



## 2018 CONTRACT

This agreement states that Karen Ponischil will present lecture and workshop(s) for the following guild / conference: \_\_\_\_\_

Dates to be held: \_\_\_\_\_

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

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Fee: \$400\* with workshop or \$450\*\* without workshop

**Lecture Requirements:** Microphone, white wall or screen, table for projector & laptop, 2 large tables for my quilts and easy access to electrical outlet.

**WORKSHOP:** \_\_\_\_\_

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

Fee: \$500 for 6 hour workshop (Kit fee may apply)

**Lecture Requirements:** Dependent upon class. I can provide after workshop is chosen.)

*\* I am happy to give my presentation & trunk show to area guilds (no workshop required).  
Guild / Conference must be within a 1 hour driving distance of Charlotte, NC.*

*\*\* For engagements requiring 2 hours or more of travel I require a minimum one day, 6-hour workshop.*



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**Transportation:** All travel expenses are the responsibility of the guild/conference. These include: mileage when driving (@ .565 cents/mile or latest IRS government rate) plus tolls or round trip airfare and cab/shuttle transportation to and from Charlotte Douglas Airport or parking at Charlotte Douglas Airport.

**Lodging and Meals:** The guild/conference is responsible for providing hotel accommodations or housing with a guild/conference member provided the member has a private bath and the house is non-smoking. All meals are the responsibility of the guild. If meals cannot be provide a per diem of \$35 per day.

Name of guild member or hotel: \_\_\_\_\_

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

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

Reservation No: \_\_\_\_\_

**Cancellation Policy:** The guild/conference may cancel the workshop due to low enrollment up to 30 days prior to the event. If guild cancels contract less than 30 days prior to event, the guild/conference will responsible for payment of lecture and workshop that would have taken place.

***A signed copy of this agreement must be returned to Karen Ponischil before a firm commitment can be made.***

\_\_\_\_\_  
Karen Ponischil

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guild Representative Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guild Representative Phone

\_\_\_\_\_  
Guild Representative Email

**Thank you for inviting me!!!**