

## OBA Quilts Contract

Between \_\_\_\_\_ and Aisha Lumumba. This agreement confirms that Aisha Lumumba will present the following:

**WORKSHOP #1:** Fee: \_\_\_\_\_

Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

**WORKSHOP #2:** Fee: \_\_\_\_\_

Day(s): \_\_\_\_\_ Date(s): \_\_\_\_\_ Time: \_\_\_\_\_

**LECTURE:** Fee: \_\_\_\_\_

Day(s): \_\_\_\_\_

### **CLASSROOM REQUIREMENTS:**

Table space with enough room for each student to work comfortably, (4 students per 8' table).

One extra table for demonstration and teacher's supplies.

Outlets and electrical capacity to support sewing machines and at least one iron for every six students.

Room must have adequate lighting..

A 10' X 8' wall (or equivalent space) to hang class samples and example work. The Guild/Conference should provide some way to pin work on wall space (foam core, insulation boards, or bulletin boards).

### **EQUIPMENT NEEDED FOR LECTURES:**

Two or (preferably) three tables for display of work.

Quilt stand(s) for hanging quilts.

### **In addition to the fees stated above, the guild/conference will pay for:**

Round trip airfare

Car miles using the current standard IRS mileage rate

Highway tolls

Airport parking

### **At workshop location**

Ground Transportation: Arrangements will be made by the Guild/Conference to meet Aisha Lumumba at airport locations.

The Guild/Conference will be responsible for covering any expenses for "extra days" (for example non-teaching days added to save the Guild/Conference on air fare; Sundays - when not teaching, etc.).

**SALES:** As a service to the students, I sell fat quarters and other supplies relevant to the classes. The Guild/Conference will not expect to collect any commission on these sales.

**CANCELLATIONS:** The Guild/Conference may cancel a workshop or a lecture up to three months before the date of the workshop or the lecture. If the Guild/Conference cancels within the period of 3 months to 6 weeks prior to the dates of execution of the contract, the guild will be responsible for paying half of the contract fees. If the Guild/Conference cancels within 6 weeks prior to the dates of execution of the

contract, the guild will be responsible for paying all of the contract fees and for reimbursing any expenses already incurred.

A signed copy of this contract must be returned to Aisha Lumumba before a firm commitment can be made. I have read the above agreement, and understand and agree to its terms:

Guild/Conference

Representative: \_\_\_\_\_

Address: \_\_\_\_\_

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City, State,

Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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***Please include the name, address, e-mail, and phone # of a second contact person in the guild, in case the first contact person is unavailable***

Thank you