

Letter of Agreement/Contract for Workshops by Linda Salitrynski

A signed copy of this document must be part of any agreement between Linda Salitrynski and your group. Please fill out all requested information, sign and return at least 90 days prior to the workshop. If your group has its own contract, please send me this contract.

This is to confirm our agreement that Linda Salitrynski will present the following workshop(s).

Conference/Guild Name: _____

Contact Person: _____

Address: _____

Phone: Home _____ Work _____ Cell: _____

Email _____ Website: _____

To be held on date(s): _____

Workshop(s) requested

1. Title of workshop _____

Date: _____ time: _____

Location: please include name of venue: _____

Address: _____

City, State, Zip _____

Phone: _____

2. Title of workshop _____

Date: _____ Time: _____

3. Title of workshop _____

Date: _____ Time: _____

Supply lists will be sent after the contract has been signed.

LODGING provided by your group will be at:

Name of hotel, motel or "other" _____

Street Address _____

City, State and Zip _____

Phone _____

Reservation # _____

I have read the above letter of agreement, and I understand and agree to its terms:

Guild / Conference Representative:

Name: (printed) _____

Street Address _____

City, State and Zip _____

Phones: Home _____ Work _____

Cell _____ Email _____

Signature: _____ Date _____

Second person in your group who can be contacted:

Name: (printed) _____
Street Address _____
City, State and Zip _____
Phones: Home _____ Work _____
Cell _____ Email _____
Signature: _____ Date _____

Signature & Date: Teacher _____ **Date** _____

Linda Salitrynski
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FEES are as follows:

Six-hour classes and multi day classes: \$400 per day for up to 20 students. Additional students may be added for an additional fee of \$15.00 per student, per day, up to a maximum of 25 students, providing the classroom is adequate. (See “classroom requirements”)
Three Hour Workshops & Seminars: \$200.00 for each class, for up to 20 students. These classes must be combined with other classes to equal a minimum of \$400.00 per day.

Sales: In Linda's workshops, a number of items may be available for sale. Linda will not promote these items during the class, nor will she spend class time selling them. They are simply available for sale to interested students. These items may include:

- * Patterns by Linda
- * Fabrics designed or hand dyed by Linda
- * Note cards and postcards of Linda’s work
- * Items needed by students to complete the workshop projects.

GENERAL WORKSHOP CLASSROOM REQUIREMENTS:

- * At least one table for display and one table for demonstration.
- * Table space with enough room for each student to work at a sewing machine, with a large cutting board and iron next to it. (Ideally, one table per student, but two students to a table in dye/paint workshops is usually sufficient.)
- * Outlets and electrical capacity to support sewing machines and at least one iron for every four students. Some embellishing workshops work better with each student having a small iron at their table. Access to the circuit breaker box is very important.
- * Room must have adequate lighting and ventilation
- * For paint/dye workshops, accessible hot water and washable floors or plastic on floors. Also, room will be needed to lay out things to dry, i.e. extra floor space, tables, grass area outside.
- * For 3-5 day workshops: Working wall that can be pinned into, or movable design boards, such as 40" x 60" foam core, or insulation board; one per student.

TRAVEL ARRANGEMENTS will be made by Linda Salitrynski or the travel agent of the conference/guild, with Linda's agreement on dates of travel, routes, airline etc. In order to secure the most economical air transportation, Linda must be provided with all necessary information about exact dates and times of workshops at least 90 days prior to the first scheduled event.

EXPENSES: All travel expenses will be borne by the guild/conference. These include:

Transportation:

Driving:

* Mileage (IRS mileage rate) and highway tolls

Flying:

* Round trip air fare

* Transportation to and from airport and parking:

* Binghamton is a one hour drive (76 mile round trip). Your group will be responsible for paying mileage and parking at the airport.

At workshop location:

* Ground Transportation: Arrangements will be made by the guild/conference to meet Linda at airport locations with a vehicle adequate to handle two large (50 pounds) suitcases.

Or

* Linda will rent a car and drive herself to your location, with the rental fees to be paid by your group.

* If airport shuttle or taxi service is used, Linda will be provided transportation to and from the shuttle terminal, and the guild/conference will be responsible for the cost of this service.

Lodging in a private home, hotel, motel, or dormitory (if held on a university campus). Sleeping room must be free of cigarette smoke, mold, and mildew. Food must be available in or near the hotel (walking distance if Linda does not have a car).

Meals: Please ask if there are any questions. I am a vegetarian, so no meat or food made with meat broths. I do eat eggs and dairy products, but non-fat or very low fat. No high fructose corn syrup, trans-fats, preservatives or artificial additives or MSG (monosodium glutamate).

Cancellations:

The Guild may cancel a workshop due to insufficient enrollment at any time prior to the purchase of non-refundable airline tickets, or any other expenses incurred by Linda Salitrynski. If a workshop is canceled due to insufficient enrollment, Linda Salitrynski must be notified before incurring any expenses. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible for paying for the tickets.