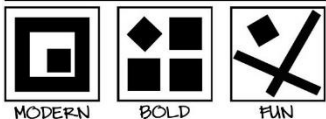


Mel Beach



Mel Beach Quilts
3072 Baronscourt Way, San Jose, CA 95132
melbeach@melbeachquilts.com
www.melbeachquilts.com
(408) 712-8115

TEACHING AGREEMENT & INVOICE

Thank you for your interest in my work. This agreement is made between Mel Beach (Artist/Teacher) and _____ (Venue/Organization) for the following services:

- Lecture/Trunk Show: (\$500/60 minutes lecture/trunk show)
 Full Day Workshop(s): (\$700/6 hours of instruction for up to 20 students)
 Half Day Workshop(s): (\$400/3 hours of instruction for up to 20 students)

Mel Beach (Artist/Teacher) to provide the following to Venue/Organization for promotional use upon request:

- Lecture/workshop description (also available on my website)
 Student Supply Lists (includes workshop description and photograph of project)
 High Quality/Resolution Images of my Work
 Workshop Sample (available to be mailed 3 months in advance of engagement)
 Teacher bio and photograph

Lectures: Selection #1 _____ #2 _____

My lecture/trunk show is designed to be 45-60 minutes and includes a slide show presentation followed by a trunk show including 20+ of my quilts, and Q&A as time permits. Audio/video recording is not permitted, nor photographs of my slideshow presentation. Photography of quilts during trunk show portion is permitted and encouraged, with artist's credits included if sharing/posting.

**If your guild is hosting the meeting as a hybrid event with attendees logging in remotely, please provide advanced notice (14 days or more) with information about your set up to ensure optimal enjoyment for all.

- Microphone for group over 40 attendees
 Projection Screen (I will bring laptop, connection cords, and projector as needed)
 2-3 quilt holders to assist with larger quilts, and someone to assist with set up, turn off lights, sound, etc
 2 tables to layout quilts, 1-2 quilt racks (if available)

Date:

Time:

Venue Location/Address:

Workshops: Selection #1 _____ #2 _____

Each workshop is designed to include 6 hours of instruction for 20 students max. Please ensure venue provides well-lit workspace for sewing machine set up/use, as well as has ample space for me to easily walk about the room and consult with participants on an individual basis.

- 2 tables for instructor use with demonstration and display
 1-2 quilt racks to display quilts
 2-3 Irons & boards for student use
 Power supply for students and teacher
 Someone to assist with set up, turn off lights, etc.
 Lunch/beverage for artist/teacher

Date:

Time:

Venue Location/Address:

Expenses

Expenses to be provided, paid for and/or reimbursed to Mel Beach for the following:

- ___ Round trip airfare and/or mileage to and from teaching destination (in accordance with IRS) are expected to be paid in full upon completion of service
- ___ Transportation while teaching
- ___ Shipping costs of materials and/or fees for luggage with airlines
- ___ Tolls & parking fees (receipts to be provided by Artist/Teacher)
- ___ Meals & Lodging requirements
 - Private lodging in a hotel/motel that is pet-free, smoke-free and feather-free (due to allergies)
 - Dietary preferences: I do not eat beef/chicken/pork, but fish/dairy/eggs are all fine.

In the case of international travel and teaching contracts, there may be special considerations.

Payment for teaching fees and expenses will be paid to Mel Beach before the end of last teaching day (invoice/receipts to be provided by Artist/Teacher)

Cancellations

Cancellations may be made by either party 60 days from teaching engagement or prior to expenses incurred by Artist/Teacher. If conditions beyond our control (ie. National/local emergency, pandemic, weather emergency, illness, accident, flight cancellations and/or serious family emergency, etc) prevent Mel from teaching or lecturing, it is agreed that this contract may be terminated without a penalty payment assessed by either party. Offering an online program and/or rescheduling the program may be an option. If Venue/Organization terminates the contract after the purchase of non-refundable airline tickets, the organization will compensate the teacher/artist for the price of the ticket or pay the change/cancellation penalty.

Contact me via email or phone with any questions/concerns about this agreement. Please sign this agreement and return one copy (electronically or via USPS) to Mel Beach.

How did you hear about Mel's lectures/workshops? _____

Thank you and I look forward to sharing my passion for quilting with your membership/attendees.

Signed: _____
Artist/Teacher Date

Signed: _____
Venue/Organization Rep Date

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Contact Person #1:
Address:

Website:
Email:
Phone:

Contact Person #2:
Address:
Email:
Phone: