

Sue Hickman – Studio 2724

Sue loves quilting and has enjoyed teaching others to quilt where ever she's called home! In addition to classes offered in her Studio 2724, Sue offers trunk shows and challenge quilt talks, lectures, demonstrations, workshops and classes.

Sue requests that her presentations at guild meetings be made before business meetings and/or show & tell.

### **Schedule of Fees** (Within the USA)

One-hour Trunk Shows, Challenge Quilt Talks, Lectures, and Demonstrations: \$450

Shipping and insurance charges are extra for Trunk Shows

Three-hour Workshops and Classes: \$450

Six-hour Workshops and Classes: \$750

Multi-day Workshops and Classes: \$700/day

Kits for workshops are additional to the workshop fee and vary in price, depending on the workshop. Kit fee prices may change each year if fabric prices increase. The kit fees listed on a signed contract will be honored.

Classes are limited to 20 students, providing there is adequate working space for each student.

### **Contract Requirements**

Services are secured with this signed contract. A \$100 non-refundable deposit is due with the contract. The final payment for all work is due at the completion of Sue's services.

Cancellation of a contract must be made at least 90 days prior to the date of the trip. All efforts should be made to fill up workshop(s) prior to cancelling. The deposit is forfeited. Weather-related problem may result in a postponement of a contract.

Minimum charged for a combination of work for an out-of-town trip is \$900. This minimum is in addition to travel costs or kit fees.

All round trip travel expenses include:

- Gluten-Free food during working and travel days (receipts will be provided)
- Round-trip airfare in and out of IAD – Washington Dulles
- Sue watches for the most reasonable airfare and will contact the guild or show when she finds a good fare to obtain permission to purchase the tickets. Sue's non-refundable airfare fee is reimbursed to her immediately after she purchases the tickets.
- Any applicable airline luggage charges

- Shipping and insurance expenses for trunk shows
- Applicable airport parking
- Round-trip mileage from Sue’s home to the airport (reimbursed at the IRS allowable rate at the time of the trip)
- If Sue is driving to a guild or show, the round-trip mileage is reimbursed (at the IRS allowable rate at the time of the trip) from Sue’s home to the guild city plus driving to and from the meetings. Sue will drive to a guild or show that is 6 hours or less from her home.
- Hotel lodging: Sue requires a non-smoking private room in a clean, safe hotel with an inside entrance. An elevator is required if room is not on the first floor. Sue does not stay in homes due to dietary restrictions and because she needs quiet time so she can give her best during her times of teaching. Places with a protein based breakfast included saves time and hassle on busy class mornings. Examples: Residence Inn, Fairfield Inn and Suites, SpringHill Suites, Hampton Inn, Holiday Inn Express, Hilton Garden Inn. The guild will pay the hotel fees with a credit card prior to Sue’s arrival.
- Sue will need help carrying and loading her suitcases at the airport and to and from her lectures and classes. Please make sure the driver can help to load items and has a car big enough to handle two large suitcases and a carry-on suitcase.
- Travel expense are to be equally divided between guilds on a multi-city/guild trip. Those arrangements must be worked out between the two guilds prior to the trip.

This contract is entered into between Sue Hickman of Studio 2724 and  
 Guild/Organization: \_\_\_\_\_

Non-refundable deposit attached – check number \_\_\_\_\_

**Signature** of Authorized Representative: \_\_\_\_\_

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

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

Contact phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

Lecture: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Program: \_\_\_\_\_

LOCATION of LECTURE: Please include name of building, street address, zip and phone number: \_\_\_\_\_

Workshops: Date: \_\_\_\_\_ Time: \_\_\_\_\_

Workshop: \_\_\_\_\_

LOCATION of WORKSHOP: Please include name of building, street address, zip and phone number: \_\_\_\_\_