

Teaching Contract: Amy Stewart Winsor

## Amy Stewart Winsor Contract for Services

This agreement is between AMY STEWART WINSOR of WINSOR ART QUILTS of Apex, North Carolina, USA and the following guild or conference, to be referred to hereafter as "organization":

Organization \_\_\_\_\_

Teaching dates \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

Authorized Representative of Organization \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

### **LIST EACH EVENT**

(If workshop and lecture titles have not been chosen, please write "To Be Determined". Please notify Amy of your choices at least 6 months before event.)

#### **Event #1**

Date \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_

Choice of Event:

1 hour Powerpoint Lecture \_\_\_\_\_

3 hour workshop \_\_\_\_\_

6 hour workshop \_\_\_\_\_

Workshop/Lecture Title \_\_\_\_\_

**Event #2**

Date \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_

Choice of Event:

1 hour Powerpoint Lecture \_\_\_\_\_

3 hour workshop \_\_\_\_\_

6 hour workshop \_\_\_\_\_

Workshop/Lecture Title \_\_\_\_\_

**Event #3**

Date \_\_\_\_\_ Location \_\_\_\_\_

Address \_\_\_\_\_

Phone number \_\_\_\_\_ Time \_\_\_\_\_ Fee \_\_\_\_\_

Choice of Event:

1 hour Powerpoint Lecture \_\_\_\_\_

3 hour workshop \_\_\_\_\_

6 hour workshop \_\_\_\_\_

Workshop/Lecture Title \_\_\_\_\_

Beginning time/date: \_\_\_\_\_

To ending time/date: \_\_\_\_\_

**SHARING EXPENSES**

When expenses are shared by several groups, expenses will be split for groups having similar programs. If groups sharing expenses will have disproportionately more or

disproportionately less events than other groups, expenses will be apportioned fairly. Each group will be charged a percentage of total airfare, parking, tolls, and mileage, as well as meals, and lodging on rest and travel days. Individual groups will be responsible for lodging and meals on the days Amy is working for them. In order to simplify accounting, a \$25.00 per diem will be assessed for meals on days when they are not provided by your group.

## TRANSPORTATION

Organization shall be responsible for reimbursing Amy for the cost of a round-trip economy airline ticket. If Amy travels in her own car, organization will reimburse her according to the IRS standard mileage rates. Just before Amy travels, please give her the name, phone number, cell phone number, email address, and physical description of the person who will be picking her up at the airport.

## LODGING AND MEALS

Organization will provide lodging and meals for Amy during the duration of this contract. If lodged in a home, please provide a private bedroom and bathroom with shower. No pets, no smoking. A well-lighted table or desk area where Amy can do paperwork would be appreciated.

If lodged in a hotel, the door of the hotel room must open onto a hallway, not to the outside. Amy prefers the first three floors of a hotel, not the upper floors.

Food preferences: Amy likes pasta, chicken, vegetables, buffets. She loves chocolate desserts.

She doesn't like seafood or fruits (such as berries, peaches, raisins.) Amy doesn't drink alcoholic beverages, coffee, or tea. Amy does not smoke.

LODGING provided by the organization will be at a:

Home\_\_\_\_\_

Hotel\_\_\_\_\_

EMERGENCY CONTACTS FOR MY FAMILY'S USE: Please list at least two more members of your organization (for emergency use only) (Do not use same names as on page 1).

Name\_\_\_\_\_ cell phone\_\_\_\_\_

Address\_\_\_\_\_

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Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

Name \_\_\_\_\_ cell phone \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Fax \_\_\_\_\_

### ADDITIONAL EXPENSES

If it is necessary for Amy to incur expenses for handouts, travel, meals, shipping sample quilts, or lodging during the duration of this contract, she will submit proper receipts for such expenses to be added onto the balance listed below.

### PAYMENT

Payment of fees should be made in U.S. dollars, by check or money order payable to Amy Winsor. Payment should be made prior to Amy's departure from your venue.

TOTAL CONTRACTED FEES: \_\_\_\_\_

### ADDITIONAL AGREEMENTS AND UNDERSTANDINGS

For each of the workshops or presentations listed on this contract, Amy agrees to provide the following:

Biographical information and photo for publicity use. For workshops, a class description, supply list and color printed example or photo of class project or technique.

Organization agrees to provide for a lecture: a darkened room, a table suitable for setting up Amy's digital projector and Amy's laptop computer, an extension cord long enough to reach the plug, a microphone, and two tables for displaying her quilts.

### CANCELLATION POLICY

**If the booking organization cancels:**

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(When Amy flies) The organization may cancel a trip at any time prior to Amy's purchase of airline tickets. If a trip is cancelled for any reason after the purchase of airline tickets, the guild will be responsible for paying for the tickets.

(When Amy drives) The organization may cancel a trip at any time prior to one month or 30 days from the event. During the period 30 days to one day before the event, if organization cancels, Amy will be paid one-fourth of her fees. \$100 of cancellation fee will be refunded by Amy if organization can reschedule the event within six months.

(Driving or flying) If Amy has left her home and begun traveling to the event, and the event is subsequently cancelled, Amy will be paid in full for classes she would have taught.

**If Amy cancels:**

If for any reason and at any time, Amy must cancel this contract, every effort will be made to reschedule the event at the earliest possible time. If airline tickets have been purchased, Amy will not be reimbursed for them, and the penalties for airline ticket changes will be Amy's responsibility.

Amy Stewart Winsor  
365 Shad Lane  
Apex, NC 27523  
919-244-1678  
[winsorquilts@gmail.com](mailto:winsorquilts@gmail.com)  
<http://WinsorArtQuilts.com>

SIGNATURES

Amy Stewart Winsor

Signature\_\_\_\_\_

Date\_\_\_\_\_

Authorized Representative of Organization

Printed name\_\_\_\_\_

Signature\_\_\_\_\_

Date\_\_\_\_\_

**ADDENDUM TO CONTRACT, TO BE SENT TO AMY WITHIN 30 DAYS OF EVENT**

**LODGING INFORMATION**

Name of hotel or motel or Name of Homeowner

\_\_\_\_\_

Reservation #: \_\_\_\_\_

Street address:

\_\_\_\_\_

\_\_\_\_\_

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

Email of homeowner: \_\_\_\_\_

**PERSON WHO WILL BE PICKING AMY UP AT THE AIRPORT:**

Name of person: \_\_\_\_\_

Home phone: \_\_\_\_\_

Cell phone: \_\_\_\_\_

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

Physical description: \_\_\_\_\_

\_\_\_\_\_