



Gail Garber
d e s i g n s

Gail Garber Designs Professional Services Contract

This contract confirms the agreement between teacher, Gail Garber, and the sponsoring Quilt Guild.

Guild Name _____
Program Chair _____
Address _____
City, State, Zip _____
Home Phone Number _____
Cell Phone Number _____
E-mail Address _____

Date of Lecture #1 _____
Time of Lecture _____
Title of Lecture _____

Date of Lecture #2 _____
Time of Lecture _____
Title of Lecture _____

Date of Workshop #1 _____
Title of Workshop _____
Length of Workshop (Hours) _____
Start/End Times of Workshop _____

Date of Workshop #2 _____
Title of Workshop _____
Length of Workshop (Hours) _____
Start/End Times of Workshop _____

Date of Workshop #3 _____
Title of Workshop _____
Length of Workshop (Hours) _____
Start/End Times of Workshop _____

Lecture Requirements: The lecture fee of \$600 is valid when at least one class accompanies the lecture. If a lecture only is desired with no classes, the lecture fee is \$1,500.00.

Physical Requirements for lectures: Two tables 6-8' long. Large slide screen and extension cords into which the laptop and power point can be plugged in. For very large audiences, a lavalier microphone and speaker may be necessary.

Workshop Requirements: Minimum number of workshop participants: 6 Maximum: 20. If classes are multi-day, there is a discount of \$50 per day. Up to 5 additional students may be added for a fee of \$35 per student, per day, provided that classroom space is adequate.

Physical Requirements for workshops: 6' table or equivalent for every two students, plus one extra table for teacher; iron and mat for every 2-3 students.

Supply or Kit Fees: and per-student handout, supply or kit fees will be noted on class supply sheets. These fees are payable at the workshop unless other arrangements have been made.

Lecture/Workshop/Other Fees

Fee for Lecture #1	_____
Fee for Lecture #2	_____
Fee for Workshop #1	_____
Fee for Workshop #2	_____
Fee for Workshop #3	_____
Total	\$ _____

A non-refundable deposit of \$100 must accompany this contract. This deposit will be deducted from the workshop fee. Please make checks payable to Gail Garber. Your event will not be added to my teaching schedule until the deposit is received and the contract completed.

Expenses: The sponsor is responsible for round-trip air-fare or mileage from Albuquerque, NM, airport parking fees and ground transportation, meals, lodging while enroute and during the engagement. Round trip air fare shall be reimbursed by sponsoring organization at time of purchase (including surcharges for aisle seat, early boarding (Southwest Airlines) and two checked bags if applicable). All remaining fees and expenses are payable on the final date of teaching, before the instructor departs from the event.

Shipping Expenses: Sponsor is also responsible for costs incurred in shipping quilts and class samples for lectures/classes to and from the event. The instructor may pro-rate expenses for two or more sponsors when appropriate.

Travel expenses: Instructor will book her own flights and will attempt to find the lowest reasonable airfare, unless other arrangements are approved in advance. If the group books the ticket, Instructor reserves the right to approve the flights and seat assignments in advance of booking.

Hotel accommodations required: Single, non-smoking room that can be accessed via an indoor entrance without having to climb stairs, either first floor accommodations or hotel/motel equipped with an elevator. If possible, lodging at Hampton Inn is preferred, if that hotel is within a reasonable distance of the classes or lectures.

Baggage: Instructor travels with two very large heavy bags, weighing approximately 50 pounds each, plus two carry on bags. It is necessary for the individual that picks Instructor up from the airport to be physically capable of assisting with baggage. Their vehicle must be large enough to hold all luggage.

Promotion Materials: Instructor will send electronic photos pertinent to workshops or lectures for newsletters, and supply lists for classes. Instructor will also send any other available printed information upon request (magazine articles, book “sell sheets”, etc).

Quilts are rarely shipped for guild use in advance. Instructor will bring quilts for teaching examples. If quilts must be shipped to your guild for any reason, the guild is responsible for reimbursing the cost of the shipping and for shipping the quilts back to Instructor via the same carrier and service (2 Day Air) on the first business day following the last date of the event.

Sponsor may cancel the workshop up to 30 days prior to the program due to insufficient enrollment, or until airline ticket has been purchased. After this date, sponsor will be responsible for payment of daily teaching fees and all travel expenses incurred by instructor prior to notification of cancellation.

I understand that I am being hired as an independent contractor and am solely responsible for payment of taxes from my earnings.

Last updated 02/13/2015. Fees and policies subject to change until a signed contract is completed by the sponsor and the instructor.



Gail Garber

June 5, 2015

Date

Sponsor Representative

Date