



Foothill Quilters Guild
 PO Box 5653, Auburn CA 95604
Contract for Services and Sales of Merchandise

Mo/Yr: _____

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:	<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 Foothill Quilters Guild.
Location: Cornerstone Community Church 11111 Dry Creek Road, Auburn, CA 95603	
Special Needs (please check the appropriate boxes): Slide Projector <input type="checkbox"/> Slide Tray <input type="checkbox"/> Screen <input type="checkbox"/> Microphone <input type="checkbox"/> Laptop <input type="checkbox"/> Digital Projector <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:	Cost for Pattern/Kit: <ul style="list-style-type: none"> • Shipment of any merchandise is paid for by the contracted speaker, not by the Foothill Quilters Guild.
Location: Auburn Civic Center, Rose Room 1225 Lincoln Way, Auburn, CA 95603	
Maximum Number of Students: <ul style="list-style-type: none"> • <i>Please provide a workshop sample 3 months prior to your workshop date.</i> 	

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 Foothill Quilters Guild. • If a rental car is desired, contracted speaker is responsible for rental car reservations. Foothill Quilters 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:
 1. Short biography and description of lecture for publicity
 2. Signed and dated contract
 3. Description of workshop and list of workshop supplies
 4. Signed W-9 Form

Signed: _____	Signed: _____
Date: _____	Date: _____

(Speaker's Signature)

(Program Chair's Signature)