

Wyoming State Quilt Guild WSQG
Contract for Teaching Services
Quilt Wyoming July [], 20[]

(Teacher Name)

(Teacher Address)

THIS AGREEMENT is made and entered into this []st day of (month), 20 [], by and between the Wyoming State Quilt Guild (hereinafter called WSQG) and (Teacher Name) (hereinafter called INSTRUCTOR). The parties (WSQG and INSTRUCTOR) agree as follows:

1. INSTRUCTOR will conduct a six-hour workshop/class each day on both Friday, July []th and Saturday July []th, 20 [].
2. Instructor is an independent Contractor. WSQG is not responsible for the payment of withholding taxes, unemployment insurance, worker's compensation, retirement fees, licenses or other fees. Such costs are the sole responsibility of the INSTRUCTOR.
3. For quilt class instructional services, WSQG will pay INSTRUCTOR the sum of \$ [] for each full-day for a class of up to 20 students. An additional fee of \$17.50 per student in excess of 20 will be paid providing there is adequate workshop space.
4. INSTRUCTOR will conduct one Lecture/Trunk Show, for which a fee of \$[] will be paid by the WSQG. Lecture/Trunk Show will be a minimum of one hour in length and may include a slide show for which the INSTRUCTOR will provide his/her own slides/projector.
5. Class and Trunk Show Schedule is as follows:

CLASS/LECTURE	DATE	TIME
Class:	Friday, July [], 20[]	8:30 am - 4:00 pm
Class:	Saturday, July [], 20[]	8:30 am - 4:00 pm
Lecture:	Friday, [], 20[] or Saturday, [], 20[]	7:00 pm

6. The INSTRUCTOR is responsible for making/booking her/his own travel arrangements.
7. If the INSTRUCTOR will be driving a private vehicle to present at this function, WSQG is to reimburse INSTRUCTOR for round-trip mileage (miles) at the IRS standard rate at the time of travel from (City, State) to (City, State).
8. WSQG may be able to provide a suitable dorm room for INSTRUCTOR'S housing during QW , however, if the INSTRUCTOR prefers a motel room, WSQG will provide INSTRUCTOR a three-night stay in a private, non-smoking room in a hotel/motel near the teaching site, should INSTRUCTOR not agree to the dorm housing available.
9. WSQG will provide INSTRUCTOR with breakfast, lunch, and dinner on both Friday, July and Saturday, July [], 20[]. WSQG will also provide INSTRUCTOR with breakfast on Sunday, July [], 20[]. Said meals will be provided at the same location/site as contracted by WSQG for the guild convention attendees.
10. INSTRUCTOR is permitted to sell books and patterns as well as any other related products at the lecture/trunk show and workshop/classes. INSTRUCTOR will limit time promoting or selling these items during the allotted class time. WSQG will not collect any commission on said sales. WSQG will not pay for the shipping of any items offered for sale by INSTRUCTOR.
11. Sixty (60) days prior to the event, WSQG will provide INSTRUCTOR with the Feature Teacher Committee Chairperson contact information as well as that of two (2) other contact personnel. Said contact information shall include name, address, home phone, cell phone and email address as available. INSTRUCTOR will provide the same information to the WSQG National Instructors Committee Chairperson, who will in turn pass it on to the other two named WSQG contacts.
12. WSQG shall have the right to terminate or cancel this agreement at any time. Classes will only be offered if a minimum of five (5) people are signed up for the class. WSQG will inform INSTRUCTOR as to the class registration numbers and inform INSTRUCTOR at least 30 days prior to Quilt Wyoming 20[] if a class is to be cancelled. WSQG will pay INSTRUCTOR a cancellation fee of \$325.00.
13. WSQG will announce the two Feature Teachers for QW20[] during Quilt Wyoming in July, 20[] . Until such time, the INSTRUCTOR(\$\$) name(s) will be only known to WSQG QW[] Committee members.
14. INSTRUCTOR may indicate that they are booked for the dates of July [], 20[] on a published schedule, however, no indication that is with the WSQG. INSTRUCTOR will not make public knowledge their contracted dates as a Feature Teacher for Quilt Wyoming 20 until AFTER July [], 20[] , when these details are unveiled to WSQG Members at the Quilt Wyoming one year prior to this event.

By signing below, the parties understand and agree to the terms of this document.

Wyoming State Quilt Guild 20[] Representative:

(Featured Teacher Committee Chair) Signature _____

Address)

Home: 307 []

Date _____

Cell: 307 []

(email)

(Instructor) Signature _____

(Address)

Date _____

Office (Phone)

Cell: []

(email)