

Karen Sievert Lecture, Trunk Show and Workshop Contract

Please contact Karen to set up preliminary dates and to reserve your spot in Karen's schedule. Once the signed contract has been received, your dates and function(s) will be confirmed and posted to her website.

Please fill out all the requested information and return the completed contract to Karen Sievert. Contact information is as follows:

Karen Sievert
7680 Great Dover St.
Gainesville, VA. 20155
Cell: (571) 292-7999
Karen.theniftyneedle@yahoo.com

Guild/Organization: _____

Representative: _____

Street Address: _____

City, State, Zip: _____

Contact Phone Number: _____

Contact email: _____

This contract is entered into between _____

(Guild or Organization) and Karen Sievert, an independent contractor.

Lecture / Trunk Show:

Date: _____ Time: _____

Location of Lecture / Trunk Show: Please include name of building if appropriate, address and phone number.

Workshop:

Name of Workshop: _____

Date: _____ Time: _____ Kit Fee: _____

Name of Workshop: _____

Date: _____ Time: _____ Kit Fee: _____

Location of Workshop: Please include name of building if appropriate, address and phone number.

Karen is responsible for sending any necessary Material and Supply Sheets for classes/workshops. In most cases, these supply lists are available on her website, www.theniftyneedle.com under the respective workshop heading.

Karen's lectures / trunk shows are illustrated with actual quilts. Two tables and two holders are helpful during her presentation. In addition, Karen brings items for sale, including her books, so a table for that is appreciated.

Fees through Dec. 31, 2012:

Lecture / Trunk show: \$300.00 plus round trip mileage (\$0.55/mile)

Full Day Workshop: \$500.00 plus round trip mileage

Half Day Workshop: \$300.00 plus round trip mileage

- Fees for workshops are based on class loads of 24 students. In some cases, kits are required for the classes. This is to ensure that materials necessary for the successful construction of the quilts are available (not all quilt shops carry the supplies required). Additional supplies can, if desired, be purchased through Karen's website, www.theniftyneedle.com. If more than 24 students want to take the class, there will be an additional fee of \$25.00/student.

- Lectures and workshops can be combined for consecutive days. If your Guild or Organization is within 90 miles of Gainesville, VA., no lodging will be required, but round trip mileage will be required as stated above. If the location is more than 90 miles from Gainesville, VA., then lodging and round trip mileage will be required.
- If for any reason the guild or organization needs to cancel this contract prior to 3 months of the contracted date, there will be no cancellation fee. If the guild or organization cancels within 3 months of the contracted date, they will be responsible for paying a \$100.00 cancellation fee.
- In the event, there are conditions beyond our control (blizzards, hurricanes, death in the family, etc), the contract may be terminated without a penalty fee. In these circumstances, all efforts will be made to re-schedule the contracted events to the mutual satisfaction of both parties.

I want to sincerely Thank You for contacting me. I truly look forward to your event(s) and will do my absolute best to make it a memorable occasion for all! If you have any questions or concerns, please feel free to contact me at any time!

Karen Sievert

SIGNATURES:

Guild/Organization Representative: _____ Date: _____

Karen Sievert (independent contractor): _____ Date: _____