please sign **two** copies and return them to me. I will sign both and return one copy to you for your records.

If you have any questions regarding the items in the contract, please feel free to contact me via the phone number or email address at the beginning.

I am looking forward to a wonderful quilt-y event with your group. Until then, quilt on!

SIGNATURES:

Guild Representative: _____

Address: _____

City, State, Zip: _____

Phone: _____

Email: _____

Second Representative: _____

Phone: _____

Email: _____