

**Contract/Letter of Commitment
For lectures and workshops with Vikki Pignatelli**

Contract Date _____

Date(s) of workshops/lecture _____

I, Vikki Pignatelli, undersigned, agree to provide speaking and/or instructional services on behalf of:

Organization/Agent _____

Address _____

Organization website _____ If my classes are open to students other than guild members, I will include a contact number on my website schedule under your listing. Are classes open to others? _____

Phone # or email to be included in listing _____

Contact (Program chair) person's name _____

Phone (home) _____ Cell or work # _____

Contact person's address _____

Contact person's email _____

Please supply an alternate contact person or representative of the organization:

Alternate contact person _____

Phone # _____ email _____

Address to ship class supplies and merchandise: _____

Lecture:

Date _____ Time _____

Lecture address _____

Lecture title _____

Rate per lecture \$ _____

Workshops:

#1 _____

Date _____ Hrs. _____ - _____ PM

Fee \$ _____ per day for _____ students. Additional students (#17-#20) are \$ _____ per person. Additional students (#21-#25) are _____ per person.

#2 _____

Date _____ Hrs. _____ - _____ PM

Fee \$ _____ per day for _____ students. Additional students (#17-#20) are \$ _____ per person. Additional students (#21-#25) are _____ per person.

#3 _____

Date _____ Hrs. _____ - _____ PM

Fee \$ _____ per day for _____ students. Additional students (#17-#20) are \$ _____ per person. Additional students (#21-#25) are _____ per person.

#4 _____

Date _____ Hrs. _____ - _____ PM

Fee \$ _____ per day for _____ students. Additional students (#17-#20) are \$ _____ per person. Additional students (#21-#25) are _____ per person.

Workshop location/address _____

_____ Phone _____

Advance deposit: A **nonrefundable** advance deposit of \$100 per event (each workshop, lecture) is required to secure the requested dates. The advance deposit will be credited toward the total amount due upon completion of services at the end of the workshops/lecture. Should Vikki be unable to fulfill her obligations due to her injury, illness or family emergency, or if there is a natural disaster or emergency in the area and the teaching engagement cannot be rescheduled on a date agreeable with both parties, the deposit will be refunded.

Number of workshops/lecture events _____ Amount of deposit submitted \$ _____

Check number of deposit _____

Payment: A revised, final invoice including a listing of all expenses, receipts and credit for the advance deposit will be presented to the organization on the last day of teaching. Full payment from the organization is expected by check or money order in US dollars upon completion of services before leaving the venue.

Lodging: Pre-paid, non-smoking room and board shall be furnished by Agent/Organization for the dates _____ through and including _____ () nights total. All lodging arrangements must be approved in advance of arrival. In many cases, Vikki's husband, who is her assistant, will be traveling with her. Accommodations, whether in motel, hotel or private home, must be quiet, clean, comfortable and safe. If a guest in a private home, the sleeping accommodations must be in a quiet, pet-free area with a private bath. If the prearranged accommodations do not meet basic comfort or safety standards, Vikki reserves the right to change accommodations and the guild/organization will assume the expense.

Transportation: Client will pay full amount of coach airfare and all ground transportation expenses to and from airports, parking, etc., if transportation is by air. Vikki must approve the airline carrier and arrangements/dates/times in advance. Vikki travels with two suitcases containing a few personal effects, but mostly quilts, teaching supplies and samples. **If there is an airline surcharge (domestic or international) for baggage (carry-on or check-in) or weight overage, the guild/client will pay the surcharge.** Vikki will make every effort to keep the weight to a minimum. Please initial _____.

If transportation is by car, round trip car mileage will be reimbursed at **the current rate listed by the IRS** plus tolls or other fees related to over the road travel **OR** if on a driving tour, a flat rate of \$ _____ as negotiated in advance. Every effort will be made by Vikki to keep travel expenses as low as possible for the organization.

Meals: Client will provide or be responsible for three meals a day for Vikki during the dates of service, including the travel day preceding the date of service. Healthy food only, please...no fast food. If meals are not provided by the client/host, the client will reimburse Vikki for her meal expenses (receipts provided) **OR** pay a daily allowance of \$ 30.00.

"Free days" or free time between scheduled classes and lecture dates: Organization is responsible for lodging and meals during this time.

Cancellations: Should the client need to cancel this contract for any reason, Vikki must receive written and direct telephone notification no fewer than forty-five (45) days in the USA or sixty (60) days outside of the USA prior to scheduled services. If the organization/agent cancels Vikki's services because of the termination of the classes or lack of enrollment, the organization forfeits the advance deposit and is responsible for its own expenses and any expense incurred by Vikki in preparations for the class/workshops. Please initial the following clauses to show you have read and understand these terms:

- Air travel: Vikki will contact the organization at least 30 days (for domestic air travel) or 60 days (for international travel) before making airline reservations. If classes are cancelled **after** the airline reservations are made, the organization is responsible and will reimburse Vikki for the full expense of the airfare.. Please initial _____.
- By Car (including rental car): If the organization cancels classes/workshop/lecture once Vikki has left home and is on the road, the organization will be responsible for full reimbursement of her travel expenses and rental car fees. Please initial _____.
- If the organization cancels classes/lecture while Vikki is enroute to the destination (either by air or car), the organization is responsible for ALL contracted fees **including** minimum fee amount for each class (\$600), lecture (\$400) and travel expenses. Please initial _____.

If Vikki is unable to fulfill this contract because of personal injury, illness or family emergency, all previously incurred travel expenses are Vikki's responsibility.

International travel: All fees and payment are listed in US dollars. Unless other arrangements are made in advance, payment from your organization will be made with an international money order in US dollars. The organization is responsible for researching and notifying Vikki of work visa and customs requirements in a timely manner to enable her to obtain such documents, permits etc. The organization is responsible for filling out customs forms and other official documents and

paperwork for entry into the destination country. The organization is responsible for all fees related to work visas and customs fees related to the teaching engagement. Please initial_____.

Sales: Vikki will have books, patterns and other items available for sale to interested students. Sales of these items will not interfere with or take away from Vikki's teaching time in class. In most cases, sales in class and at lectures are handled by Vikki's husband/assistant. The guild/shop/show will not expect to collect any commission on these sales.

Quilts: Vikki will bring as many quilts as available for the lectures/workshops when driving to your location. If travel is by air or overseas, the number of quilts brought will be limited due to airline weight restrictions. If the organization requests more quilts, the client will be responsible for the additional shipping and insurance costs. Please initial _____,

Publicity: Photos, biography, supply lists and other information may be taken from Vikki's website to promote classes, workshops and lectures. Due to the number of teaching engagements scheduled, Vikki is unable to provide actual workshop quilt samples in advance.

Vikki Pignatelli is not responsible for accidents, injuries or damages that may occur during the workshops or lectures.

Additional comments/terms _____

I have read and understand the terms of this contract:

Signed _____ (Contact Person) Date _____

Signed _____ Vikki Pignatelli Date _____

Please complete and sign two copies of this contract. Send both copies to Vikki at the address below. A copy will be signed and returned to you.

Please also enclose or send directions to workshop location, overnight accommodations information and class choices as soon as information becomes available and decisions are made. If there are any questions, please contact Vikki at home anytime (614) 861-5857.

Vikki Pignatelli
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Reynoldsburg, Ohio 43068

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