



BY LISA BERENTSEN FOR QUILTER'S THREAD

Quilter's Thread Event Contract

P.O. Box ■ 128 Milton, WI 53563 ■ 608-751-3248

This is to confirm that Quilter's Thread will present trunk show, workshop(s) and/or retreat(s) for:

Organization or group name:

Primary Contact:

Address:

Phone:

Email:

Secondary Contact:

Phone:

Email:

Event Type:

- Trunk Show \$275* (includes one-year QT membership**)
- Half-Day Workshop \$300
- Full-Day Workshop \$500
- Two-Day/1-Night Retreat \$1,100
- Three-Day/ 2-Night Retreat \$1,750

*501c organizations receive a \$100 discount on Trunk Show/Membership

**See <http://www.quilterstthread.com/become-quilters-thread-organization-today/> for membership details.

Quilter's Thread Pattern or Technique being presented:

(Please see Quilter's Thread App or www.quilterstthread.com for patterns currently being offered.)

Event date(s):

Venue:

Quilter's Thread Event Contract (Continued)

Fees

Trunk Show Fee includes a Full Membership for one year for the sponsoring organization. Sponsoring group will provide a room big enough to accommodate the audience expected, wifi access and a large monitor/TV with HDMI jack. A microphone is preferred for groups larger than 50 people.

Workshops are provided at your venue for up to 20 participants. Additional participants may be added for an additional fee of \$25.00 per participant, per day, up to a maximum of 25 participants, provided the classroom is adequate. Half-Day Workshops will have no breaks. Full-Day Workshops include a half-hour break. Quilter's Thread will provide a supply list prior to the event, and will provide the featured pattern to all participants free of charge.

Retreats are provided at your venue for up to 12 students. Additional participants may be added for an additional fee of \$25.00 per participant provided the venue is adequate. Quilter's Thread will provide a supply list prior to the event, and will provide the featured pattern to all participants free of charge. Besides the featured pattern, retreats will include a Trunk Show (without QT membership,) daily "Quilter's Thread Challenge," and "QT Sheepshead" Game, with a nominal winning prize provided by Quilter's Thread for each game or challenge.

All meals are the responsibility of the organizing group.

A deposit of one-half of the event fee is required to schedule an event. The balance and any related expenses are due at the conclusion of the event.

Venue Requirements

The classroom must have space and an electrical system able to handle a minimum of 1 iron and ironing board per 4 students and individual sewing machines. (Irons blow fuses. Please make sure someone knows where the electrical breakers are.) Other Items: table space enough for each student measuring a minimum of 24" x 24". Tables (2) to display artwork, classroom supplies etc. A quilt rack, design wall, and/or additional space for cutting is desired, if possible.

Transportation

All travel expenses will be borne by the organizing group. These include: mileage when driving (at \$.54) per mile or current IRS reimbursement), round trip airfare, parking fees, and cab or shuttle fare to and from airports and venue. Flight arrangements will be made by Quilter's Thread via non-stop flights from General Mitchell International Airport in Milwaukee, WI or O'Hare International Airport in Chicago, IL. Costs for up to two checked suitcases will be part of the airline travel expenses.

Arrangements will be made by the group to meet QT Presenter at the airport location to transport class materials.

What airport should QT fly into? _____

How long does it take to travel from the airport to the town/ workshop venue/ hotel??

Quilter's Thread Event Contract (Continued)

How far is it (about how long does it take to drive from the hotel/lodging to the workshop space? _____ lecture location? _____)

Lodging/Accommodations

Full Room and Board Expenses. Quilter's Thread requests lodging in a non-smoking hotel room.

Lodging provided by your group will be at:

Name of hotel or motel:

Address:

Phone:

Reservation #:

Meals

Food allowance for travel days is \$25. On event days, the group will provide meals. If group chooses not to pick up meals on event days, the per diem food allowance is \$40/day. Event day meals are not required for Trunk Shows or Half-Day Workshops.

Extra Days

If Quilter's Thread will be in your area for extra days in order for your group to share expenses with other groups in your area, the guild / conference will be responsible for sharing all expenses on these extra days with the other groups involved.

Cancellations

Termination or cancellation of the agreement must be made in writing to the other party as soon as the need for cancellation is determined. Cancellations must be made more than 30 days in advance or prior to scheduling airfare. If the group cancels after 30 days, but more than 14 days before the event, the deposit will be forfeited and the group will reimburse Quilter's Thread for any non-refundable expenses incurred (including airfare.) Groups cancelling an event within 14 days of the scheduled date will be required to pay full fee and any non-refundable expenses incurred by Quilter's Thread. Cancellation fees and expenses will be paid within 14 days of cancellation.

If event is canceled after the purchase of airline tickets, the group will be responsible for reimbursing for the tickets and any other expenses incurred by Quilter's Thread.



Quilter's Thread Event Contract (Continued)

If your group cancels part of a multi-venue tour, your group will be responsible for covering a daily minimum speaker's fee of \$200 plus expenses.

If Quilter's Thread must cancel, any deposits or travel fees prepaid by the group will be reimbursed to the group within 14 days.

Sharing Expenses

Expenses will be shared between all groups/guilds/conferences on a multi-venue tour. Each group will be charged a percentage of total mileage or airfare, bus/limo fare, and extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Quilter's Thread is working for them.

Agreement

A signed copy of this contract must be returned to Quilter's Thread with required deposit before a firm commitment can be made. If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBA (to be announced) on the form. A completed copy of this contract must subsequently be forwarded at a later date and at least 60 days before the scheduled workshops/lectures. (90 days for international venues). Airline tickets will not be purchased until a contract is completed and received by Quilter's Thread.

Representation on Authority of Parties/Signatories: each person signing this Agreement represents and warrants that he or she is duly authorized and has legal capacity to execute and deliver this Agreement. Each party represents and warrants to the other that the execution and delivery of the Agreement and the performance of such party's obligations hereunder have been duly authorized and that the Agreement is a valid and legal agreement binding on such party and enforceable in accordance with its terms.

I have read the above letter of agreement, and I understand and agree to the terms:

Organization/Group Representative Name:

Address:

Home Phone:

Cell Phone:

Email:

Signature & Date:

Quilter's Thread Representative Name:

Signature & Date:

