



Foothill Quilters Guild

PO Box 5653, Auburn CA 95604

Contract for Services and Sales of Merchandise

Mo/Yr: _____

Name:	Email:
Address:	Website:
City: Zip:	Social Security #:
Phone: Cell:	Resale ID#:

Lecture

(If you are selling merchandise, please provide your CA. Resale ID#. Persons not holding a valid resale permit will not be allowed to sell merchandise.)

Title:	Merchandise
Fee:	Will you sell merchandise? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time and Date:	<ul style="list-style-type: none">Please provide an adequate cash boxGuild members will <i>not</i> be available to help sell your merchandise. Please prepare accordingly.Shipment of any merchandise is paid for by the contracted speaker, not by the Foothill Quilters Guild.
Location: Auburn Veterans' Memorial Hall 100 East Street, Auburn, CA 95603	
Special Needs (please check the appropriate boxes):	
Slide Projector <input type="checkbox"/> Slide Tray <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Laptop <input type="checkbox"/> Digital Projector <input type="checkbox"/> Tables/Quantity _____ Other (please specify): _____	

Workshop

Title:	Merchandise
Fee:	Will you sell merchandise? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time and Date:	<ul style="list-style-type: none">Shipment of any merchandise is paid for by the contracted speaker, not by the Foothill Quilters Guild.
Location: Auburn Veterans' Memorial Hall 100 East Street, Auburn, CA 95603	
Maximum Number of Students:	
<ul style="list-style-type: none">Please provide a workshop sample 3 months prior to your workshop date.	

Transportation and Accommodations

Transportation: <ul style="list-style-type: none">Transportation by car or airline will be reimbursed at current government rate/mile or cost of coach airfare, whichever is less, including any extra cost for transporting quilts.Airline reservations to be arranged by speakerTransportation to/from airport to/from hotel will be arranged and paid for by Foothill Quilters Guild.If a rental car is desired, contracted speaker is responsible for rental car reservations. Foothill Quilters Guild may reimburse rental car expenses if they are less than the cost of transportation to/from the airport.	Housing: <p>Please specify: Member's Home <input type="checkbox"/> Hotel <input type="checkbox"/> If staying in a member's home, please specify:</p> <p>Allergies to Pets: Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/></p> <p>Special Diet Needs? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe: _____</p>
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Other

Both parties agree to give notice at least four weeks before dates for cancellation of the lecture and/or workshop.

- Please include the following:
 - Short biography and description of lecture for publicity
 - Signed and dated contract
 - Description of workshop and list of workshop supplies
 - Signed W-9 Form
 - A class sample for any workshop, 3 months in advance of the scheduled class date.

Signed:	Signed:
Date:	Date:
(Speaker's Signature)	(Program Chair's Signature)