

Guild Speaker Sample Contract

This sample contract is presented for you to get ideas to incorporate into your own Guild contracts. TAQG does not present this as a legal contract. It is only to give ideas. If you have any legal questions, please contact your attorney.

Guild Name
Guild Mailing Address
Guild Website

This agreement confirms that _____ will present lecture(s) and/or workshop(s) for the **Guild Name** (Guild) as follows.

Lecture(s):

Title: _____ Date: _____ at 6:45 pm

Lecture Fee: _____ Approximate Length of Lecture: 45 min – 1 hr

Number of quilts to hang: _____ Number of supply tables: _____

Workshop(s):

Title: _____ Date: Friday, _____ at 8:30 am

Workshop Fee: _____ Number of Students: _____

Length of Workshop: _____ Kit Fee (If any): _____

Title: _____ Date: Saturday, _____ at 8:30 am

Workshop Fee: _____ Number of Students: _____

Length of Workshop: _____ Kit Fee (If any): _____

Travel:

The Guild appreciates your efforts to choose the most economical method of travel. To ensure the lowest travel rates, please have travel booked four (4) weeks in advance of the event. Ground transportation in the Dallas area, for out of area Speakers, will be provided by the Guild.

Dallas has two airports, Dallas/Ft. Worth (DFW) and Dallas Love Field. To allow cross-city travel, the Speaker's flight should arrive no later than 3:00 pm on the date of the first lecture/workshop and depart no sooner than 6:30 pm on the date of the last lecture/workshop. If you cannot book a return flight for the day of your last workshop please notify us immediately.

Please check one:

- I will make my travel arrangements, pay for them and wait to be reimbursed at the conclusion of scheduled events.
- I will be driving and the mileage will be reimbursed by the Guild at the current IRS rate (up to 500 miles round trip.) If you elect to drive when the distance is over 500 miles round trip, then the Guild is responsible only for the amount equal to a four (4) week advance purchase airline ticket.

Lodging:

The Guild will be responsible for your room and board from the evening after the first appearance until the end of the last workshop/lecture. Lodging will be at **Your information here** Conf. # _____

Please indicate if you are a smoker. The Guild pays for lodging, taxes, and meals (meals not to exceed \$30.00 per day) only, any other charges are the responsibility of the Speaker.

Merchandising:

We encourage you to bring your books, patterns, kits, etc. to sell during your visit. Shipping charges for merchandise are your responsibility. We do not take a percentage of sales.

Meeting Requirements:

The Guild will remit your fees and expenses in full at the conclusion of the scheduled events, unless other arrangements have been made. Outside business and social engagements made in the area should be cleared with us in advance. Teaching the workshop(s) contracted with QGP within a 60 mile radius of the city of Plano four (4) months prior to or four (4) months after the engagement is prohibited.

Contract Specific Details:

Workshop supply lists, class samples and photos of yourself along with your biography need to be mailed and/or emailed to –

Supply your specific contact information here.

at least three (3) months prior to your engagement. Any additional items such as slides, posters, promotional materials, etc., should also be mailed at this time. Your signature on this contract is authorization to copy and use these items to publicize your appearance.

Cancellations:

The **Guild name here** may cancel this contract due to insufficient enrollment no later than 60 days prior to contracted date.

This contract constitutes the entire understanding between all parties and may only be amended in writing by the parties listed below or authorized person(s) of said organization(s).

Signatures:

Signature: _____	For: _____
Speaker: Speaker Name	Programs Chairperson Name
Address: Speaker Address	Programs Chairperson Address
Phone(s): Speaker Phone	Programs Chairperson Phone
Email: Speaker email	Programs Chairperson email
Date: Signature Date	Date: Signature Date

Please sign and return within 10 days of receipt. Thank you.