

Letter of Agreement/Contract

For Workshops & Lectures by Ann Pigneri

This is to confirm our verbal agreement that Ann Pigneri will present workshop(s) and/or lecture(s) for:

Conference/Guild/Store _____

Contact Name _____

Address: _____

Phone: _____ (Cell) _____ (Home) _____ (Work)

Email: _____

Website: _____

Dates to Reserve: _____

Fees

Workshops: \$700.00 per day (6 hours of teaching)
\$475.00 for 3 hour workshop

Lectures: \$500.00 with workshops, \$575.00 for lecture alone

Additional student fee above 20: \$35 per additional student

Longarm Classes & Fees: Please contact Ann.

Expenses: All travel expenses will be paid by the guild/conference/store. These include transportation, lodging and meals. These include: mileage when driving reimbursed at current government IRS rate, or round trip airfare plus parking fees at Louisville airport, plus ground transportation to and from your airport, plus baggage handling fees if airline is charging them.

Accommodations: Lodging in a nonsmoking hotel is preferred with internet access. If this is not available, please provide a private room and bath in the home of a reliable member.

Meals: Meals should be available within walking distance if Ann does not have a car. Ann prefers low fat healthy meals whenever possible.

Sharing Expenses: Expenses will be shared by groups booking multi-venue tours, including days or times that Ann must stay overnight between group teaching tours or if I am staying extra days to. This will include airfare, mileage, tolls, parking, meals, bus/limo fare/rental car, and extra day lodging and meal expense. Individual groups will be responsible for lodging and meals on days that Ann is working for them.

Cancellations

If a guild/conference/store cancels after airline tickets have been purchased, or any other expenses have been incurred by Ann, then the guild/conference/store must pay all previously incurred expenses. If a guild/conference/store that is part of a multi-venue tour cancels, they will be responsible for paying the teaching fees plus expenses which they had contracted for. A guild/conference/store may cancel up to three months prior to the date of the workshop or lecture, provided no airline tickets have been purchased.

Additional Contract: If your group has their own contract, that contract can also be signed providing that any areas of disagreement with this contract are crossed out and initialed.

Agreement

A signed copy of the letter of agreement/contract must be returned to Ann Pigneri before a firm commitment can be made. If your guild/conference/store has not made a decision on the exact workshops or lectures or chosen a venue, TBA (to be announced) can be inserted on the forms. However, a completed and signed copy of this contract must be returned to Ann Pigneri 90 days before scheduled event.

I have read the above letter of agreement/contract and agree to its terms:

Guild/Conference/Store Representative:

Name (please print): _____

Address: _____

Phone: _____ (Cell) _____ (Home) _____ (Work)

Email: _____

Signature _____ Date: _____

Second person in Guild/Conference/Store that can be contacted:

Name (please print): _____

Address: _____

Phone: _____ (Cell) _____ (Home) _____ (Work)

Email _____

Signature _____ Date _____

Teacher/Lecturer: _____ Date _____

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