



# VIRTUAL CONTRACT

This contract confirms the agreement between Tourmaline & Thyme Quilts and Client. If your group has its own contract, this contract is needed in addition to your contract. Please cross out and initial any clauses in your contract that conflict with this contract; in the event of a conflict, this contract prevails.

<p>Laureen Smith of</p> <p><b>Tourmaline &amp; Thyme Quilts, LLC</b>  (www.tourmalinethymequilts.com)  757 Harvest Grove Trail  Dover, Delaware 19901,  585-775-9944  lsmith@tourmalinethymequilts.com  Eastern US Time Zone</p>	<p><b>Client</b></p> <p>Representative: _____</p> <p>Organization: _____</p> <p>Address: _____  _____</p> <p>Phone: _____</p> <p>Email: _____</p>
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Virtual Live **LECTURE** Title:

Date: Time: Fee: \$250 USD

Virtual Live **WORKSHOP** Title:

Date: Time: Fee:

- \$500 USD per 6-hr workshop. (Can be broken up into two 3-hour sessions.)
- \$300 USD per 3-hr workshop.
- Cost of workshop is based on 20 students. Up to 5 students may be added at a cost of \$25 USD each. (25 student maximum)
- Anticipated number of students and roster shall be provided at least 72 hours prior to a workshop.
- Kit Fee: N/a
- Pattern or Book Required: N/a
- Deposit of \$100 is due at the time of booking.
- Balance is due the day of the event.
- Client will be billed for Lecture and/or Workshop. Payments are accepted are Check, Paypal, or Credit Card.



- Laureen can handle ALL signups and payments for a Live Virtual class for other groups and individuals. She reserves the right to charge her own set fee per student and to require a minimum number of registrants.
- Laureen will handle any fees for handout, supply or kit fee is required.

**COMBINED LECTURES** with another guild are encouraged. There will be an additional fee of \$150. Both guilds may split the combined cost equally, but both must sign the contract and designate one guild as the “lead guild” for all technical and communication purposes.

Zoom account to be used for event:

- Guild/Client account
- Laureen’s account (limited to 100 participants, including 2 seats for Laureen)

**ZOOM LINKS** will be shared one week before the date of the event. If the guild is using a different platform for lecture or workshop, a short test-run will be required during the week before the event so that Laureen will be comfortable with the platform.

**MODERATOR** The Client will provide a moderator for the event. If a moderator cannot be provided, Laureen will provide one.

**PREPARATORY INFORMATION**

- A supply list and a class sample or photo (large enough to show project details) will be sent electronically upon receipt of the deposit.
- Online links to downloadable lecture handouts, class materials lists and/or class materials will be provided a week before the event.

**RECORDINGS** Laureen’s presentation may not be recorded and kept by Quilt Guild or Client. Laureen keeps all rights to any recordings and content of her presentation.

**COMMUNICATIONS** Laureen will send a custom link to the guild for a custom advertising page for your group, as well as other promotion materials. The client will include Laureen in all advertising communications and will provide the emails of class registrants three weeks before the class begins unless Laureen is handling all registrations. If the guild wishes to open the class to visitors, upon request Laureen will also advertise the class on her social media.

**CANCELLATIONS** Neither party shall be held to this contract if the workshop is cancelled due to illness. We will make every effort to reschedule. If technological difficulties occur such as power outages or equipment failure, everything will be done to reschedule if possible.

It is also understood that individual viewers’ internet capacities vary and Laureen is in no way responsible for the inability of any attendee to receive a satisfactory transmission of the Event.



**COMMITMENT** A complete, signed copy of this Contract and the deposit must be received by Laureen, in order to reserve dates. This contract is not binding until both parties have signed it and the full deposit amount is received.

No representations regarding additional services, amounts of remuneration, coverage of expenses, or obligations have been made that will vary the terms of the Contract. Any alterations to the Contract must be made in writing on the ratified contract and initialed by all signatories. Transmission of the signed alterations may be made by electronic format such as e-mail or fax. Both parties should retain a copy of the final fully ratified contract.

Waiver of any portion of this contract does not invalidate any other portion of it, or any future application of the terms waived. This contract is governed by the laws of the State of Delaware.

I have read this contract, which includes the *Explanation of Fees and Expenses*, and I understand and agree to its terms.

**Total Fees:**

Laureen Smith of Tourmaline & Thyme Quilts

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

**Guild representative:**

Name: \_\_\_\_\_

Signed: \_\_\_\_\_ Date: \_\_\_\_\_