



Carl Hentsch

www.3DogDesignCo.com

info@3DogDesignCo.com

Author, Instructor, Designer of Quilt Patterns & More...

Letter of Agreement for Workshops & Lectures

This agreement is to confirm that Carl Hentsch to present workshop(s) and/or lecture(s) for:

I. CONFERENCE/GUILD/SHOP (EVENT SPONSOR)

Name _____

Address: _____

Phone: _____ FAX: _____

E-mail: _____

Website: _____

Dates Requested _____

II. LECTURE / WORKSHOP REQUEST

(please refer to www.3DogDesignCo.com for additional information on titles)

Title _____

Date & Time _____

Title _____

Date & Time _____

Title _____

Date & Time _____

Title _____

Date & Time _____

III. RESERVATIONS

If the event sponsor would like to reserve certain dates but has not booked a venue or decided on which event to schedule, a copy of the “*Letter of Agreement*” with the notation marked “Preliminary” may be used to reserve the time in 3 Dog Design Company’s schedule.

A completed copy of this contract must subsequently be forwarded later and at least 90 days before the scheduled event. Travel arrangements will not be purchased until a signed contract is completed.

***** A signed final “*Letter of Agreement*” must be returned to Matthew Hentsch before a firm commitment is made:**

Matthew Hentsch
PO Box 1882
Lake Ozark, MO 65049
(Matt@3DogDesignCo.com)

IV. LECTURE / WORKSHOP FEES

Lectures:

- \$350 per lecture

Workshops:

- \$500.00 per half day for up to 25 students
- \$850.00 per day for up to 25 students
- \$800.00 per day for 2 or more days, for up to 25 students

V. TRAVEL ARRANGEMENTS

All travel expenses will be paid by the event sponsor which could include all of the following depending on destination:

1. AUTO TRAVEL
 - mileage (current IRS government rate) plus \$25 auto allowance fee
 - any tolls encountered during the trip
 - parking fees
2. AIR TRAVEL
 - round trip airfare from nearby airport @ Lake Ozark, MO
 - cab/shuttle transportation or car rental
 - airport parking
 - luggage fee for 2-3 large suitcases (50 pounds/40Kilo if applicable)

Any distance over 3 (three) hours from Lake Ozark, MO will require 1 (one) round trip flight booking to the destination unless both parties agree to auto travel. The hosting guild/organization will be responsible for the flight reservation and payment to the chosen airline and reservations sent to 3 Dog Design Co.

Arrangements will be made by the event sponsor to meet 3 Dog Design Company at the airport to transport 2-3 extra-large suitcases of class material. If this cannot be arranged, 3 Dog Design Company will book a rental car to the location of the event and invoice the event sponsor.

******100% deposit of travel expenses (flight or auto) will be required upfront, as well as this signed contract, to secure program dates.***

VI. MEALS

All meals are to be provided by the event sponsor for the selected dates and the time spent in the event area.

******Per diems are acceptable and preferred according to the state standard in which the event takes place. ******

VII. LODGING

For evening events past 4:00 pm; hotel expenses in a recognized pet-friendly hotel franchise is to be paid by the event sponsor. A king, non-smoking room with high-speed broadband internet access is required for communication.

For morning or afternoon events before 10:00 am; hotel expenses in a recognized pet-friendly hotel franchise is to be paid by the event sponsor for the prior night of the event. A king, non-smoking room with high-speed broadband internet access is required for communication.

VIII. SHIPPING

The expense of workshop supplies that need to be shipped ahead of the event due to airline weigh restrictions is the responsibility of the event sponsor.

IX. SALES

3 Dog Design Company workshops and lectures include several additional items available for sale to interested students. These items may include but not limited to patterns, books, fabric, etc. The event sponsor cannot collect any commission on these sales as they are property of 3 Dog Design Company.

X. DESCRIPTION & SUPPLY LIST

If the event sponsor will be publishing a brochure or information which will be distributed to the students, 3 Dog Design Company must be provided with a copy of this information before the event to be edited for accuracy. 3 Dog Design Company must be provided with copies of any additional information or brochures sent to students, regarding workshops or lectures that they are involved in.

Promotional materials for workshops and lectures can be sent upon request. Biographical material and pictures for brochures, newsletters, and introductions is available on www.3DogDesignCo.com or Facebook @ 3DogDesignCo.

Equipment Needed for Lecture “Color 101”

- A room that can be darkened
- Projector and remote control
- Screen which is large enough to see clearly from the back of the room
- At least two, preferably three or more tables for display of work

Workshop Classroom Requirements

- One table for display and one additional table for demonstration
- Table space with enough room for each student to work at a sewing machine, with a large cutting board and iron next to it
- Outlets and electrical capacity to support sewing machines and at least one iron for every four students. ***Access to the circuit breaker box is very important in case this is miscalculated***
- Room must have adequate lighting and ventilation
- For day workshops: Work wall that can be pinned into or movable design boards, such as 40" x 60" foam core, or insulation board. 40" / 1 meter (minimum) per student.

******ALL LECTURES REQUIRE 2 HOLDERS/FOLDERS FROM THE EVENT SPONSOR**

XI. AGREEMENT TO DISTRIBUTE EVENT INFORMATION

The event chairperson understands that she/he may not be the person doing airport pickups, preparing meals, and setting up class and lecture rooms. Therefore, the event chairperson agrees to pass on the information contained in this “*Letter of Agreement*” to all group members, hostesses and caterers, etc. in charge of these activities.

XII. SECOND REPRESENTATIVE

The event sponsor will provide the name of a second person in the organization who can be contacted if the organizer/program chair is not available.

XIII. NETWORKING

In some cases, the event sponsor may partner with neighboring guilds and shops to share the event expense. 3 Dog Design Company encourages this networking. Each sponsor is required to pay their own event fees, but other expenses such as travel can be split. It is up to the event sponsor to plan this connection.

XIII. CANCELLATION POLICY

The event sponsor may cancel an event due to insufficient enrollment 60 days prior to travel dates. If an event is canceled due to insufficient enrollment, 3 Dog Design Company must be notified before incurring any expenses. If an event is canceled after the purchase of any travel arrangements, the event sponsor will be responsible for all reimbursement to 3 Dog Design..

XIV. AGREEMENT

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

Event Representative

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

Website _____

Signature _____ Date _____

Second Event Representative

Name _____

Address _____

Phone _____ Fax _____

E-mail _____

Website _____

Signature _____ Date _____

XV. SIGNATURE OF AGREEMENT

Mr. Carl Hentsch _____

Date _____

XVI. COMPANY CONTACT INFORMATION

E-mail: Matt@3DogDesignCo.com

Website: www.3DogDesignCo.com

Facebook: 3DogDesignCo

Mailing Address:
3 Dog Design Company
PO Box 1882
Lake Ozark, MO 65049