



Special Events Contract

Almond Country Quilt Guild
PO Box 538, Templeton, CA 93465

This Contract is entered into between Almond Country Quilt Guild (ACQG) and:

Instructor/Speaker: _____

Address: _____

Cell Phone: _____ email: _____ Other phone: _____

The above parties shall agree upon the following terms and conditions:

- 1) Instructor will present a lecture titled: _____
Date: _____ Time: _____ Fee: _____
- 2) Instructor will conduct a workshop titled: _____
Date: _____ Time: _____ Fee: _____

Instructor to provide:

- A completed W-9 form prior to payment.
- A workshop sample 3 months prior to the event to be returned at the workshop
- A workshop supply sheet with prices for any kit fees required
- Product sales at these events will be by prior guild agreement

Travel Expense:

- Board /Lodging: ACQG will provide the instructor with motel/hotel accommodation for these night(s): _____ Guild will provide dinner and lunch and the hotel breakfast.
- Car Expense: ACQG will pay current IRS mileage rate for round trip travel. Estimated mileage: _____
- Air Fare: ACQG will reimburse round trip airfare at an economy or super saver rate when agreed to by both parties. Travel from: _____ to _____

We, the Almond Country Quilt Guild, reserve the right to cancel these arrangements within 30 (thirty) days of the event, if, after all reasonable attempts we are unable to fill a workshop/lecture to 50% capacity.

Instructor/Speaker Signature: _____ Date: _____

ACQG Chairperson Signature: _____ Date: _____