

*VanDemark Designs*  
Workshop and Lecture/Trunk show  
Fee Schedule and Contract

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**Workshop Fee:** \$500 full day, \$300 half day

- Maximum class size – 20 students
- Classes over 20 students - \$25 per additional student (up to 25 students)

**Lecture Fee:** \$200 one hour, including Q&A

**Lecture w/Trunk show:** add \$50 extra checked baggage fee

**Travel:** If driving, mileage at current IRS rate. If flying, full round trip airfare, parking fees, and cab or shuttle fare to and from airport. Please allow me to make my own flight reservations at the most economical and efficient rate available. For travel distances over 120 miles, a minimum workshop/lecture fee of \$500 is required.

**Lodging:** Non-smoking motel/hotel accommodations or non-smoking home, with a private bedroom and bath.

**Classroom requirements:**

- Each student must have adequate workspace, one to two students per 6' to 8' long table.
- Adequate electrical outlets for irons, extension cords, and space for ironing surfaces/boards.

**Instructor requirements:**

- Teacher will need two worktables, one for demos and the other for sample display.
- If flying to the workshop, teacher will need a whiteboard (or large sketch pad), easel, and dry-erase markers.

**Lecture/Trunk show requirements:**

- Guild will provide digital projector and laptop set-up for slide presentation, screen (or adequate white wall space), podium, and microphone; set up *and* running.
- Guild will provide two long tables for quilt and wearables display and two volunteers to hold quilts while they are discussed.

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**Conference/Guild name:** \_\_\_\_\_

**Two Local Contact names, emails, and phone (home and cell #'s):**

- 1) \_\_\_\_\_  
2) \_\_\_\_\_

**Workshop Requested:** \_\_\_\_\_

**Lecture Requested:** \_\_\_\_\_

**Dates requested:** \_\_\_\_\_

**Changes:** For events beyond the control of the Instructor or Conference/Guild, dates will be re-scheduled at agreement of both parties. If no agreement for rescheduling can be reached, refer to cancellation policy, below.

**Cancellations:** Once airline tickets have been purchased, the guild will be responsible for reimbursing un-refundable expenses. On request from the guild, I can purchase refundable tickets. Please understand that such tickets often cost twice that of non-refundable.

Please sign and return a copy of this contract indicating that you and your organization agree to and can provide the necessary classroom and lecture requirements (address on page 1).

\_\_\_\_\_  
Program organizer or Representative

\_\_\_\_\_  
Date