

Debra Gabel

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INSTRUCTOR LECTURE AGREEMENT

Today' Date: _____ 2010

Lecture Date & Time: _____

Fee: 300.00

Group name: _____

Lecture Location: _____

Exact address – no PO Box

Location Phone: _____

Approximate Number
of members attending _____

This agreement is entered into by Debra A. Gabel and the _____ to provide a one hour lecture at the location and date noted above. The group agrees to provide payment in full at time of lecture as well as expenses and materials listed below. Debra will be permitted to promote and sell her patterns and merchandise the night of the lecture with the assistance of volunteers from your group.

In order to protect the mutual interests of the scheduling organization and the Instructor, notice of cancellation must be sent in writing thirty days prior to the event scheduled. If illness, accident, act of God or unavoidable circumstances causes the event to be cancelled, and a mutually satisfactory rescheduled date cannot be arranged, it is agreed that this contract is null and void. If cancellation notice is not received by that time/date, Instructor will proceed with travel arrangements and the organization will be responsible for lecture fee and all costs incurred.

Travel Expenses:

- Round trip mileage reimbursement to be the responsibility of the group at the current government mileage rate allowance posted on the USA IRS website.
- Overnight accommodations at nearby hotel or other arrangements noted.
- Airfare and ground transportation to venue.

• **Materials Needed:**

- Four – Five large tables for quilts and quilt patterns
- Assistance bringing supplies and patterns in an out of venue
- One-two volunteers to help sell patterns
- A large space to set up 6-8 quilt stands
- Two volunteers to hold and fold shown quilts
- Access to set up 60 - 75 minutes before lecture
- Group to provide written driving instructions to venue with exact address for GPS.

Very important...

Group Contact Information: name and information of contact person.

(Person available before and the night of the lecture and or workshop presented)

Name: _____
Phone: _____
Cell: _____
Email: _____
Mail Address: _____

Back Up Contact & phone: _____
Back Up Cell phone: _____

Notes or Comments: *I look forward to meeting you all and speaking at your guild. If you have interest in a workshop you may refer to my website www.zebrapatterns.com for workshop options and homework materials.*

This agreement constitutes the entire understanding between the parties. It's terms can be modified only by an instrument in writing and signed by both parties. I _____ (Responsible Party: Lecture/Workshop Coordinator name printed clearly) agree to all terms and conditions mentioned above on this date of _____. All information provided above is accurate and current. If any contact information changes it will be my responsibility to advise Debra Gabel in writing within 30 days. Please sign and return one copy of signed contract to Debra Gabel.

X _____
(Responsible Party: Lecture/Workshop Coordinator signature)

Date _____

X _____
(Debra A. Gabel of Zebra Patterns)

Date _____