



THE
Quilted Story
 By KATHLEEN BOWEN

Trunk Shows, Lectures & Workshops Contract

This contract is entered into between _____ (guild or organization) and Kathleen Bowen, The Quilted Story.

Guild/Organization:		Representative Name:
Street Address:		
City:	State:	Zip:
Contact Phone:		

The contract is for a Program Workshop Both.

Date	Time	Program

LOCATION of PROGRAM (Please include name of building, street address, state, zip and phone number):

Date	Time	Workshop

LOCATION of WORKSHOP (Please include name of building, street address, state, zip and phone number):

Kathleen Bowen ● 149 Burberry Drive, Williamston, SC 29697 ● 864-222-2483



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Kathleen Bowen will be responsible for sending any necessary supplies lists for programs/workshops. Supply lists for workshops will be sent via e-mail AFTER the contract is signed and deposit has been made and received.

Trunkshow/Lectures Fees:

- Trunk shows and lectures last approximately 1 1/2 hours + Q&A.
- Trunkshow/Lecture fee: **\$200** plus expenses (\$100 deposit due at time of contract)

Full Day Workshop Fees:

- Full Day workshops last for approximately 6 hours with a break in the middle for lunch.
- Full Day workshop fee: **\$400** plus lodging and travel expenses (\$200 deposit due at time of contract)

Half Day Workshop Fees:

- Half Day workshops last for approximately 4 hours, either morning, afternoon, or evening (based on availability).
- Half Day Workshop fee: **\$300** plus lodging and travel expenses (\$150 deposit due at time of contract)

NOTES (Please initial each):

- Fees for all workshops are based on up to 20 students.
- Expenses will also include the cost of any printing of instruction sheets. A receipt will be provided with invoice to your guild.
- Lectures and Workshops can be combined for consecutive days. Please contact Kathleen for details. If your guild or shop is within 60 miles of Williamston, SC, no lodging will be required, except in the event of bad weather, but round-trip mileage is required at the current federal rate.
- Locations farther than 60 miles from Williamston, SC may require lodging and round-trip mileage at the current federal rate. Distances of more than 500 miles in any direction from Williamston, SC, may also include lodging along the way in your guild expenses.
- I try to drive to most lectures/workshops as it is difficult to transport enough quilted items for a successful trunk show by plane. I am happy to combine visits with other guilds in your

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area. Please consider sharing the costs of expenses by contacting other guilds within your area.

- For long distance trunk shows and workshops requiring airfare, guilds are responsible for reimbursement of airfare tickets. **Payment for airfare tickets is required within 5 business days of the emailed receipt of purchase.** Plane tickets are non-refundable in the event of a cancellation. Guilds are also responsible for other expenses such as fees for checked baggage.
- If my trunk show needs to be shipped to your location, the guild is responsible for all shipping expenses in getting the quilted items to your location, and in returning them back to me in Williamston, SC.
- If, for any reason, the guild or organization decides to cancel this contract, **the deposit and cost of airfare is non-refundable.**
- If there are conditions beyond control (blizzard, hurricane, death in my family, etc) the program will be rescheduled.

SIGNATURES:

Guild representative: _____

Guild President: _____

Kathleen Bowen: _____

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