Thank you for your interest in having me come for a visit! Please read the following pages to answer any questions you may have about my visit. Feel free to contact me if you have any additional questions.

Fees:

- Lectures: $475 for a 1-1 ½ hour lecture/trunk show, plus Q&A session. Minimum of 1 lecture & 1 full-day workshop is to reserve a non-local lecture.
- Workshops: $800 per day for full day (6-8 hours with lunch break) workshops$450 per half-day (3-4 hours) for half-day workshops. Minimum 6 students, maximum of 25. Additional students may be added providing the classroom is adequate.
- Payment for the Lecture and Workshops is due immediately upon completion.
- Trunk Show: Jessica's patterns, hardware sets & cork, etc. will be available for sale to interested students at both workshops and lectures. The guild will not expect to collect any commission on these sales.

Classroom and Lecture Requirements:

- The classroom must have an electrical system able to handle a minimum 1 iron per 4 students.
- Student table space measuring at a minimum of 24" x 24" per student.
- Students are each required to purchase pattern & kit needed for class – no sharing please. Kits required will be paid directly to Jessica.
- Classroom should have a large cutting mat on a separate table to be used for demos, etc…

Lectures Requested

I offer a variety of lectures & trunk shows and can cater them to your needs. Most popular are a basic trunk show with pattern company history.

Workshops Requested

Workshops are geared towards your needs and desires! Bag workshops are always a hit since students complete their work in class.

Transportation

All travel expenses will be paid by the guild / conference / shop. These include:

- Mileage if driving roundtrip (current IRS rate per mile is $0.72) OR
- Round trip airfare from Albany, NY
- Transportation to and from Airport as well as to/from workshops & lecture
- Luggage fees for 2 suitcases

Flight arrangements will be made by Jessica VanDenburgh or the travel agent of the conference / guild / shop, with Jessica's agreement on dates of travel, routes and airline from Albany.

Lodging
Jessica requires lodging in a non-smoking hotel room.

Meals
All meals are provided by the guild/conference/shop. Jessica has no food allergies.

Extra Days / Sharing Expenses
If Jessica will be in your area for extra days to accommodate 2 separate groups, the guilds / conferences /shops will be responsible for sharing all expenses on those extra days with the other groups involved. Each group will be charged a percentage of total mileage or airfare, transportation, extra day lodging and meals expense. Individual groups will be responsible for lodging and meals on the days Jessica is working for them.

Cancellations
The Guild / Shop 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 Jessica VanDenburgh. If a workshop is canceled after the purchase of airline tickets, the guild will be responsible for paying the cost of airline tickets and any other expenses incurred by Jessica.

If your workshop cancels in the middle of a multi-venue tour, your group will be responsible for covering the workshop fee as negotiated per the contract.

Agreement
A signed copy of this contract must be returned to Jessica VanDenburgh before a firm commitment can be made. If your group would like to reserve future dates, but has not yet booked a venue or made decisions on which workshops to schedule, please insert TBD (to be determined) on the form. A completed copy of this contract must subsequently be forwarded at a later date and at least 60 days before the scheduled workshops/lectures. (90 days for international venues). Airline tickets will not be purchased until a contract is completed and received by Jessica VanDenburgh.

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

Guild / Conference / Shop Representative

Name: (printed)_____

Address:_____

Phone(s): _____ Email:_____

Signature & Date:_____

Teacher / Lecturer_____

Lecture & Workshop Topics

1. Title of lecture_____Trunk Show_____
date: _____11/17_____ time: _____11am - _____

2. Title of lecture_____
date: _____ _____ time: _____

Location: _____

_____

Workshops Requested

1. Title of full day workshop_____Mini Diva_____

Date(s): _____11/17_____ time: _____1 - 4_____

2. Title of full day workshop_____

Date(s): _____ time: _____

Location of Workshop (if different from Lecture location).

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