

Elk Grove Quilt Guild

Mo/Yr:

Return to: PO Box 1413, Elk Grove, CA 95759-1413

Contract for Services and Sales of Merchandise

Name:	Email
Address:	Website
City: Zip:	Social Security #:
Phone: Cell	Resale ID#:

(If you are selling merchandise, please provide your CA. Resale ID#. Persons not holding a valid resale permit will not be allowed to sell merchandise.)

Lecture

Title	Merchandise
Fee: \$	Will you sell merchandise? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time and Date: (set-up 6:00)	<ul style="list-style-type: none"> Please provide an adequate cash box Guild members will <i>not</i> be available to help sell your merchandise. Please prepare accordingly. Shipment of any merchandise is paid for by the contracted speaker, not by the Elk Grove Quilt Guild.
Location: The Sunshine Swim and Fitness Center 9360 Elk Grove Florin Road, Suite 4 Elk Grove, CA 95623	
Special Needs (please check the appropriate boxes): <input type="checkbox"/> Microphone <input type="checkbox"/> Quilt Racks/Quantity _____ <input type="checkbox"/> Tables/Quantity _____ Other (please specify):	

Workshop

Title:	Merchandise
Fee: \$	Will you sell merchandise? Yes <input type="checkbox"/> No <input type="checkbox"/>
Time and Date: 9 am – 4 pm	<ul style="list-style-type: none"> You may choose to contact a quilt shop owner regarding sales of merchandise prior to or during the workshop. Shipment of any merchandise is paid for by the contracted speaker, not by the Elk Grove Quilt Guild.
Location: Sew and Vac Event Center, 8705 Elk Grove Blvd Elk Grove, 95624	
Maximum Number of Students: <ul style="list-style-type: none">Please provide a workshop sample 3 months prior to your workshop date.	

Transportation and Accommodations

Transportation: <ul style="list-style-type: none"> Transportation by car or airline will be reimbursed at current government rate/mile or cost of coach airfare, whichever is less, including any extra cost for transporting quilts. Airline reservations to be arranged by speaker Transportation to/from airport to/from hotel will be arranged and paid for by Elk Grove Quilt Guild. If a rental car is desired, contracted speaker is responsible for rental car reservations. Elk Grove Quilt Guild may reimburse rental car expenses if they are less than the cost of transportation to/from the airport. 	Housing: Please specify: Member's Home <input type="checkbox"/> Hotel <input type="checkbox"/> If staying in a member's home, please specify: Allergies to Pets: Yes <input type="checkbox"/> No <input type="checkbox"/> Smoking <input type="checkbox"/> Non-smoking <input type="checkbox"/> Special Diet Needs? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please describe:
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Other

Both parties agree to give notice at least four weeks before dates for cancellation of the lecture and/or workshop.

- Please include the following:
 - Short biography and description of lecture for publicity
 - Signed and dated contract
 - Description of workshop and list of workshop supplies
 - Signed W-9 Form

Signed:

Signed:

Date:

Date

(Speaker's Signature)

(Program Chair's Signature)

****Please make a copy for your records****