

HIRE ME

Kimberley Pierce Cartwright Contract for Quilting Agreement

Date: 08-08-00

Kimberley Pierce Cartwright

Kimberleypiercecartwright.com

Durham, NC 27703

919.698.6733

1. Consent

This agreement is between Kimberley Pierce Cartwright and

Guild Name _____

2. Specifications

EASTERN TIME ZONE (Where Kimberley Lives)

What is your time zone? _____

Guild/Conference: _____

Location: _____

Web Site: _____

· Guild Contact 1 - Name: _____

Position: _____

Address: _____

Phone: _____

Mobile: _____

E-mail: _____

· Guild Contact 2 - Name: _____

Position: _____

Address: _____

Phone: _____

Mobile: _____

E-mail: _____

Virtual Live workshop title: _____

3. Compensation

Details for In-Person and Online Events

Lecture/trunk show, in-person and online events, 60-90 minutes: \$350

Full day workshop, in-person and online events for up to 20 people, 6 hours: \$600

Half day workshops, 3 hours: \$400

No minimum engagement required

**Up to 10 extra participants may be added at \$35 per participant.*

Travel and Accommodation Details for In-Person Events Outside traveling from Raleigh/Durham International Airport

- Meals, hotel lodging and travel expenses required.
- Meals are charged at the per diem rate of \$50 per day, including travel days.
- Travel reimbursements include airfare, public transportation to/from my home airport, baggage fees, and reasonable hotel accommodation.
- I book my own airfare.
- A projector & screen (or HDMI TV) are required for lectures and technology workshops along with electricity and extension cords. I will use my own laptop. No projector is needed for sewing workshops.
- A few tables are helpful to set up and share my patterns, quilts, templates, and additional resources.

I take payment through PayPal or check. The guild or group will choose a course and a date, I will set up the class online or in-person and the guild will sign up and pay through PayPal or Check. The Guild will share the advertising material and link I provide for the class and promote the class to your guild as often as you can. Two weeks before the course starts I will open up empty slots to other students.

Pay directly to Kimberley by PayPal or check.

4. Details

This Agreement shall begin on [begin date _____] and continue for [time period _____].

2. Each virtual classroom seat is good for ONE viewer (students cannot “sit in” if they have not paid their own fee for classes.)
3. I will host my workshops on my own zoom and online platform.
4. I will send advertising materials and supply lists to the guild as soon as possible after booking.
5. Guild representatives are responsible for advertising workshops as much as possible. They are free to open class seats to attendees outside the guild.
6. Classes may not be recorded and kept by any attendee. I keep all rights to any recordings and content of presentations.
8. If the class offers or requires a kit, students will order directly from me. I will set a cut-off date for ordering kits in order to allow time for shipping.
9. Class participants working in their own locations will supply their own internet access and devices. All sewing machines should be in good working order and participants should be able to use them. I am not responsible for their internet quality and connectivity issues.
10. A guild member should be designated as a contact person for class members who are having trouble connecting to the course.

5. Intellectual Property Rights

All patterns and information included in lectures, live and ZOOM workshops are the intellectual property of Kimberley Pierce Cartwright and may not be copied or

reproduced without the permission of Kimberley Pierce Cartwright. Copyright and trademark rights do apply. Participants may not record or photograph any portion of Kimberley's presentation.

PAYMENTS are due 5 days BEFORE presentation/workshop via check or Paypal. I will hold the payment in escrow until services are completed and refunded if services are canceled as outlined below. There will be a \$10 per day fee for late payments.

CANCELLATIONS Neither party shall be held to this contract if the lecture/workshop is canceled due to illness, accident, act of God or unavoidable circumstances occur. We will make every effort to reschedule and I will keep a list of teachers who can fill in at the last minute with similar offerings at the same price. If technological difficulties occur such as power outages or equipment failure, everything will be done to reschedule if possible. I reserve the right to cancel the lecture or workshop if there is low enrollment.

Signed _____ Date _____

Kimberley Pierce Cartwright _____ Date _____