

Debra Gabel

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INSTRUCTOR WORKSHOP AGREEMENT

Today' Date: _____ 2010

Workshop Date & Time: _____

Fee: 350.00 half day/450.00 whole day

Group name: _____

Workshop Location: _____

Exact address – no PO Box _____

Location Phone: _____

Number of members attending _____

This agreement is entered into by Debra A. Gabel and the _____ to provide _____ day workshop at the location and date noted above with an agreed upon lunch break. The group agrees to provide payment in full at time of workshop, as well as expenses and materials listed below. Debra will be permitted to promote and sell her patterns and merchandise the day of the workshop with the assistance of 1-2 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.

• **Workshop Materials Needed:**

- 3 large tables for quilts and quilt patterns and demo area
- 4-6 ironing stations
- Ample space for each student. (1/2 of a long table is good)
- Access to set up 30-45 minutes before workshop
- Assistance bringing supplies and patterns in an out of venue
- Group to provide written driving instructions to venue along with 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 a reasonable time. 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 _____