

Marguerita McManus

Booking Information & Contract for Workshops & Lectures

This information packet contains information both you and I will need in order to plan a successful quilting workshop/lecture for your guild, show or store. Please keep this information, along with copies of signed pages, to refer to in planning your event.

This information packet contains:

Pages 1-4	Contract for Workshops & Lectures
Pages 5-6	Explanation of Fees & Expenses
Page 7	Sales & Photography Policy
Page 8	Travel Arrangements form
Page 9	Logistics Information (promotional materials, supply lists, classroom setup, etc.)

The following items should be returned to Marguerita in order to book dates for any event:

- Contract for Workshops & Lectures (signed - pages 1-4)
- Deposit Check
- Explanation of Fees & Expenses (initialed on each page - pages 5-6)
- Travel Arrangements (completed as thoroughly as possible)

Send one copy of the signed contract and accompanying pages with the deposit to:

Marguerita McManus 13000 Lagoon Circle Anchorage, AK 99515-3747

(A signed contract will be returned via email and postal mail if requested.)

Communication regarding Marguerita's visit: email is preferred

marguerita.mcmanus@gmail.com

or phone 907-575-1660.

I look forward to quilting with you!



Marguerita McManus

www.crazyshortcutquilts.com

www.margueritamcmanus.com

www.loosefibers.com

Marguerita McManus
Contract for Workshops & Lectures

A signed copy of this contract must be part of any agreement between Marguerita McManus and the Presenter. All requested information must be filled out, signed by Presenter's representative, and returned to Marguerita McManus with the deposit in order to reserve dates for your event.

If your group has its own contract, this contract is needed in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with this contract; in the event of a conflict, this contract prevails.

If you have any questions regarding the contract or arrangements for Marguerita's visit to your event, please email Marguerita at marguerita.mcmanus@gmail.com or phone 907-575-1660.

_____ ("Presenter") requests, and **Marguerita McManus** ("Marguerita" or "Marguerita McManus") agrees to present, the workshop(s) and/or lecture(s) listed on Page 2 of this agreement according to the terms herein.

Event Date(s): _____

Presenter's Name _____

Presenter's business address is:

Address: _____

City: State: Zip: _____

Presenter's Website is: _____

The contact person for the Presenter (Coordinator) is:

Name: (printed) _____ Title: _____

Street Address: _____

City: State: Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

An alternate contact person for the Presenter (Alternate Coordinator) is:

Name: (printed) _____ Title: _____

Phone: _____ Cell Phone: _____

Email: _____

It is understood that the Coordinators for this event may not be the persons doing airport pickups, preparing meals, and setting up class and lecture rooms, or may have passed on the office of Program Chair to someone else before Marguerita's visit. The Coordinators agree, therefore, to pass on the information in this contract to all future Coordinators, group members, hostesses and caterers, etc. in charge of these activities, and to keep Marguerita informed of any relevant change in Coordinators and other persons assisting with the event.

Lectures and/or Workshops Requested

Lecture/Workshop Title: _____ **Fee:** _____

Date: _____ Time Start: _____

Name of Venue: _____ Estimated No. of Attendees: _____

Lecture/Workshop Title: _____ **Fee:** _____

Date: _____ Time Start: _____

Name of Venue: _____ Estimated No. of Attendees: _____

Lecture/Workshop Title: _____ **Fee:** _____

Date: _____ Time Start: _____

Name of Venue: _____ Estimated No. of Attendees: _____

2016 Fees - Revised June 2016

Quilt As You Go Demonstration, Lecture, Trunk Show \$350

Sew & Quilt In Comfort Ergonomics Lecture \$250.00

1 Day Doll-in-One Class \$50 per person Min 6 / Max 12

2 Day Workshop: \$75 per person. Min 9 / Max 15

3 Day Workshops/Retreat \$95 per person Min 9/ Max 15

Note: Schedule 8 hours of class time minimum, plus time for lunch break.

Commitment

A complete, signed copy of this Contract and the deposit must be received by Marguerita in order to reserve dates. This contract is not binding until both parties have signed it and the full deposit amount is received.

Waiver of any portion of this contract does not invalidate any other portion of it, or any future application of the terms waived. This contract is governed by the laws of the State of Alaska.

I have read this contract, which includes the Explanation of Fees and Expenses, and I understand and agree to its terms.

Presenter Name: _____

Authorized Representative of Presenter:

Signature: _____ Title: _____

Print Name: _____ Date: _____

Marguerita McManus

Marguerita McManus

Date

Shipping Materials

Please provide the name of a contact person and address where materials for this event can be safely delivered prior to your event. Items may be shipped via US Mail, UPS or Fedex and may require that someone sign for delivery.

Name: (printed) _____ Title: _____

Street Address: _____

City: State: Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Send signed contract, deposit check and accompanying documents to:

Marguerita McManus 13000 Lagoon Circle Anchorage, AK 99515-3747 Phone: 907-575-1660

marguerita.mcmanus@gmail.com / www.crazyshortcutquilts.com

____ Signed Contract for Workshops & Lectures

____ Deposit: \$150 Per Class/Workshop/Lecture

____ Travel Arrangements page (Please fill out as completely as possible)

Explanation of Fees & Expenses

Expenses to be Paid by Presenter

Travel and event-related expenses will be paid by the Presenter, including:

Transportation to/from and at Event: Transportation to the event will be decided by Marguerita, as determined by what is most practical for her overall schedule. Please keep in mind that due to factors beyond control (such as airline delays or highway construction), last-minute changes in transportation may need to be made and may increase transportation costs. While Marguerita will do everything reasonably possible to contain costs, the Presenter agrees that all transportation costs, even if incurred due to such changes, are the responsibility of the Presenter.

Driving: Marguerita lives in Alaska and travels the United States of America and parts of Canada extensively by vehicle—car and RV. If she is already scheduled, for personal or professional reasons, to be in the same state as the event transportation expenses shall be paid in the form of mileage as determined by the Internal Revenue Service code (unless otherwise agreed upon in writing/email by both parties) from the town she is visiting to the venue for your event.

If Marguerita is not scheduled to be in the same state as the event the Presenter and Marguerita will agree in writing upon a preferred method of transportation (air, train, car rental) and all incurred expenses will be paid by the Presenter, i.e. pay car rental; transportation to/from car rental location; insurance, if necessary; fuel; highway tolls; excess mileage charges, if any; parking and all other reasonably necessary incidental expenses, based on travel from Pahrump, Nevada.

Ground Transportation once Marguerita has arrived: Taxi, bus, train or other public transportation to and from all airports and to the venue, including baggage charges. If Marguerita is not driving directly to the venue, transportation arrangements need to be made from airport/station/RV Park to the venue. The Presenter may arrange to meet Marguerita with a vehicle adequate to handle two or three large (50 pound/ 23 kilo) suitcases, or Marguerita will arrange appropriate transportation (rental car, taxi, etc.).

Air Travel: Round trip air fare (or a pro-rated portion for shared events); travel insurance; baggage charges (2 checked bags, approx. \$50 per flight, \$100 round trip); tips.

Lodging: If Marguerita is not staying in her own RV, private non-smoking room with internet access and a private bathroom in a hotel, for the night of arrival through the night of the last presentation. A home may be acceptable under special circumstances - please ask before making arrangements. If Marguerita is lodging in her own RV the Presenter will pay the expenses of parking the RV in a campground with full facilities for the night of arrival through the night of the last presentation. For a 1 day engagement, 1 night's camping fee. For a 2 day workshop, 3 night's camping fee. Marguerita and the Presenter may agree in writing ahead of time to have her RV parked on private property, with access to a large level parking area, water, electricity, internet.

Meals: Marguerita has special dietary requirements which may make shared meals or restaurants impossible. In order to simplify accounting, a \$35.00 per diem is required if she is not traveling in her own RV. If she is staying in her RV there is no per diem.

Extra Days: If Marguerita needs to spend extra time at the event in order to save the Presenter money on air fare or to schedule multiple events, the Presenter(s) will be responsible for all expenses such as hotel, meals and rental car, RV parking (but not any of Marguerita's personal expenses) on the extra days.

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If Marguerita will be in your area for extra days in order for your group to share expenses with Co-Presenters in your area, the Co-Presenters will be responsible for sharing all expenses on these extra days.

Miscellaneous Other Expenses: Shipping samples for promoting the workshop; shipping class materials required for workshop/lecture; visa and customs fees; excess baggage charges, if necessary to bring required workshop/lecture materials; and other expenses as reasonably necessary. Costs to ship items for sale but not required in a workshop will **not** be charged to the Presenter.

Payment of Fees & Expenses

A deposit of \$150 per day of teaching must be received with the contract in order to reserve dates. An invoice for the cost of airline tickets may be sent to Presenter at the time they are purchased, and payment is due upon receipt. The balance of all fees and expenses is due at completion of the Event. If Marguerita incurs necessary additional expenses after the end of the Event (airline baggage handling fees, for example), an invoice will be sent to the Presenter, and payment is due upon receipt.

Sharing Expenses: If more than one Presenter are sharing expenses, it is the responsibility of copresenters to decide among themselves and to inform Marguerita before the event of how expenses will be divided among them. Marguerita will make reasonable efforts to apportion expenses as requested. As a general guideline, day-by-day expenses such as meals and hotels will be invoiced to the Presenter for whom Marguerita is teaching on that day, and travel expenses will be apportioned equally among Presenters.

In the event of any dispute as to how expenses are apportioned, Presenters will pay Marguerita's invoices as presented, and will resolve the dispute among themselves.

Cancellations & Refund Policy

The Presenter may cancel a workshop at any time; cancellations less than 60 days (90 days for international venues) before the event (or before the start of a multi-venue tour of which the event is a part, if applicable) will result in forfeiture of the deposit. If a workshop is canceled after airline tickets have been purchased and/or any other non-refundable expenses have been incurred, the Presenter(s) will reimburse Marguerita for the full amount of such expenses. The deposit is not credited against these expenses.

If you cancel a workshop/lecture, and coming to your group for fewer workshops/lectures than originally agreed upon in this contract will cause economic hardship for Marguerita, Marguerita reserves the right to cancel the remainder of the contracted workshops/lectures; if this occurs less than 60 days (90 days for international venues) the deposit is not refundable. If your event is part of a multi-venue tour and your group cancels a workshop/lecture after the start of the tour, your group will be responsible for covering Marguerita's daily minimum fee, plus expenses, for the days she was scheduled to teach at your event. If Marguerita cancels an engagement and it cannot be rescheduled within a year of the originally scheduled date, the deposit will be refunded. Cancellations due to natural disasters, weather, airline disruptions or other factors beyond the control of Marguerita or the Presenter will be dealt with on a case-by-case basis. Marguerita's preference in such cases is to reschedule.

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Sales

Marguerita will offer a number of items for sale, which may include materials and tools needed by students to complete the workshop projects, as well as books, patterns, CDs, fabrics and fabric kits, pins, etc. The Presenter will not collect any commission on these sales. Marguerita will limit promotion and sale of these items to times outside workshop hours, unless they are directly related to or needed in the workshop. The cost of shipping items not directly related to workshops/lectures will not be charged to the Presenter.

As a courtesy, Presenters who are non-profit organizations may purchase one copy of each of Marguerita's books at half price for use in the organization's library.

Photography Policy

All the quilts that Marguerita shows at lectures and workshops are copyright protected under U.S. law. Because of this, please observe the following guidelines with respect to photography:

The photographs provided on Marguerita's workshop pages may be used in the Presenter's promotional materials, including websites or blogs, to promote events in which Marguerita is involved.

Photography of Marguerita's quilts in lectures, workshops or other events is permitted only by an official representative of the Presenter, for Presenter's official publications, including website or blog, and Marguerita must appear with her quilt(s) in all photographs.

Video taken by anyone other than Marguerita is not permitted under any circumstances.

Photographs of Marguerita's quilts may be posted on a personal or private website, blog or other media if both that person and Marguerita are in the photograph with the quilt(s). As an alternative, links to Marguerita's gallery (www.crazyshortcutquilts.com/quilts) may be included on a blog or website.

For any photography outside these guidelines, please ask in advance.

Thank you for your understanding and cooperation.

Initial here _____

Marguerita McManus

Travel Arrangements

Please return this page attached to your signed contract. Provide as much information as you can when returning the contract; you may be asked to update this information closer to time of your event. Marguerita can be reached via email at marguerita.mcmanus@gmail.com or phone at (907-575-1660) regarding all travel arrangements. Travel arrangements may be made by Marguerita or by your travel agent, with Marguerita's agreement on dates of travel, routes, airline, etc.

Name of Presenter/Guild: _____

City: State: Zip: _____

Contact Person for the Presenter (Coordinator): _____

Phone: _____ Cell Phone: _____

Email: _____

Transit Information: (Marguerita will investigate travel options, and decide on appropriate method. Much of this may be pre-arranged in the form of emails with the coordinator. If the information below does not apply to the agreed upon arrangements then please leave this space blank.) If travel arrangements have been finalized via email, a copy of that email shall be attached and initialled. Marguerita normally requests full travel reimbursement (cab, airline ticket, baggage fees for 2 bags, hotel, per diem) unless she is traveling via her RV, in which case she requests mileage from Pahrump, Nevada at the IRS rate and paid campground parking.

Closest Airport _____ Alternate Airport _____

Travel time airport to venue _____ Travel time airport to venue _____

Name of Person picking Marguerita up: _____

Cell phone number: Alternate contact: _____

Name of Hotel or Host: _____

Street Address: _____

City: State: Zip: _____

Phone: _____ Email: _____

Reservation #: Date(s) of Reservation: _____

Hotel Website: _____

Phone(s): _____

Email: _____ Fax: _____

In order to make the most economical travel arrangements, Marguerita must be provided with all necessary information about exact dates and times of workshops and other events at least 90 days prior to the first scheduled event on the trip which includes your event. If your failure to provide this information when needed results in increased travel expenses, your group will be solely responsible for paying any increase in travel costs.

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Marguerita McManus

Logistics Information

Promotional Materials

Marguerita's website:	www.crazyshortcutquilts.com & www.margueritamcmanus.com
Biography & Photo:	Marguerita's photo and bio can be downloaded from her website at http://www.crazyshortcutquilts.com/the-authors
Publicity Images:	Images for promoting workshops will be emailed to the coordinator upon request
Samples:	As a general rule, I do not send quilts as samples, since most are part of the trunk show that travels with me and/or are frequently in shows.
Expenses/Shipping:	Any costs of providing and shipping promotional materials requested by the Presenter are the responsibility of the Presenter. Return shipping (insured) is to be paid by the Presenter.

Supply Lists

Materials lists for each workshop will be emailed to the Presenter/Coordinator upon receipt of a signed contract, or upon request. These may be printed or emailed for distribution to students participating in workshops.

Lecture Hall & Classroom Requirements

Specific requirements for each class and workshop can be found in the Materials handout for that event.

Equipment Needed For Lectures:

- Two large tables for lecture materials and quilts.
- Public address system for audiences of more than 50 people.
- Two volunteers from the audience to hold quilts.

Classroom Requirements for Workshops:

- Two tables for display/demonstration and for materials.
- For each student: Table space to work at a sewing machine, with space alongside for stacking blocks. A table with an oversized cutting mat for every 3 students is requested, each one placed to allow for greatest access (along walls is best). Try to arrange tables so that all students' work areas are equally accessible.
- Outlets and electrical capacity to support sewing machines and four irons. (Access to the circuit breaker box is very important in case this is miscalculated. Do not ignore this requirement.)
- Work wall that can be pinned into, or movable design boards, such as 40" x 60" foamcore, or insulation board. 40" / 1 meter square (minimum).
- Room must have adequate lighting and ventilation.

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