

**LETTER OF AGREEMENT / CONTRACT** 1-11  
**FOR WORKSHOPS & LECTURES BY WENDY BUTLER BERNS**

N6536 Shorewood Hills Road, Lake Mills, WI 53551  
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This is to confirm our verbal agreement that Wendy Butler Berns will present workshop(s) and/or lecture(s) for:

Conference / guild name:

Address:

Phone:

Group's Email & website:

To be held on date(s):

**Fees**

**Lectures:** \_\_\_\_\_ with workshop / \_\_\_\_\_ for lecture alone. (contact Wendy for fees)

**Workshops:** \_\_\_\_\_ per day for up to 20 students. Additional students may be added for an additional fee of \$25.00 per student, per day, up to a maximum of 25 students, providing the classroom is adequate. *Workshop and lecture fees are to be paid immediately upon completion of last workshop or lecture*

**Sales**

A few of Wendy's patterns, quilt note cards and book will be available for sale at the Lecture and Workshops. The guild / conference will not expect to collect any commission on these sales. Class or lecture time will not be disrupted for these sales as it will occur at the end of the event.

**Classroom Requirements**

The classroom must have an electrical system able to handle a minimum 1 iron per 4 students and individual sewing machines. (Irons blow fuses. Please make sure someone knows where the electrical breakers are.) Other Items: table space enough for each student measuring a minimum of 24" x 24". Tables (2) to display artwork, classroom supplies etc.

**Lecture Requirements**

The lecture room must be able to be darkened. Wendy will bring her own digital projector. Other Items: projector stand, extension cord and screen. Microphone for audiences of more than 50 people. Two tables for display of quilts. Several Quilt Racks if available to hang quilts during lecture.

**Additional Requirements**

*Contact names, phone numbers and email addresses. Driving directions if applicable.*

### Lectures Requested

1. Title of lecture \_\_\_\_\_

date: \_\_\_\_\_ time: \_\_\_\_\_

2. Title of lecture \_\_\_\_\_

date: \_\_\_\_\_ time: \_\_\_\_\_

**Location:** If Wendy is driving, please include name of building, street address and phone number

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### Workshops Requested

1. Title of workshop \_\_\_\_\_

date(s): \_\_\_\_\_ time: \_\_\_\_\_

2. Title of workshop \_\_\_\_\_

date(s): \_\_\_\_\_ time: \_\_\_\_\_

3. Title of workshop \_\_\_\_\_

date(s): \_\_\_\_\_ time: \_\_\_\_\_

**Location** (if different from Lecture location)

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**Workshop Notes:** Supply lists are found on Wendy's web site beneath the class description. .

Samples to promote workshops and lectures can be sent upon request. Guild is responsible for their safekeeping. Biographical materials and pictures are available on the web site. ( www.wendybutlerberns.com )

### Transportation

All travel expenses will be borne by the guild / conference. These include: mileage when driving (at \$.50 (as of 1-10) per mile or current IRS reimbursement), round trip airfare, parking fees, and cab or shuttle fare to and from airports. Flight arrangements will be made by Wendy Butler Berns or the travel agent of the conference / guild, with Wendy's agreement on dates of travel, routes and airline from Madison or Milwaukee, Wisconsin.

Arrangements will be made by the guild/conference to meet Wendy at the airport location to transport 2 large suitcases of class materials.

*\*\* Costs for two suitcases (if applicable) will be added to Wendy's travel expenses.*

What airport should I fly into? \_\_\_\_\_

How long does it take to travel from the airport to the town/ workshop venue/

hotel?? \_\_\_\_\_

### Lodging/Accommodations

Full Room and Board Expenses. Wendy requests lodging in a non-smoking hotel room, or at her discretion, private home accommodations non-smoking with private room and private bath, are acceptable.

#### **LODGING provided by your group will be at:**

Name of hotel or motel or guild member's home:

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Address:

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Phone:

Reservation #:

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### Meals

All meals are provided by the guild/conference. Wendy has no food allergies. Food allowance for travel days is \$22. Food allowance for full days teaching etc is \$35/day or guild picks up meals.

### Extra Days

If Wendy will be in your area for extra days in order for your group to share expenses with other groups in your area, the guild / conference will be responsible for sharing all expenses on these extra days with the other groups involved.

### Cancellations

Termination or cancellation of the agreement must be made in writing to the other party as soon as the need for cancellation is determined. Cancellations must be made at least 30 days or more in advance or *prior to scheduling airfare*.

The Guild may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non-refundable airline tickets, or any other expenses incurred by Wendy Butler Berns. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible for reimbursing for the tickets and any other expenses incurred by Wendy within 30 days of cancellation.

If your guild cancels in the middle of a multi-venue tour, your group will be responsible for covering Wendy's daily minimum fee of \_\_\_\_\_

If the presenter must cancel, any deposits or travel fees pre-paid to the instructor will be reimbursed to the guild/conference within 30 days.

### Sharing Expenses

Expenses will be shared between all guilds/conferences on a multi-venue tour. Each group will be charged a percentage of total mileage or airfare, bus/limo fare, and extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Wendy is working for them.

### Agreement

A signed copy of this contract must be returned to *Wendy Butler Berns* before a firm commitment can be made. If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBA (to be announced) on the form. A completed copy of this contract must subsequently be forwarded at a later date and at least 60 days before the scheduled workshops/lectures. (90 days for international venues). Airline tickets will not be purchased until a contract is completed and sent to *Wendy Butler Berns*.

The Guild/Conference will provide the name of a second person in your organization who can be contacted in the event that the organizer/program chair is not available.

I have read the above letter of agreement, and I understand and agree to the terms:

#### Guild / Conference Representative

Name: (printed)

Address:

Phone(s):

Email:

Signature & Date:

#### Second person in your group who can be contacted:

Name: (printed)

Address:

Phone(s):

Email:

Signature & Date:

Teacher / Lecturer \_\_\_\_\_ date \_\_\_\_\_

**PLEASE SIGN AND RETURN TO:**

**WENDY BUTLER BERNS**

N6536 Shorewood Hills Road, Lake Mills, WI 53551

920-648-7576 wbbquilter@aol.com www.wendybutlerberns.com

*Once received, Wendy will sign, make a copy and return a copy to you for the group's records.*