

TEACHING AGREEMENT – KIM DIEHL

HOSTING ORGANIZATION INFORMATION

Organization/Event Name: _____

Contact Person: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Telephone Number: (____) _____ Email Address: _____

HOSTING ORGANIZATION COMMITMENTS

1. Within one week of Kim Diehl's presentation of the workshop(s)/lecture(s) itemized in this agreement, the hosting organization agrees to pay the fees specified herein, in addition to the following:

. Airfare and/or transportation costs to and from the event, or reimbursement of actual round-trip automobile mileage incurred at the IRS rate in effect at the time of the event.

. Shipping fees/overweight luggage fees for any quilts/teaching materials to be utilized in workshops and trunk show/lectures.

. All lodging and meal expenses incurred for Kim Diehl's event participation.

2. Optimal class size for each workshop is 20 students. A maximum of 25 students can be accommodated, with an additional fee of \$10 per student in excess of 20 persons.

3. Hosting organization agrees to contact Kim Diehl no less than 30-days prior to the event should it become necessary to request the cancellation of any workshop(s) and/or trunk show/lecture(s), and cancellations must be mutually agreed upon. If for any reason the event is cancelled, the hosting organization agrees to reimburse any non-refundable expenses previously incurred by Kim Diehl, including airfare. Notice should be made by telephone to Kim at (208) 637-8036 or via email to quiltwench@cablone.net.

TEACHER COMMITMENTS

1. Kim Diehl will provide:

. A detailed class description for each workshop, including a clear digital image or line drawing. (Available on Kim's website.)

. A detailed materials list for each workshop selected.

. A list of any special classroom needs, if applicable.

. A teacher profile or bio for advertising purposes. (Available on Kim's website.)

2. Kim Diehl agrees to immediately notify the hosting organization of any emergency that would prevent her scheduled participation, and will assume financial liability for any costs she has incurred. In the event an emergency does occur, Kim Diehl will assume no financial liability for costs incurred by the hosting organization or participants.

WORKSHOP/LECTURE PRESENTATIONS AND FEES

1. _____ Class Fee: \$ _____

Length of Class: _____ Date/Time of Class: _____

2. _____ Class Fee: \$ _____

Length of Class: _____ Date/Time of Class: _____

3. _____ Class Fee: \$ _____

Length of Class: _____ Date/Time of Class: _____

4. _____ Class Fee: \$ _____

Length of Class: _____ Date/Time of Class: _____

5. Lecture/Trunk Show: _____ Fee: \$ _____

Date/Time: _____

When accommodations and class size permit, please allow space for a workstation to be used by Kim Diehl for technique demonstrations.

Please specify a date for Kim Diehl to provide the materials list(s) for your workshop selections: _____

For air travel, please specify the destination airport and estimated driving time from the airport to event location: _____

AGREEMENT

I agree to the provisions specified herein.

Kim Diehl

Hosting Organization Representative

Date

Date