

Huntercraft Agreement of Service

Kate Hunter
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| Guild or Shop Information | |
|-------------------------------------|--|
| Guild or Shop name | |
| Contact Name | |
| Contact title | |
| Contact phone Number | |
| Contact Address | |
| Contact Email Address | |
| Travel and Cancellation Information | |
| Travel costs to be reimbursed | Airfare /mileage / housing and below expenses |
| | Mileage to/from home airport – |
| | Or for locations less than 300 miles from Fredericksburg TX – actual mileage at IRS mileage rate |
| Expenses to be reimbursed | Car rental (___ days) including rental car gas or transportation by guild members |
| | Baggage fees / shipping of workshop and lecture supplies (not product for sale) |
| | Meals and Lodging - lodging can be a motel, or with a guild member (non-smoking, no pets); meals, either actual meal expenses, or per diem at \$40 / day |
| Other possible travel arrangement | I often travel in my Airstream trailer. If I'm planning a trip to your area in my Airstream, it would be prohibitive for you to pay mileage. In that case, I would negotiate a travel fee that is equivalent to my flying/parking/shipping cost. |
| Cancellation Policy | If Guild or shop cancels – guild or shop pays travel expenses that cannot be refunded. If lecturer cancels, no cancellation fee will be paid. Cancellation must occur at least 30 days prior to event, except in unforeseeable circumstances, for example extreme weather or illness. Except in unforeseeable circumstances, if cancellation occurs less than 30 days prior to event, contracted lecture and workshop fees must be paid. |
| Lecture Information | |
| Date/time of Lecture | |
| Lecture Title | |
| Lecture Fee | |
| Arrival time / Lecture time | |
| Lecture Location | |

| | |
|---|---|
| Provisions needed from Guild or Shop | A microphone, screen, portable cart/table for laptop & digital projector, extension cord, power strip, one display/sale table |
| Sale of Products | Teacher's patterns and supplies used in traveler's quilts may be offered for sale. |
| Assistants | Assistance setting up is requested. |
| Workshop Information | |
| Date | |
| Time of Class | |
| Workshop Title | |
| Workshop Fee | |
| Arrival time / Workshop time | |
| Location | |
| Provisions needed from Guild or Shop | Table and chairs, extension cords for sewing machines/irons |
| Students required to purchase from teacher (Material Fee) | The items to be provided will be listed on the Material list. |
| Required Supplies (all students bring to class) | A material list will be provided |
| Teacher provided supplies | Only ones listed above |
| Pre-work by students | |
| Assistance from shop or guild | Help in setting up may be requested. |
| Sale of Products | Teacher's patterns may be offered for sale but are not required for project. Additional fabric sheets, and supplies for continuing travel quilt at home (such as Shiva Ink sticks) may be offered for sale. |
| Additional notes – for example, contract with guild or shop, additional contacts, discounts due to grouping engagements, and clarification of travel arrangements | |

This contract is the sole agreement between the named parties and no other agreement, implied or otherwise, is recognized unless noted in this contract. In the event of default by either party, advanced funds are refunded within (10) days of the scheduled service date. Final payment must be received at completion of last event. All parties to this contract have the right to seek such remedies as may be available to enforce the contract provisions.

This contract is accepted by:

Lecturer _____ Date _____

Shop or Guild Representative _____ Date _____