

MARY STORI

Letter of Agreement/Service Contract

137 Buckeye Branch Drive Clyde, NC 28721
828-627-8872 mary@marystori.com www.marystori.com

This confirms our agreement, whether booking via telephone, email, letters of intent, or organization's own contracts that the following services and requirements have been read and accepted by:

Group Name: _____

Address: _____

Phone: _____ Email: _____ Website: _____

Dates of presentations: _____

SERVICES REQUESTED

Lecture # 1: _____

Date _____ Time _____ Fee _____

Lecture # 2: _____

Date _____ Time _____ Fee _____

Workshop #1: _____

Date _____ Time _____ Fee _____

Workshop # 2: _____

Date _____ Time _____ Fee _____

Descriptions and supply lists will be provided when selection information is available, insert TBA (to be announced) if decision will be made later. Slides or photos to promote presentations will be sent upon request.

FEES

LECTURES: Contact Mary for current fee

WORKSHOPS:

Full-day (6 hours) Contact Mary for current workshop fees

Half-day (3 hours)

Workshops are limited to 25 students, unless otherwise noted or arranged.

JUDGING: Since judging commitments vary, this fee can be discussed

Payment of lecture and workshop fees are to be made at the conclusion of services, including reimbursement for outstanding expenses. A minimum fee commitment, equal to a full-day workshop per day is required (travel days that include an evening lecture at the beginning of the trip do not apply). Trips incorporating multiple guilds are encouraged; presentations scheduled on consecutive days is desired.

Mary will have books, patterns, and related items for sale at lectures/workshops. Class time will not be used for selling these products. No commissions or other percentages will be paid to the sponsor, as lecture and workshops fees are based on an expectation of sales. Door prizes or library donations are always provided.

LECTURE REQUIREMENTS

- Please be sure the room can be darkened
- projector stand (or table for my laptop and digital projector)
- full size screen
- three prong heavy duty extension cord & power strip
- 2 or more display tables for quilts and book sales
- volunteer to monitor sales is appreciated

WORKSHOP REQUIREMENTS

- 3 or 4 tables at front of room for Mary's AV equipment, workshop materials, & samples
- three prong heavy duty extension cord
- full size screen (unless otherwise advised)
- table top Ott light
- irons, press mats, extension cords for project workshops only
- allow a minimum of 30 minutes to set up and take down workshop equipment/materials

TRANSPORTATION COSTS

The hiring group will be responsible for all travel expenses. Via car: mileage at current IRS rate. Via air: from my local regional airport - airline ticket & mileage. Reimbursement for airline ticket will be paid to speaker upon receipt of airline invoice/itinerary which will be sent to you at the time of booking. When the hiring group handles the airline ticketing, the itinerary MUST be approved by Mary before booking. Airlines have reduced the amount of checked baggage. When it's impossible to pack all the quilts, garments, or workshop materials necessary for the contracted presentations, the hiring group will be responsible for overweight baggage charges or UPS shipping charges. I travel with a ton of luggage, (of course you want to see it all) so please don't send a compact car to the airport. (How do I know to mention this??)

LODGING & MEALS

Motel/hotel required - single room (above fees are based on NO shared cost to instructor), non-smoking, inside entrance only, and a main floor room to avoid hauling suitcases up stairways, if there is no elevator. I'm a AAA member and can obtain a hotel discount, (email me for the number if you need it when making reservations.) If there's a choice, I prefer a Hilton chain such as Hampton Inn or Hilton Garden Inn which provides free breakfast & internet. Please provide the name of the hotel, address, phone number, and reservation number at least 2 weeks prior to Mary's visit.

All meals for the duration of the entire trip, and/or reimbursements for meals will be the responsibility of the hiring group. There are no special dietary requirements, however purchased lunches for workshops are appreciated.

CANCELLATION

No cancellations will be accepted after airline ticket is purchased. If Mary cancels due to illness or family emergency, full reimbursement of airline ticket will be made to the group within 72 hours.

MISCELLANEOUS PROVISIONS

Mary may have books, patterns, and related items available for sale at lectures and workshops. Class time will not be used for selling these products. No commissions or other percentages will be paid to the sponsor, as lecture and workshops fees listed here are set based on an expectation of sales. Withholding tax for out of state vendors does not apply, the hiring group may not withhold state tax.

PRESENTER: MARY STORI _____ **DATE** _____

GROUP REPRESENTATIVE'S: NAME & TITLE _____

DATE _____ **EMAIL** _____

HOME PHONE _____ **CELL** _____

SECOND GROUP CONTACT NAME & PHONE NUMBER _____

PLEASE COMPLETE AND RETURN A SIGNED COPY WITHIN 60 DAYS TO SECURE DATES. IT MUST ACCOMPANY ANY GROUP'S CONTRACT. LECTURE OR WORKSHOP SELECTIONS ARE NOT REQUIRED AT THIS TIME, WRITE - TBA IN APPROPRIATE SPACE INSTEAD.