

# Nancy Lee Chong

PO Box 932  
Snohomish, WA 98291-0932  
541-425-7641 (cell) ♦ 425-512-8843 (home)  
www.quiltchong.com ♦ Nancy@prqc.com

Teacher, Lecturer, Designer, Quiltmaker, Author  
Specializing in Hawaiian Quilts and Needleturn Appliqué

## CONTRACT

A signed copy of this document must be part of any agreement between Nancy Lee Chong (me, my, I) and your group (Group) in order for the dates to be held on my calendar. In consideration of the following promises the parties agree to be legally bound as follows:

**GROUP** (full name and mailing address of your group):

**CONTACT PERSON** (full name, mailing address, phone number):

I agree to conduct the following Presentations and/or Workshops:

### PRESENTATION(S):

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

### WORKSHOP(S):

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

Title: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_

**CONTRACT AMOUNT:** \$ \_\_\_\_\_

Contract amount and expenses are due in person to me prior to or at the end of the engagement.

**Contract Amount:** Contract amount is the price agreed upon for the Presentations and Workshops listed above. In addition, you agree to pay for all travel expenses, as described below.

**Travel Expenses:** Round-trip airfare from Seattle, Washington, to be reimbursed to me upon making reservations and providing you with a receipt for such expense. Travel expenses include, but are not limited to, (1) all hotels and meals while in route; (2) round-trip mileage at the federally-allowed rate at the time of travel to and from the airport, OR to and from your location; (3) airport shuttle and/or parking expenses.

# Nancy Lee Chong

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

## CONTRACT

Page 2 of 3

**Lodging:** I prefer to stay at a hotel or motel (free internet access, non-smoking, non-pet room). I will stay in a quilter's home if that quilter does not have a cat or dog (or other animal with fur or hair), or a smoker on the premises. I am extremely allergic to cats, dogs and smoke. If staying in a quilter's home, I require a private bedroom and bathroom. "Down time" is important so that I have the energy I need to do my job. If I stay with a quilter, that person must understand that I am not "on" for her private use. I am a cordial person and enjoy others, but must also have private time to myself.

**Samples:** Upon request, I will provide you with quilt samples to promote attendance at these events.

**Workshop Hours and Attendance:** A one-day workshop is 6.5 hours of instruction; a half-day workshop is 4 hours of instruction. Half-day workshops are only offered in conjunction with a presentation, a one-day class, or on a day of travel. The quoted workshop fee is for up to 20 students. More students may be accommodated for an additional \$25 per student, per day, up to a **maximum of 25 students, providing** the classroom is of adequate size.

**Classroom/Workshop Preparations:** The Supply List for each workshop can be found on my website. Group must provide students with appropriate Supply List in advance. I require at least two tables, a chair, a projection screen (or white wall) in front of the classroom with easy access to an electrical outlet. The Group will provide ample working space, irons and ironing boards for students. The table space must have enough room for students to work comfortably, and I must be able to walk behind each student to provide individual attention. If lighting is not adequate, Group must provide, or request students to bring their own portable lights, and appropriate extension cords and power strips.

**Presentation Equipment:** I come with quilts, not slides or a computer presentation. Group will provide two clean tables to hold quilts on stage, a quilt display stand or two if available; plus two clean tables to display items for sale.

**Product Sales:** At my workshops and presentations patterns, notions and related items may be available for sale to interested quilters. Group will not expect, nor receive, any commission on these sales. I will not promote these items during class, nor spend class time selling them. I agree to pay for postage or any extra or overweight luggage charges due to weight of retail items.

**Copyrights:** Both parties agree that I shall retain all rights, including copyrights, in relation to recordings of any kind, by any person, made of my appearance or any work shown in the course thereof. The term "recording" as used herein shall include any recording made by audio or video equipment, disc, film, digital images, or any other method of recording, whether now known or hereinafter developed. No use of any such recording shall be made by Group or individual members of the Group without my written consent.

With such copyrights being so protected, I give you specific permission to use photograph images from my website solely in the promotion of my engagement with you.

**Cancellation:** If a cancellation is necessary by either party, such party agrees to reimburse the other for any pre-paid fees and any non-refundable expenses, such as airfare. The parties will strive to reschedule to minimize such expenses.

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

Authorized  
Signature: \_\_\_\_\_

Name (printed): \_\_\_\_\_

Title: \_\_\_\_\_

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

\_\_\_\_\_  
Nancy Lee Chong

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

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

**CONTRACT**

Page 3 of 3

**Please Provide The Following Information** (if known now, or as soon as known):

Airport I should fly into (if applicable): \_\_\_\_\_

Presentation 1 Date and Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Presentation 2 Date and Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Workshop 1 Date and Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Workshop 2 Date and Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Workshop 3 Date and Time: \_\_\_\_\_

Location Address: \_\_\_\_\_

Contact Person before I arrive:

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

Address: \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

***Due to uncertainty of travel, it is imperative that I have a way to communicate with someone while I am traveling.***

Contact person while I am in route, and once I arrive (if different than person named above):

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

Telephone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_