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February 24, 2007

Letter of Agreement / Contract for Workshops & Lectures by Caryl Bryer Fallert

A signed copy of this document must be part of any agreement between Caryl Bryer Fallert and your group. ALL requested information must be filled out, signed by you, and returned to Caryl Bryer Fallert no later than 90 days prior to Caryl's departure for your venue. (120 days for international venues) Please read this entire contract before requesting that Caryl reserve time in her schedule for your group. If you group has its own contract, this contract will also be needed, in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with the requirements spelled out in this contract. If you would like to reserve dates before you know the exact locations of your events, or the exact workshops your group wants to book, you can send the preliminary agreement on dates, to reserve your spot in Caryl's schedule, and send this full contract later.

<http://www.bryerpatch.com/wkshops/reservedates.htm>

This is to confirm our verbal agreement that Caryl Bryer Fallert will present workshop(s) and/or lecture(s) for:

Conference / guild name: _____

Contact Person: _____

Address: _____

Phone:

Home _____ Work _____ Cell _____

Email: _____

Website: _____

To be held on date(s): _____

Fees are as Follows:

Lectures: \$425.00 with workshop / \$450.00 for lecture alone.

Six-hour classes and multi day classes: \$800 per day for up to 20 students.

Additional students may be added for an additional fee of \$15.00 per student, per day, up to a maximum of 25 students, providing the classroom is adequate. (See "classroom requirements" link at bottom of each class description)

Two and Three Hour Workshops & Seminars: \$450.00 for each class, for up to 20 students. Three-hour classes must be combined with other classes and / or lectures to equal a minimum of \$850.00 per day.

NOTE: Two 3 three hour classes and an evening lecture may be scheduled in a single day, however, three 3 hour classes may NOT be schedule in a single day

If Caryl flies to your location, there may be an additional handout fee in some workshops. This is due to the high cost of shipping, and the new 50 pound limit on the airlines. If you prefer, a master copy of the handout can be sent ahead of time, which you can print and collate for the group members. In this case you will be responsible for collecting the cost of the handout from the students.

SALES: In Caryl's workshops and lectures a number of items will be available for sale to interested students. The guild / conference will not expect to collect any commission on these sales. Caryl will not promote these items during the class,

nor will she spend class time selling them. They are simply available for sale to interested students. These items may include:

- * Books, Patterns and CD's by Caryl
- * Fabrics designed or hand dyed by Caryl
- * Posters and postcards of Caryl's work
- * Fabric printing products.
- * Items needed by students to complete the workshop projects.

General Requirements for Classrooms and Lecture Halls

Specific requirements for each class and lecture can be found by clicking on the links located in the individual workshop descriptions. Links to individual workshop descriptions and supply lists can be found on the Workshops Menu Page: http://www.bryerpatch.com/wkshops/workshops_menu.htm

EQUIPMENT NEEDED FOR LECTURES

I will be using a digital projector and computer. If a digital projector is available for us to use at your facility, please let me know. Otherwise I will bring my own projector. You will need to provide:

- * Room that can be darkened. Projected images will not show up well in a light room.
- * Projector stand
- * Podium or professional music stand for reading notes.
- * Small table near podium for computer
- * Screen, which is large enough to see clearly from the back of the room. If more than 30 people will be in the audience, please have a large screen or large blank, white wall available. Slides shown on a home movie screen cannot be seen from the back of the room. Screens can be rented from camera stores, libraries and schools. If you meet in a church that has not been used for slide lectures in the past, please check the setup ahead of time. Many churches now use screens that are set up for a computer projection system, which hangs from the ceiling. Please check to see if we can plug our computer into this system. If not, we will need a screen that can be used by a projector sitting on a table or stand.
- * Public address system (preferably with lavalier microphone) for audiences of more than thirty people.
- * Two or more tables for display of work
- * Quilt stand(s) for hanging quilts (if available)

GENERAL WORKSHOP CLASSROOM REQUIREMENTS:

- * Room that can be dimmed. Projected images will not show up in a light room.
- * Projector stand
- * At least two tables for display and one additional table for demonstration.
- * Table space with enough room for each student to work at a sewing machine, with a large cutting board and iron next to it. (Ideally, one table per student)
- * Outlets and electrical capacity to support sewing machines and at least one iron for every four students. Access to the circuit breaker box is very important in case this is miscalculated. (DO NOT IGNORE THIS REQUIREMENT)
- * Room must have adequate lighting and ventilation
- * For 3-5 day workshops: Work wall that can be pinned into, or movable design boards, such as 40" x 60" foam core, or insulation board. 40" / 1 meter (minimum) per student.

Additional equipment requested if available:

- * Quilt Stands
- * Overhead projector (selected workshops only) see individual room setup requirements

IMPORTANT: Please fill in ALL of the requested information below, including: date, name of venue, street address, city, zip code, phone number and time. I will be driving to a place I have never been before, and will need to print maps and directions from the Internet before leaving home. I also need to leave contact information with my family when I'm on the road.

Lecture(s) requested

Title of lecture: _____

Date: _____ time: _____

Title of lecture: _____

Date: _____ time: _____

Location: please include name of venue: _____

Street address, city, state, zip: _____

Phone number: _____

Workshops requested

1. Title of workshop _____

Date: _____ time: _____

Location: please include name of venue: _____

Street address, city, state, zip: _____

Phone number: _____

2. Title of workshop _____

Date: _____ time: _____

Location: please include name of venue: _____

Street address, city, state, zip: _____

Phone number: _____

3. Title of workshop _____

Date: _____ time: _____

Location: please include name of venue: _____

Street address, city, state, zip: _____

Phone number: _____

Supply lists are available by clicking on the name of the workshop on the Workshops Menu Page:

http://www.bryerpatch.com/wkshops/workshops_menu.htm

Visuals to promote workshops and lectures can be sent upon request. Biographical material and pictures for brochures, newsletters, and introductions are available at:

<http://www.bryerpatch.com/about/shortbio.htm>

Images from the workshop pages on Caryl's website may be used in brochures and other publicity materials to promote her workshops and lectures. If you need a picture of Caryl for your brochure, you will find it at:

http://www.bryerpatch.com/about/publicity_pictures.htm

TRAVEL ARRANGEMENTS will be made by Caryl Bryer Fallert or the travel agent of the conference / guild, with Caryl's agreement on dates of travel, routes, airline etc.

In order to secure the most economical air transportation, Caryl must be provided with all necessary information about exact dates and times of workshops and other events at least 90 days prior to the first scheduled event on the trip, which includes your events. Please keep in mind that you may not be the first group on her itinerary, and you may be required to provide this information more than 90 days prior to your events. If your failure to provide this information results in increased travel expenses, your group will be solely responsible for paying the difference in cost.

EXPENSES: All travel expenses will be borne by the guild / conference. These include:

Transportation:

Driving: When driving to workshops, Caryl will expect the group or groups to pay or share

- 1) Mileage (IRS mileage rate current at time of event) or the economy airfare to your location(s) whichever is less.
- 2) Highway tolls

Flying:

* Round trip air fare

* Transportation to Airport and parking:

* Nashville is a two and a half hour drive (142 miles one way/ 284 miles round trip) Your group will be responsible for paying mileage, parking at the airport and overnight lodging at the airport in the event that the flight leaves Nashville prior to 10 am or arrives in Nashville after 7pm.

* Parking at Paducah airport is \$6.30 per day, or \$31.50 per week.

At workshop location:

* Ground Transportation: Arrangements will be made by the guild/conference to meet Caryl Bryer Fallert at airport locations with a vehicle adequate to handle three large (50 pound/ 23 kilo) suitcases. Remember we will be lifting them in and out. Please do not bring a little sports car. Your new BMW with the white leather upholstery is probably not the best choice either.

Or

* Caryl will rent a car and drive herself to your location, with the car rental fees to be paid by your group.

* If airport shuttle or taxi service is used, Caryl will be provided with transportation to and from the shuttle terminal, and the guild/conference will be responsible for the cost of this service.

Lodging in a private room in a hotel, motel, or dormitory (if held on a university campus) (no private homes) Sleeping rooms must be free of pet hair, cigarette smoke, mold, mildew, cloying floral scents, and feather products (down comforters, feather pillows, etc.)

Food must be available in or near the hotel (walking distance if Caryl does not have a car).

Meals: Meals provided by a guild member or conference caterer must be **FREE OF**:

- * Shellfish (shrimp, crab, lobster and sauces made from shellfish broth)
- * Sugar (including: honey, high fructose corn syrup, or any other form of sugar)
- * Mango

* MSG (monosodium glutamate - used in most commercially prepared spice mixtures, soups, gravies, salad dressings, stuffing mixes, etc.)

Please read the labels, and check with the conference caterer ahead of time. If covered dishes will be brought to share by guild members, please be sure that at least one person is assigned to bring food that contains protein and is free of the above ingredients.

Extra Days: If Caryl need's to spend extra time at your location in order to save the guild or conference money on air fare your guild/conference will be responsible for all expenses on these extra days.

If Caryl will be in your area for extra days in order for your group to share expenses with other groups in your area, the guild / conference will be responsible for sharing all expenses on these extra days with the other groups involved.

Caryl will need at least one day of rest after seven days of teaching and traveling before teaching additional workshops. Your guild/conference will be responsible for expenses on these days. Other groups may share these expenses in the event that this is a multi-group tour.

LODGING provided by your group will be at:

Name of hotel or motel _____

Street address: _____

City, State, and Zip Code: _____

Phone: _____

Reservation #: _____

INTERNATIONAL WORKSHOPS

All fees are listed in US dollars. Unless other arrangements have been made in advance, payment from your group will be in the form of an international money order in US dollars, a check in US dollars from a bank with branches in the United States, or a wire transfer of US dollars directly into Caryl's bank account.

If the workshop will be held in a country other than the United States, the Guild/Conference organizer will be responsible for researching customs requirements, filling out customs forms, official invitations, or other required documents, and, when necessary, arranging to have the necessary paperwork ready at Caryl's port of entry. If Caryl will be required to apply for a work permit in your country, she must be notified at least 120 days prior to leaving for your event, and your group will be responsible for any and all fees. Under no conditions will Caryl be expected to deceive or mislead customs officials when entering your country.

AGREEMENT OF PROGRAM CHAIR/CONFERENCE DIRECTOR TO DISTRIBUTE THIS INFORMATION:

The program chairperson understands that she/he may not be the person doing airport pickups, preparing meals, and setting up class and lecture rooms. She may also have passed on the office of program chair to someone else before Caryl's visit. Therefore, the program chairperson agrees to pass on the information contained in this Letter of Agreement to all of the group members, hostesses and caterers, etc. in charge of these activities.

Cancellations :

The Guild may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non- refundable airline tickets, or any other expenses incurred by Caryl Bryer Fallert. If a workshop is canceled due to insufficient enrollment, Caryl Bryer Fallert must be notified before incurring any expenses. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible of paying for the tickets. If a workshop is canceled, and coming to your group for fewer workshops or lectures than originally agreed upon in this contract will cause economic hardship for Caryl Bryer Fallert, she reserves the right to cancel the remainder of the contracted workshops / lectures. If your workshop cancels in the middle of a multi-venue tour, your group will be responsible for covering Caryl's daily minimum fee of \$800.00.

Sharing Expenses: When several groups share expenses, the expenses will be split among groups having similar programs. If your group will have disproportionately more or 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 I am working for them. In order to simplify accounting, a \$25.00 per diem will be assessed for meals on days when your group does not provide them.

A signed copy of this letter of understanding or the Preliminary Agreement on Dates must be returned to Caryl Bryer Fallert before a firm commitment can be made.

If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, a copy of the Preliminary Agreement on Dates may be used to reserve the time in Caryl's schedule. A completed copy of this contract must subsequently be forwarded at a later date and at least 90 days before the scheduled workshops/lectures. (120 days for international venues) Contracts that have not arrived by 90 days prior to the scheduled dates are subject to cancellation by Caryl. Airline tickets will not be purchased until a contract is completed.

The Guild/Conference will provide the name of a second person in your organization who can be contacted in the event that the organizer/program chair is not available.

I have read the above letter of agreement, and I understand and agree to its terms:

Guild / Conference Representative:

Name: (printed) _____

Address: _____

Phone(s): Home _____ Work _____ Cell _____

Email: _____

Signature: _____ date _____

Second person in your group who can be contacted:

Name: (printed) _____

Address: _____

Phone(s): Home _____ Work _____ Cell _____

Email: _____

Signature: _____ date _____

Signature & Date: Teacher / Lecturer _____ date _____

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