

QC Contract Coordinator
Address
Date

Speaker Name
Speaker Address

Speaker email

CONTRACTUAL AGREEMENT

This letter sets forth the terms agreed to by you and Quilters' Connection ("QC") concerning the services described below.

1. Lecture: For a fee of \$XXX, you will deliver a lecture entitled, "XXX" on the evening of Monday, Month Day, Year at 7:30 pm at the regular monthly meeting of QC at the Arsenal Center for the Arts, Watertown, Massachusetts. QC will provide one carousel slide projector with carousel tray, audio-visual equipment, two quilt racks, and one or more persons to assist you in setting up the room for the lecture, as you may request in advance of your arrival.
2. Workshop: For a fee of \$XXX, you will conduct a workshop entitled, "XXX" on Saturday, Month Day, Year from 9 until 4, at the Arsenal Center for the Arts, Watertown, MA. The number of participants in this workshop will be limited to XX people. We will provide a table for your supplies and samples.
3. Travel Expenses: QC will reimburse you for round-trip coach travel from your home, in whole or in part based on any additional engagements you will fulfill on the same trip. You agree to inform QC of any other engagements so that the cost can be shared by other sponsors. You will provide a confirmed travel itinerary thirty days prior to your arrival. QC will provide your local transportation to and from QC functions.
4. Lodging and Meals: QC will provide a private room and bath for you in the home of a QC member from XXX until Tuesday, XXX. This will be in a non-smoking home.
5. Time of Payment. QC will pay you the total fees set forth above at the conclusion of the lecture. Reimbursement for food, travel and other mutually-agreed-upon items will be based on actual receipts supplied. Should travel be by air, include your boarding pass with your expense report. If the lecture and/or workshop fees equal or exceed \$600, you must complete IRS form W-9 or supply your federal tax identification number on Page 2 of this contract.

- 6. Limitations. If you are unable to perform the services described above because of illness, accident, act of God or other unavoidable circumstances, or if QC is unable to hold the meeting for similar reasons, you and QC will attempt to reschedule your services at a mutually satisfactory time. If rescheduling cannot be arranged, you and QC will consider this agreement void, and neither you nor QC will have a claim for damages against the other. Provided that QC notifies you in writing at least 6 weeks in advance of the lecture/workshop dates, QC may cancel the lecture/workshop, and you will not be entitled to any fee, expenses or damages in connection with the cancellation. QC will not be responsible for loss or damage of your materials or equipment, but will take reasonable precautions and safeguards to prevent such loss or damage.
- 7. Changes. You and QC can change the terms of this agreement only by a written instrument signed by both parties.
- 8. Effective Date. This agreement becomes effective on the date set forth by you beside your signature, in the space provided below. Please keep one copy of the signed agreement for your records and return the other to QC in the enclosed envelope.

For Quilters' Connection

Date

XXX, Speaker

Date

Federal Tax ID Number