

Preliminary Agreement on Dates for Workshops & Lectures

This Preliminary Agreement is for the purpose of reserving dates. Please read in full RaNae's **Contract for Workshops & Lectures** before sending this preliminary agreement, to be sure that all requirements are acceptable to your group. (The Contract for Workshops & Lectures can be downloaded from RaNae's website at www.ranaemerrillquilts.com.) As soon as venues are secured and workshops/lectures chosen (but not less than 60 days prior to the event, or 90 days prior for international events), the full Contract for Workshops & Lectures must be completed, signed and sent with the deposit to RaNae. A signed copy of the full contract must be part of any agreement between RaNae Merrill and your group.

This is to request that RaNae Merrill present Workshop(s) and/or Lecture(s) (titles/topic to be determined) for _____ (Presenter's name) at the event(s) and on the date(s) indicated below (provide details on page 2):

Event Date(s): _____

Presenter's business address is:

Address: _____

City: _____ State: _____ Zip: _____

Presenter's Website is: _____

For Shared Events: If there is more than one event or presenter involved in this engagement, complete, sign and return the "Shared Events" page 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.

Date(s) Requested

Dates *must* be given in order for a reservation to be made. Please also fill in as much other information as is available at this time. Attach additional page(s) if needed.

Date: _____ Time: _____ Estimated No. of Attendees: _____
Lecture/Workshop Title (if known) _____ Fee: _____
Name of Venue: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Website Address: _____

Date: _____ Time: _____ Estimated No. of Attendees: _____
Lecture/Workshop Title (if known) _____ Fee: _____
Name of Venue: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Website Address: _____

Date: _____ Time: _____ Estimated No. of Attendees: _____
Lecture/Workshop Title (if known) _____ Fee: _____
Name of Venue: _____
Street Address: _____
City: _____ State: _____ Zip Code: _____
Phone: _____ Email: _____
Website Address: _____

Fees

Lectures & Trunk Shows: \$400.00

Half-Day (3-hour) Workshops: \$400.00 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 or Half-Day workshop. 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.*

Commitment

Waiver of any portion of this agreement does not invalidate any other portion of it, or any future application of the terms waived. This contract is governed by the laws of the State of New York.

For International Events: International Presenters please complete, sign and return the “International Events” page with this agreement.

I have read the Preliminary Agreement on Dates for Workshops & Lectures and the Contract for Workshops & Lectures, and I understand and agree to their terms.

Presenter Name: _____

Authorized Representative of Presenter:

Signature: _____

Print Name: _____ Date: _____

Title: _____

RaNae Merrill Quilt Design

RaNaE Merrill

Date

Document Checklist

Please return this signed agreement with other relevant documents listed below to:

RaNaE Merrill Quilt Design, 370 West 118th Street #2D, New York, NY 10026-1016
T: 212-316-2063 / Fax: 212-316-2065 / ranaequilts@hotmail.com / www.ranaemerrillquilts.com

____ Signed Preliminary Agreement on Dates for Workshops & Lectures

____ Shared Events page (if applicable)

____ Signed International Events page (if applicable)

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: _____

International Events

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 Preliminary Agreement on Dates to RaNae Merrill.