



# KRISTIN LAURA DESIGNS

## TEACHING CONTRACT 2023-2024

THIS AGREEMENT dated \_\_\_\_\_, between KRISTIN ECHOLS, (hereinafter referred to as Instructor) and \_\_\_\_\_, (hereinafter referred to as Guild) holds as follows: the Instructor hereby agrees to come to the Guild on \_\_\_\_\_ to present the following workshops and lectures at the fees listed below:

- **Lecture & Trunk Show – \$200**
- **Workshop – \$600**
- **Travel and Lodging Expenses as defined below**

**1. Lecture:** The lecture usually lasts 1 hour. The Instructor will make herself available for questions and answers immediately following the lecture. The Instructor will be allowed to set up a table to sell her patterns and notions before and/or after the lecture.

Guild will provide the following:

- One table for selling patterns and notions
- One table for stacking trunk show quilts
- Projector with cable and extension cord
- Screen or wall for projecting upon
- 2 volunteers to hold quilts
- One or more quilt stands to display quilts

Instructor will provide the following:

- Laptop for presentation
- Quilts for trunk show

**2. Workshop:** The workshop is one day (six hours) plus a 30-60 minute break for lunch. The maximum number of students for the workshop is 20. This class size ensures that each student receives individual attention as needed. The Instructor will be allowed to set up a table to sell her patterns and notions before and/or after the workshop and during breaks.

Guild will provide the following:

- One table for selling patterns and notions
- One table for class quilt samples
- One or more tables and mats for cutting
- Irons and ironing boards
- One or more quilt stands to display quilts

Instructor will provide the following:

- Supply lists
- Patterns for workshop project
- Demonstration materials
- Quilt samples

**3. Payment:** The Instructor will submit a revised, final invoice including a listing of all expenses and receipts to the Guild on the last day of teaching. Full payment from the Guild is expected by check or money order in US dollars upon completion of services before leaving the venue.



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**4. Expenses:** In addition to the payments set forth above, the Guild agrees to reimburse the Instructor the following expenses necessarily incurred by her to fulfill her obligations herein:

- **Travel:** The Guild is responsible for roundtrip airfare from Spokane, WA, airport parking fees and ground transportation, meals, lodging while en route and during the engagement. Roundtrip airfare shall be reimbursed by Guild at time of purchase (including surcharges for early boarding if using Southwest Airlines and two checked bags if applicable). Instructor will book her own flights and will attempt to find the lowest reasonable airfare, unless other arrangements are approved in advance. If the Guild books the ticket, Instructor reserves the right to approve the flights and seat assignments in advance of booking.
- Please note that travel will occur the day BEFORE my visit to your guild, and your guild will be responsible for my lodging for that night. This is to ensure that both the trunk show bags and I arrive in time for your guild's meeting. Traveling can be exhausting and it is difficult to give a lecture/trunk show or class the same evening after traveling all day to get to you. Due to the full day workshop and distance travelling, return travel will occur the day AFTER the workshop.
- **Lodging:** The Guild agrees to provide hotel or motel accommodations for the Instructor during the time required for the completion of the Instructor's commitment herein. Please provide a single, non-smoking room with high-speed Internet that can be accessed via an indoor entrance without having to climb stairs (either first floor accommodations or a hotel/motel equipped with an elevator). If possible, lodging at Hampton Inn is preferred, if that hotel is within a reasonable distance of the workshop and lecture venues.
- **Meals:** The Guild agrees to reimburse the Instructor for meals in a sum not to exceed \$45 per day for the duration of the Instructor's commitment, unless the meals are provided by the Guild and/or included with the hotel reservation. The Guild is not responsible for entertaining the Instructor after her classes or workshops.
- **Shipping:** All shipping fees related to supplies used for class or for a sample of the class project shall be reimbursed by the Guild.
- All fees set forth in this section shall be paid by the Guild to the Instructor immediately upon the completion of the final lecture or workshop.

**5. Publicity:** Photos, biography, supply lists and other information may be taken from the [KristinLaura.com](http://KristinLaura.com) website to promote the lecture and workshop.

**6. Sales:** Instructor will have patterns and notions for sale before and after lectures and workshops. Sales of these items will not interfere with lecture and workshop time. The Guild will not collect any fees or commissions on these sales.

**7. Cancellation:** If cancellation by the Instructor occurs within 60 days of the planned workshop/lecture, Instructor will provide an equivalent and/or appropriate substitute for the scheduled workshop/lecture. If cancellation by Guild occurs within 60 days of planned workshop/lecture, Guild will reimburse the Instructor an amount equal to 50% of agreed upon workshop/lecture fees. No penalty occurs for either Instructor or Guild if cancellation occurs prior to the 60-day period. Cancellation can be made by telephone, fax or e-mail but must be followed by a registered letter unless otherwise agreed upon.



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Please initial the following clauses to show you have read and understand these terms:

- Air travel: The Instructor will contact the Guild at least 30 days before making airline reservations. If the engagement is cancelled after the airline reservations are made, the Guild is responsible and will reimburse the Instructor for the full expense of the airfare.

Initial \_\_\_\_\_

- If the Guild cancels workshops/lecture while the Instructor is en route to the destination, the Guild is responsible for ALL contracted fees for the workshop (\$600), lecture (\$200) and travel expenses including lodging, meals and ground transportation for the term of the contract \_\_\_\_\_

Initial \_\_\_\_\_

- **Last day to cancel without penalty: \_\_\_\_\_ at 5:00 PM PDT.**

Initial \_\_\_\_\_

If the Instructor is unable to fulfill this contract because of personal injury, illness or family emergency, all previously incurred travel expenses are the Instructor's responsibility.

Fee Estimate:

Lecture & Trunk Show	\$200.00
One Day Workshop (6 hours)	\$600.00
Shipping Sample Quilt for Workshop*	\$30.00
Roundtrip Airfare – Spokane, WA to _____*	
Airport Parking (Spokane) ___ days @ \$12/day	
Ground Transportation (between airport and lodging )*	
Lodging ( ___ nights, dates _____)*	
Meals ( ___ days, not to exceed \$45/day, receipts will be provided)*	

\*These numbers are for estimating purposes only. Receipts will be provided for actual amounts. Guild may provide ground transportation and any meals during stay.

ESTIMATED TOTAL EVENT FEE: \$ \_\_\_\_\_



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## Guild Contacts:

Primary Contact		Phone Number	
Email		Cell Number	
Alternate Contact		Phone Number	
Email		Cell Number	

## Physical Location of Lecture:

Address			
City, State		Zip Code	

## Physical Location of Class/Workshop:

Address			
City, State		Zip Code	

Please sign and mail contract to Kristin Echols, 14995 W Frost Rd, Worley, ID 83876 or email a scanned PDF to [KristinLaura@gmail.com](mailto:KristinLaura@gmail.com)

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(GUILD) Signature Guild Representative

Date

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(INSTRUCTOR) Kristin Echols, Kristin Laura Designs

Date