

438 Inglewood St
Winnipeg, MB R3J 1X2 Canada

Valerie Wilson

Phone: (204) 779-2556
Email: v_wilson@mts.net
<http://valeriewilsonartist.com>

Workshop and Lecture Agreement/Contract

This agreement confirms that **Valerie Wilson** will present the workshop(s) and/or lecture(s) listed below for:

Shop/Guild Representative (incl. title): _____

Phone: _____ **E-mail** _____

2nd Contact Person and title: _____

Phone: _____ **Email:** _____

Fee Schedule:

- Lecture/Trunk show * see below \$250
 - Workshops (for up to 15 students) \$450/day
- *Some classes have additional supply/kit fees.

Booking Fee: \$100.00 non-refundable (counts towards total fee) to be paid when contracts are signed. Reimbursement for virtual workshop fees will be due (postmarked) within 5 days of the conclusion of the workshop or the guild will incur an additional \$50 late payment fee. Valerie will provide an invoice 2-4 weeks prior to the event date.

Note: In Canada, all prices are subject to GST.

Additional students may be added. Additional fees are \$15.00 per student/ day, up to a **maximum** of 20 students, providing the classroom space is adequate.

*Valerie requires a minimum of one lecture, and one workshop, if travelling more than 100 miles from home. Payment is due at the end of the last workshop, or lecture.

Payment for airfare will be paid by the shop/guild when the flight is booked.

Expenses: All travel expenses will be borne by the shop/guild including:

- Round trip airfare (for locations over 250 kilometres from Winnipeg, Manitoba). Valerie will make travel arrangements, and will obtain the best possible prices. These expenses must be paid at the time of booking. Cost of flying to include baggage, and seat selection fees.
- Meal(s), as needed, while travelling.

- Mileage costs at current government rate (\$0.52 per kilometre); including transport to and from the airport in Winnipeg and parking fees, if applicable.
- For travel by air - shipping of any supplies or materials (or may be an additional fee for a second suitcase). This is at the discretion of the instructor.

At the workshop location:

Ground transportation: The shop/guild must make arrangements to meet Valerie at airport locations with a **vehicle adequate to handle two large suitcases, and a carry-on bag.**

Lodging: Hotel/motel with on-site food and free wireless internet, or guild or staff member's home – non-smoking and private bathroom, internet access.

Meals: to be provided by guild or \$40.00 per day, Valerie's only food allergy is mussels.

Extra Days: If Valerie is required to be in your area for extra days, in order to be available on your regular guild meeting days, your shop/guild will be responsible for all expenses on those extra days.

Lodging Information:

Name of hotel/guild member: _____

Street Address: _____

City and Postal Code: _____

Phone: _____

Reservation # and in whose name: _____

Sales:

In the workshops, and lectures, a number of items may be available for sale to interested students. The shop/guild will not expect to collect any commission on these sales.

Supply Lists:

A master copy will be emailed for your distribution. Any pattern or book required for the class must be purchased by each student.

Lecture Requested:

Title: _____

Date & Time _____

Location (please include address & phone number) _____

Workshop Requested:

Title: _____

Date & Time _____

Location (please include address & phone number) _____

Workshop Requested:

Title: _____

Date & Time: _____

Location (please include address & phone number) _____

Equipment Requirements:

Lectures	Workshops
Two tables for display.	Table space with enough room for each student – no more than two students per 3' x 8' table.
Microphone/headset (if large venue). Podium with light.	Adequate outlets, power strips and extension cords.
Large screen that can be seen clearly from the back of the room.	At least one iron and ironing board for every 5 students.
Projector, laptop and extension cord.	Two tables for demonstrations and display of work.
Lights must be able to dim for Power Point presentations.	Water/ice service for the students.

Added requirements for Surface Design classes (fabric Dyeing, textile printing): Easy access to water, washable floors (i.e. no carpet), plastic to cover the tables and good ventilation are required for dyeing classes.

Added requirements for classes that involve sewing: 1 sewing machine in good working order for teacher to demonstrate on. I can use a student's machine, if necessary but would like to know the arrangements ahead of time

Cancellations:

The lecture/workshop contract can be cancelled up to 90 days prior to the event, or the purchase of airline tickets, or any incurred expenses. Cancellation fee: 20% of total amount. Cancellation fee applies for workshops cancelled once contract is signed.

If the group/guild cancels within the period of 8 weeks to 4 weeks prior to the dates of the contract, the guild will be responsible for paying half of the contract fees.
If the guild cancels within 4 weeks prior to the dates of the contract, the guild will be responsible for paying all of the contract fees.

If cancellation occurs, **after airline tickets have been purchased**, the shop/guild shall be responsible for reimbursing any non-refundable expenses already incurred. In addition, all or a portion of contract fees will be due as described above (penalty payment).

Cancellation must be stated in a person-to-person telephone conversation, and must then be confirmed in writing via email, or snail-mail.

If conditions beyond our control (snow, hurricane, illness, accident, or serious family emergency etc) prevent Valerie from teaching or lecturing, it is agreed that this contract may be terminated without a penalty payment assessed by either party. Rescheduling the program may be an option.

Sharing Expenses:

Groups are responsible for providing their written agreement to Valerie detailing the arrangements for sharing expenses.

Other lecture/workshop commitments, made by Valerie in your area, will be cleared with the shop/guild representative, with travel expenses to be shared, if other teaching venues are included in the travel itinerary.

Additional Information:

The program chairperson understands he/she may not be the person doing airport pickups, preparing meals and setting up the class and lecture rooms. Therefore, the program chairperson agrees to pass on this letter of agreement to all of the group members, hostess, etc. in charge of activities.

I have read the above Agreement and I understand and agree to its terms:

Shop/Guild Representative:

Name: _____

Address: _____

Phone: _____

Email: _____

Signature: _____ Date : _____

Teacher: Valerie Wilson, 438 Inglewood St, Winnipeg, MB R3J 1X2
Phone: 204 -779-2556 or Cell: 204-430-3179

Teacher's email: v_wilson @mts.net

Signature: _____ Date: _____