

## Contract for Workshops and Lectures

A signed copy of this contract must be part of any agreement between RaNae Merrill and the Presenter. All requested information must be filled out, signed by Presenter's representative, and returned to RaNae Merrill with the deposit no later than 60 days (90 days for international events) prior to RaNae's departure for this event. Contracts that have not arrived by 60 days (90 days for international venues) prior to the scheduled dates are subject to cancellation. Airline tickets will not be purchased until a signed contract is received by RaNae. If you would like to reserve dates before you know the exact location of your event or the workshop(s) your group wants to book, use the **Preliminary Agreement On Dates for Workshops & Lectures** to reserve time in RaNae's schedule, and send this full contract later.

Please read this entire contract before requesting that RaNae reserve time in her schedule. If your group has its own contract, this contract is needed in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with this contract.

\_\_\_\_\_ ("Presenter") requests, and **RaNae Merrill d/b/a RaNae Merrill Quilt Design** ("RaNae" or "RaNae Merrill") agrees to present, the workshop(s) and/or lecture(s) listed on Page 2 of this agreement according to the terms herein.

**Event Date(s):** \_\_\_\_\_

**Presenter's business address is:**

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Presenter's Website is: \_\_\_\_\_

(If there is more than one event or presenter involved in this engagement, please fill out the relevant information on the "Shared Events" page and return it with this agreement.)

**The contact person for the Presenter (Coordinator) is:**

Name: (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**An alternate contact person for the Presenter (Alternate Coordinator) is:**

Name: (printed) \_\_\_\_\_ Title: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

It is understood that the Coordinators for this event may not be the persons doing airport pickups, preparing meals, and setting up class and lecture rooms, or may have passed on the office of Program Chair to someone else before RaNae's visit. The Coordinators agree, therefore, to pass on the information in this contract to all future Coordinators, group members, hostesses and caterers, etc. in charge of these activities, and to keep RaNae informed of any relevant change in Coordinators and other persons assisting with the event.

**Lectures and/or Workshops Requested**

*This page must be filled out entirely, even if the information was submitted previously on the Date Reservation Form.*

**Lecture/Workshop Title** \_\_\_\_\_ Fee: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated No. of Attendees: \_\_\_\_\_  
Name of Venue: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
Website Address: \_\_\_\_\_

**Lecture/Workshop Title** \_\_\_\_\_ Fee: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated No. of Attendees: \_\_\_\_\_  
Name of Event/Venue: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

**Lecture/Workshop Title** \_\_\_\_\_ Fee: \_\_\_\_\_  
Date: \_\_\_\_\_ Time: \_\_\_\_\_ Estimated No. of Attendees: \_\_\_\_\_  
Name of Event/Venue: \_\_\_\_\_  
Website Address: \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone: \_\_\_\_\_ Email: \_\_\_\_\_

(Attach additional page if needed.)

**Fees**

**Lectures & Trunk Shows:** \$400.00

**Half-Day (3-hour) Workshops:** \$400 for each class, for up to 20 students.

Additional students may be added for an additional fee of \$10.00 per student, per day, up to a maximum of 25 students, provided classroom space is adequate.

**Full-Day (6-Hour) Workshops & Multi-Day Classes:** \$750 per day for up to 20 students.

Additional students may be added for an additional fee of \$20.00 per student, per day, up to a maximum of 25 students, provided classroom space is adequate.

**Minimum Bookings:** As a general guideline, the amount of time booked must equal or exceed the travel time to get to and from the event. For example, if travel time to your event is 4 hours each way (total 8 hours) the minimum booking would be one full-day workshop or two Trunk Show/Lectures or a Trunk show and a mini-workshop within the same day. If your event is within 2 hours of New York City, the minimum is a single Trunk Show/Lecture. You may combine events with another presenter to meet the minimum booking. If in doubt, ask.

*Note: Two three-hour classes and a lecture may be scheduled in a single day, but 3 three-hour classes may not be scheduled in a single day.*

## Expenses

Travel and event-related expenses will be paid by the Presenter, including:

Transportation to and at Venue: Transportation to the event will be decided by RaNae, as determined by what is most practical for her overall schedule. Please keep in mind that due to factors beyond control (such as airline delays or highway construction), last-minute changes in transportation may need to be made and may increase transportation costs. While RaNae will do everything reasonably possible to contain costs, the Presenter agrees that all transportation costs, even if incurred due to such changes, are the responsibility of the Presenter.

Driving: RaNae lives in New York City and does not own a car. If she drives to the event, the Presenter will pay car rental; transportation to/from car rental location; insurance, if necessary; fuel; highway tolls; excess mileage charges, if any; parking and all other necessary incidental expenses.

Ground Transportation: Taxi, bus, train or other public transportation to and from all airports and to the venue, including baggage handling and baggage charges. If RaNae is not driving directly to the venue, transportation arrangements need to be made from airport/public transportation hub to the venue. The Presenter may arrange to meet RaNae with a vehicle adequate to handle two or three large (50 pound/ 23 kilo) suitcases, or RaNae will arrange appropriate transportation (rental car, taxi, etc.).

Air Travel: Round trip air fare; travel insurance; baggage charges and tips; in-flight meals

Lodging: Private non-smoking room with internet access and a private bathroom in a hotel, motel or dormitory (if on a university campus). Homes are acceptable if a private room is available.

Meals: Please provide low-fat meals with plenty of fruits and vegetables. In order to simplify accounting, a \$45.00 per diem may be assessed on days when meals are not provided by Presenter.

Extra Days: If RaNae needs to spend extra time at the event in order to save the Presenter money on air fare or to schedule multiple events, the Presenter(s) will be responsible for all expenses on the extra days. If RaNae will be in your area for extra days in order for your group to share expenses with Co-Presenters in your area, the Co-Presenters will be responsible for sharing all expenses on these extra days.

Rest Days: RaNae will need at least one day of rest after six days of teaching and traveling before teaching additional workshops. Presenters (and Co-Presenters) will be responsible for expenses on these days. These expenses may be shared by other groups in the event that this is a multi-group tour.

Miscellaneous Other Expenses: Items such as visa and customs fees, shipping, excess baggage charges, copying materials, etc.

## Payment of Fees & Expenses

A signed copy of this contract and a deposit of \$150 per day must be received by RaNae no less than 60 days before the first day of Lectures/Workshops. Airline tickets will not be purchased until the complete, signed contract and deposit are received by RaNae. An invoice for the cost of airline tickets will be sent to Presenter at the time they are purchased, and payment is due upon receipt. The balance of fees plus expenses is due at completion of the Event. There may be additional expenses after the end of the Event (airline baggage handling fees, for example); in such cases, an additional invoice will be sent to the Presenter, and payment is due upon receipt.

**Sharing Expenses:** If more than one Presenter are sharing expenses, it is the responsibility of co-presenters to decide among themselves and to inform RaNae before the event of how shared expenses will be divided among them. RaNae will make reasonable efforts to apportion expenses as requested. As a general guideline, day-by-day expenses such as meals and hotels will be invoiced to the Presenter for whom RaNae is teaching on that day. In the event of any dispute as to how expenses are apportioned, Presenters will pay RaNae's invoices as presented, and will resolve the dispute among themselves.

## Cancellations & Refund Policy

The Presenter may cancel a workshop at any time; however cancellations less than 60 days (90 days for international venues) before the event (or before the start of a multi-venue tour of which the event is a part, if applicable) will result in a \$150 per day cancellation fee. If a workshop is canceled after airline tickets have been purchased or any other non-refundable expenses have been incurred, the Presenter will pay for the tickets and expenses. If a workshop is cancelled, and coming to your group for fewer workshops or lectures than originally agreed upon in this contract will cause economic hardship for RaNae, RaNae reserves the right to cancel the remainder of the contracted workshops / lectures. If your event is part of a multi-venue tour and your group cancels a workshop after the start of the tour, your group will be responsible for covering RaNae's daily minimum fee of \$750.00, plus expenses for those days. If RaNae cancels an engagement and it cannot be rescheduled within a year of the originally scheduled date, the deposit will be refunded. Cancellations due to natural disasters, weather, airline disruptions or other factors beyond the control of RaNae or the Presenter will be dealt with on a case-by-case basis. RaNae's preference in such cases is to reschedule if possible.

## Sales

In RaNae's workshops and lectures a number of items will be available for sale to interested students. The Presenter will not collect any commission on these sales. RaNae will limit promotion and sale of these items to times outside workshop hours, unless they are directly related to or needed in the workshop. These items may include:

- Books, patterns and CD's by RaNae

- Fabrics and fabric kits

- Pins, bags and T-shirts

- Materials and tools needed by students to complete the workshop projects.

Some workshops have materials fees payable to instructor. See individual workshop descriptions.



## Travel Arrangements

Please return this page attached to your signed contract. It is important that you fill out as much of the information as is relevant to your event, so that RaNae can make appropriate travel plans. Travel arrangements will be made by RaNae or the Presenter's travel agent, with RaNae's agreement on dates of travel, routes, airline, etc.

**Name of Event / Presenter:** \_\_\_\_\_

Venue Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

**Contact Person for the Presenter (Coordinator):**

Name: (printed please) \_\_\_\_\_

Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Transit Information:** (RaNae will investigate travel options, and decide on appropriate method.)

Closest Airport \_\_\_\_\_ Alternate Airport \_\_\_\_\_

Travel time airport to venue \_\_\_\_\_ Travel time airport to venue \_\_\_\_\_

Name of Train line \_\_\_\_\_ or Bus Line \_\_\_\_\_

Take Bus or Train to (Name of Station/Stop): \_\_\_\_\_

Travel Time from Station to Venue \_\_\_\_\_ Arrive at Station/Stop by \_\_\_\_\_ am / pm

Name of Person picking RaNae up: \_\_\_\_\_

Cell phone number: \_\_\_\_\_ Alternate phone number: \_\_\_\_\_

**Name of Presenter's Travel Agency:** \_\_\_\_\_

Travel Agent's Name: (printed) \_\_\_\_\_

Phone(s): \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

**Name of Hotel or Host:** \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Reservation #: \_\_\_\_\_ Date(s) of Reservation: \_\_\_\_\_

Hotel's Website: \_\_\_\_\_

In order to secure the most economical air transportation, RaNae must be provided with all necessary information about exact dates and times of workshops and other events at least 90 days prior to the first scheduled event on the trip which includes your events. Please keep in mind that you may not be the first group on her itinerary, and you may be required to provide this information more than 90 days prior to your events. If your failure to provide this information results in increased travel expenses, your group will be solely responsible for paying the difference in cost.

**Shared Events**

If more than one group is combining efforts and expenses for this event, please provide the names of all Presenters involved, the dates of their respective events and contact information for the Coordinator in each organization who is responsible for this event. To the extent possible please designate one person as main Coordinator for purposes of any shared communication and/or shared billing. However, each Presenter must still complete a separate contract.

**Name of Presenter or Event:** \_\_\_\_\_  
Website: \_\_\_\_\_  
Coordinator's Name: (printed) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date(s) of RaNae's engagement: \_\_\_\_\_

**Name of Presenter or Event:** \_\_\_\_\_  
Website: \_\_\_\_\_  
Coordinator's Name: (printed) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date(s) of RaNae's engagement: \_\_\_\_\_

**Name of Presenter or Event:** \_\_\_\_\_  
Website: \_\_\_\_\_  
Coordinator's Name: (printed) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date(s) of RaNae's engagement: \_\_\_\_\_

**Name of Presenter or Event:** \_\_\_\_\_  
Website: \_\_\_\_\_  
Coordinator's Name: (printed) \_\_\_\_\_  
Street Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone(s): \_\_\_\_\_  
Email: \_\_\_\_\_ Fax: \_\_\_\_\_  
Date(s) of RaNae's engagement: \_\_\_\_\_

<b>International Events</b>
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All fees must be paid in US dollars. Unless other arrangements have been made in advance, payments by Presenter will be in the form of an international money order in US dollars, a check in US dollars from a bank with branches in the United States, wire transfer of US dollars directly into RaNae's bank account, or PayPal payment to ranaequilts@hotmail.com.

If the workshop will be held in a country other than the United States, the Presenter will be responsible for researching customs requirements, filling out customs forms, providing official invitations or other required documents, and, when necessary, arranging to have the necessary paperwork ready at RaNae's port of entry. If RaNae will be required to apply for a work permit in your country, she must be notified at least 120 days prior to leaving for your event, and Presenter will be responsible for any and all fees. Under no conditions will RaNae be expected to deceive or mislead customs officials when entering or leaving your country.

I have read the above and agree to these terms.

**Presenter Name:** \_\_\_\_\_

**Authorized Representative of Presenter:**

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

Return with complete, signed contract to RaNae Merrill.

## Lecture Hall and Classroom Requirements

Specific requirements for each class and lecture can be found on the Workshops page of my website: [www.ranaemerrillquilts.com/workshops](http://www.ranaemerrillquilts.com/workshops). Please check prior to your event for updates.

### Equipment Needed For Lectures:

Podium or music stand for notes  
Large table near podium for lecture materials and quilts  
Public address system for audiences of more than 50 people  
Two or more tables for display of work  
Quilt stands (if available)

### Classroom Requirements for Workshops:

At least two tables for display and one additional table for demonstration.  
Table space with enough room for each student to work at a sewing machine, with a cutting board and iron next to it. (Ideally, one table per student.) Try to arrange tables so that all students' work areas are equally accessible. For example, don't place a long table for two students with one end against a wall and the other on an aisle.  
Outlets and electrical capacity to support sewing machines and at least two irons. (Access to the circuit breaker box is very important in case this is miscalculated. *Do not ignore this requirement.*)  
Room must have adequate lighting and ventilation.  
For multi-day workshops: Work wall that can be pinned into, or movable design boards, such as 40" x 60" foamcore, or insulation board. 40" / 1 meter (minimum) per student.

## Supply Lists

Materials lists for each workshop can be downloaded from RaNae's website on the description pages for each workshop at <http://www.ranaemerrillquilts.com/teaching>. These may be printed or emailed for distribution to students participating in workshops.

## Promotional Materials

**RaNae's website:** [www.ranaemerrillquilts.com](http://www.ranaemerrillquilts.com)  
**Biography & Photo:** RaNae's photo and bio can be downloaded from her website at <http://www.ranaemerrillquilts.com/meet-ranae>  
**Publicity Images:** Images for promoting workshops can be downloaded from RaNae's website on the description pages for each workshop at <http://www.ranaemerrillquilts.com/teaching>  
**Spiromaniacs Blog:** <http://spiromaniacs.wordpress.com>