



**Contract for Service**

Name of Guild:
Contact Person:
Contact phone:
Contact email:
Trunk Show Title:
Date and time of event:
Location of event:
Street address for GPS:
Approx. 1 hr: fee \$450
Workshop title:
Date and time of workshop:
Location of event:
Street address for GPS:
Select One:                      Half day 3-4 hrs: fee \$500                      OR                      Full day 6 hrs: fee \$750

Travel/mileage:

Total cost:

**All fees** will be collected at the conclusion of the presentation/workshops. Contract is subject to natural disasters, unexpected illness or death in the family. Every effort will be made by the instructor to fulfill or reschedule. The guild will not be responsible for any expenses incurred (other than airfare) if contract is cancelled by the guild more than 30 days prior to events.

**Merchandise:** Patterns, templates and books will be for sale by the author.

**Lectures:** Two quilt holders and two quilt folders will be needed during presentation. A table for folded quilts and an additional table for merchandise will be needed.

**Workshops:** Number of students are not limited but more than 20 students will require a full-time assistant to help with duties such as: passing out copies, helping students with machine issues, holding and folding samples, etc. Some workshops require pre-printed copies therefore an approximate count of students will be needed.

**Please fill out all information above and sign the contract below.** Once I receive the contract, I will sign it and email it back to you. Signed contracts guarantee prices quoted and reserve calendar dates. Dates are determined on a first come/first serve basis.

I look forward to meeting you. Thanks so much!!

Guild Representative \_\_\_\_\_ Date \_\_\_\_\_

Diane D. Vandiver/ BTQ \_\_\_\_\_ Date \_\_\_\_\_

5090 Trailing Fox Drive Cumming, GA 30040

[butterflythreadsqquilting@gmail.com](mailto:butterflythreadsqquilting@gmail.com)