

# Julie Luoma Trunk Shows, Lectures & Workshops Contract

A signed copy of this document must be part of any agreement between Julie Luoma and your group. I prefer using this contract, even if your guild has its own. There may be variances between different contracts and I need the guild to follow the information contained in this contract.

Please contact Julie to set preliminary dates and to reserve your spot in Julie's schedule. However, her schedule may change without notice until a contract is received. All requested information must be filled out, signed by you, and returned to Julie as soon as your dates are agreed upon to hold your dates.

Please note, prices are set upon returning the completed contract to Julie. A signed contract locks in your dates and fees. If your guild has not sent in the contract, and prices change, your guild will be responsible for the fees current at the time of contract submission.

- Thank You!

Julie Luoma  
Off The Wall Quilt



Guild/Organization: \_\_\_\_\_

Representative: \_\_\_\_\_

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

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

This contract is entered into between \_\_\_\_\_ (guild or organization) and Julie Luoma,  
Off The Wall Quilt  
Lecture:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Program: \_\_\_\_\_ Est. attendance: \_\_\_\_\_

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

\_\_\_\_\_

Workshops:

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Workshop: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Workshop: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Workshop: \_\_\_\_\_

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

\_\_\_\_\_

-Julie is responsible for sending any necessary supply lists for classes/workshops.

-Samples may be available ahead of time. The guild will sign a separate agreement for the care and custody of any samples that are provided.

-Most lectures are illustrated with actual quilts, along with slides.

-I will need a table to lay quilts on. I'll ask for assistance holding up quilts, if needed. I also sell products and expect to have 1 or 2 six foot tables available for display. The guild does not receive any of the proceeds from my product sales unless previously arranged in writing.

-If I am flying to your location, I will be bringing 2 50lb bags of quilts as "checked baggage" and my clothes in a carry on. Real quilts are fun to see and I will bring as many as I can as well as showing more in my electronic presentation.

### **Fees through Dec 31, 2022:**

Trunk show/Lecture: \$350 plus expenses

Full Day Workshop: \$550 plus expenses

Half Day Workshop: \$450 plus expenses



Fees for all workshops are based on a class load of up to 24 students. If you have more than 24 students, there is an additional fee of \$25.00 for each student over 24. Maximum number of students: 50.

Expenses may also include the cost of patterns. I can generally offer them at a discounted rate of \$5.00 each and this may be paid either by the students or the guild. If the students are paying during the workshop, please have someone designated to collect the fees.

Lectures and Workshops can be combined for consecutive days. Please contact Julie for details.

- If your guild or shop is within 100 miles of Deltona, FL, no lodging will be required, except in the event of bad weather, but round-trip mileage is required at the current federal rate for each trip I make to you. If you are 100 miles away and have booked more than one day with me, lodging me over night may be preferable to the mileage accrued with back and forth driving from home to your location on multiple days.
- Locations farther than 100 miles from Deltona, FL require lodging and round-trip mileage at the current federal rate. Distances more than 500 miles in any direction from Deltona, FL may also include lodging along the way in your guild expenses if I am driving to your location.  
Lodging: While I prefer a hotel for lodging, I am open to staying in the non-smoking home of a guild member if a private room and bathroom are available. The hostess should also understand that I may need quiet time in the evening to prepare for the next day. Please note that my husband, Rick Luoma, generally travels with me and assists as needed.  
Transportation: If I am not driving to the meeting location, the guild will provide transportation to and from the airport, lodging and meeting place(s) or a rental car.
- I am happy to piggy-back visits with other guilds in your area. Please contact guilds within your area to see if there are any that are willing to share expenses. This helps us all!
- For long distance trunk shows and workshops requiring airfare from the Orlando airport, guilds are responsible for reimbursement of the purchased ticket **as soon as tickets are purchased**. A receipt will be provided to your guild for reimbursement. Guilds are also responsible for other expenses such as fees for checked baggage.  
I will provide receipts for any expenses I need to be reimbursed for within 5 days of the event and the guild will reimburse me within 21 days. It is even easier if we can handle this on location at the time of the event.
- Please note that air travel may occur the day BEFORE my visit to your guild, and your guild will be responsible for my lodgings for that night. This is to ensure that both the trunk show bags and I arrive in time for your guild's meeting. I've arrived "same day" before, only to have the bags not make it with me! Air travel can be exhausting and it is difficult to give a lecture/trunk show or class the same evening after traveling all day to get to you. Please plan on an extra day where necessary.
- If you are "piggy-backing" with another guild, your guild may be responsible for picking up the lodging for the nights between you and the guild you are "piggy backing".

If my trunk show needs to be shipped to your location, the guild is responsible for all shipping expenses in getting the quilts to your location, and in returning them back to me in Delton, FL.

☐ If for any reason the guild or organization needs to cancel this contract prior to 6 months before the contracted dates, there will be no cancellation fee. If the guild cancels within 6 months of the contracted dates, the guild will be responsible for paying a \$100.00 cancellation fee.

☐ If there are conditions beyond our control (blizzard, hurricane, death in the family, etc) the contract may be terminated without a penalty payment assessed by either party. A rescheduling of the program may be an option. Life happens! Weddings, births, marriages, deaths, scheduling conflicts. I will do my best to keep my contract dates, but will give you at least a 6 month heads-up if I need to re-schedule my visit for any reason. Good communication will be our key to success.

☐ If this contract meets with your approval, please sign and return **two copies of this contract to Julie Luoma along with a self addressed stamped envelope., or scan and email a copy. Julie@offthewallquilt.com** I will keep one copy for my records, sign your copy and return it to you for your records.

Please feel free to call or email me at the number listed above if you have any questions or need further clarification of this contract.

I am honored to be able to share with your guild and I am eagerly awaiting the big event(s)!

\_\_\_\_\_  
Julie Luoma, Off The Wall Quilt

SIGNATURES:



Guild representative: \_\_\_\_\_

address: \_\_\_\_\_

City State Zip \_\_\_\_\_

phone number: \_\_\_\_\_ email: \_\_\_\_\_

Second Guild Contact: \_\_\_\_\_

phone number: \_\_\_\_\_ email: \_\_\_\_\_

Note for virtual presentations:

I can use either my Zoom account or yours, but no recording will be allowed unless prior arrangements are made in writing.

Please note that I am able to keep my presentation fees quite low due to our ability to sell products along with my lectures. I will feature 4 products during my presentation and make them available to order.