

**Booneslick Trail Quilters' Guild**  
**P.O. Box 542**  
**Columbia, MO 65205-0542**

**Booneslick Trail Quilters' Guild** agrees to the following terms with the individual(s) listed, hereinafter referred to as "Instructor" as stated below. The meetings are held at Fairview United Methodist Church, 3200 Chapel Hill, Columbia MO 65203 unless otherwise stated.

**Booneslick Trail Quilters Guild, for the** \_\_\_\_\_  
(Chapter Name or Special Event)

Instructor's Name (please print): \_\_\_\_\_

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

City, State, Zip \_\_\_\_\_ Telephone: \_\_\_\_\_

Emergency Contact number: \_\_\_\_\_ Social Security No.: \_\_\_\_\_

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

Instructor agrees to present workshops/lectures as follows:

<u>Dates</u>	<u>Title</u>	<u>Length</u>	<u>Fee</u>

Round Trip Mileage: \_\_\_\_\_ Travel expense: \$ \_\_\_\_\_

Mileage (per MapQuest) round trip at no more than IRS allowed mileage as of the date of contract execution. Beginning on January 1, 2025, the IRS rate to calculate standard mileage is 72.5 cents per mile.

Overnight Lodging Requirements: \_\_\_\_\_

Please carefully read the Instructor's commitment and Guild's commitment and cancellation clauses. Date and sign the contract. Please be sure that all parts of the contract have been appropriately completed. This contract supersedes instructor's personal contract and shall be binding on both parties.

**Return to:**

Name (PLEASE PRINT): \_\_\_\_\_

Mailing address: \_\_\_\_\_

**Booneslick Trail Quilters' Guild contact information:**

Program Chair and number: \_\_\_\_\_

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

Secondary Contact and number: \_\_\_\_\_

BTQG primary contact & phone: \_\_\_\_\_

Secondary Contact & phone: \_\_\_\_\_

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**INSTRUCTOR COMMITMENT:** It is the responsibility of the instructor to supply the Guild with the following information:

1. An accurate and complete "supply" list (including contents of any kits) at least two months prior to the workshop(s). (Please do not require the purchase of a special tool or ruler. Instructor should provide such tools on loan.)
2. List of Instructor's lecture/classroom needs i.e., tables, ironing board(s), projection screen, etc.
3. The presenter will provide any technical equipment (laptop/projector) they may need for their presentation/class.
4. A brief biographical sketch for promotional information and introduction, plus any images you wish to have used for promotion at least two months prior to the event(s).
5. A complete workshop/lecture description for use in registration information at least two months prior to the workshop(s).

( \_\_\_\_\_ ) shall be the maximum number of students enrolled in the workshop(s). There will be no limit placed on lectures, other than those of the facility. Note: Classroom sales during the workshop shall be limited to items related to the workshop. You may offer items for sale at the conclusion of the lecture(s). Additional sales may be handled before or after lecture or workshop(s).

**GUILD COMMITMENT:** It is the responsibility of the Guild to:

1. Provide adequate presentation/classroom space, making a determined effort to meet the needs requested by the Instructor and within the facility constraints.
2. Provide lodging (at preference of speaker, either in a member's home or in BTQG approved hotel) and meals. *Advise Guild contact persons of any dietary restrictions. Only instructor expenses shall be reimbursed. Guests traveling with instructor are responsible for their own expenses.*
3. Travel expenses will be reimbursed on submission of invoices or proper receipt(s). The contract suffices as invoice for lecture and workshops. All other expenses must have documentation.
4. Mileage at the current rate as of the date of contract of IRS will be paid. Airline tickets should NOT be purchased until the Guild contact person approves the cost. The Guild will reimburse for one (1) checked bag unless by prior approval. If this event is in conjunction with other commitments, travel will be prorated by mutual agreement.
5. All fees will be paid at completion of the instructor's contract and on submission of appropriate expense vouchers. Any outstanding expenses will be paid within two weeks of submission of expense vouchers. The guild does not reimburse for alcoholic beverages.

**CANCELLATION:**

Instructor and Guild agree that this contract will be null and void, holding neither party liable for loss, should

- a) illness, accident or act of God prevent Instructor from participating (in which case earliest possible notice shall be given).
- b) workshops/lectures be prevented due to circumstances beyond Guild's control, i.e., strike, fire, acts of God or nature (in which case earliest possible notice shall be given).

IN WITNESS HERETO, the parties have executed this contract.

Name \_\_\_\_\_  
*Printed*

Name \_\_\_\_\_  
*Printed*

SIGNED: \_\_\_\_\_

SIGNED: \_\_\_\_\_

*Booneslick Trail Quilters' Guild & Date*

*Instructor & Date*