

This is to confirm our verbal agreement that Susan Conn Italo will present lecture(s) and workshop(s) for:

Conference/Guild/Store Name: _____

Address: _____

Phone: _____

E-mail & Website: _____

Dates: _____

Conference/Guild/Store Contact, including email & phone: _____

Secondary Contact, including email & phone: _____

Classroom Requirements:

- *Adequate table space for students to work at a sewing machine, with a cutting board and iron. No more than two students per 8-foot table.
- *One longarm quilting machine for teacher use, if appropriate.
- *One longarm quilting machine per one to two students, if appropriate.
- *Classroom must have adequate electrical and outlet system to support sewing machines and irons.
- *One table for Susan's work and demonstrations.
- *Room must have adequate light and ventilation.

Lecture Requirements:

- *Microphone for audiences of more than 50 people.
- *Two tables to display artwork and one table for items for sale.
- *Assembled clothes hanging rack (and 12 hangers if Susan is flying to lecture) to display Wild Onion Jackets.
- *Three to four size 6/8/10 models (guild members, store employees, audience members)

Lecture/Workshop Information:

Lecture requested: _____

Date: _____

Workshop #1: _____

Date: _____

Location/ address/ contact: _____

Workshop #2: _____

Date: _____

Location/ address/ contact: _____

Workshop #3: _____

Date: _____

Location/ address/ contact: _____

Supply Lists: A master copy will be emailed to the workshop chairman to copy and distribute.

Promotion Materials: Class descriptions can be emailed to you.

Sales: Susan's hand-dyed fabrics, patterns, and fiber kits will be available for purchase. Susan will not spend class time promoting these items. The conference/guild/shop will not expect to receive any commission from these sales, unless otherwise contracted.

Fees:

Lecture: \$300 (please note that all lectures must be accompanied by a workshop. Should the workshop be canceled by the conference/guild/store, the lecture will be canceled as well)

Workshops: \$600 per day for up to 20 students. Workshop may require a kit fee per student to cover necessary patterns or materials.

Payment: Fees and expenses to be paid immediately upon completion of engagement.

Susan requires a minimum of one lecture and one workshop if traveling more than 100 miles from her home; a minimum of one lecture and two workshops if airline travel is required. If Susan is required to be in your area for extra days in order to be available on your regular guild meeting days, share expenses with other groups in your area, or to save the conference/guild/store money on air fare, your conference/guild/store will be responsible for all expenses on these extra days.

Travel Arrangements: all travel expenses will be borne by the conference/guild/store. These include:

*Door to door mileage at current IRS rate or

*Round trip airfare, highway tolls, airport parking and tips, taxi charges.

*Lodging in a hotel/motel with food in/nearby, or in the smoke-free/pet-free home of a guild member, in a private bath/bedroom.

*Meals to be provided by conference/guild/store or paid for by conference/guild/store. Susan has no food allergies.

Susan will provide the conference/guild/store with all receipts pertaining to expenses incurred during services relating to the lecture and workshop. Full payment for said fees, expenses, and appropriate incidentals will be made to Susan at the conclusion of the services, or where airline tickets are required, airline tickets will be purchased by the conference/guild/store, or cost of ticket will be paid to Susan prior to completing airline transaction.

Lodging Information:

Name of hotel/motel/guild member: _____

Street address: _____

City and Zip code: _____

Phone: _____

Reservation # and in whose name: _____

Cancellations: the conference/guild/store may cancel a workshop and/or lecture at any time prior to the purchase of nonrefundable airline tickets or other expenses incurred by Susan, with a 30 day minimum notice. If a workshop and/or lecture is canceled after the purchase of airline tickets, the contracting party will be responsible for paying for the tickets and any other expenses incurred by Susan. The contracting party will be responsible for paying Susan's full fee for classes and/or lectures canceled after Susan has traveled to your area.

If your conference/guild/store cancels in the middle of a multi-venue tour, your group will be responsible for covering your guild's share of expenses incurred by Susan as well as Susan's daily minimum fee of \$600.

Sharing Expenses: expenses will be split for conferences/guilds/stores on a multi-venue tour. Each group will be charged a percentage of total airfare, parking, tolls, and mileage, as well as meals and lodging. Individual groups will be responsible for lodging and meals on the days Susan is working for them.

Additional Contract: if your group has its own contract, this contract will also be needed, in addition to your contract. Please cross out and initial any clauses in your contract which are in conflict with the requirements listed in this contract.

A signed copy of this contract must be returned to Susan Conn Italo before a firm agreement can be made.

I have read the above agreement and understand and agree to its terms:

Conference/Guild/Store Representative: _____

Address: _____

City, State, Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Date: _____ Signature: _____

Teacher/Lecturer: Susan Conn Italo

Date: _____ Signature: _____

Susan Conn Italo
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