



PRESENTER CONTRACT

This contract is between _____ (instructor) and Desert Fiber Arts Guild (DFA) concerning a workshop/class/program entitled: _____ to be held at:

Presenter Information

Presenter Name	
Address	
Phone	
Email	

Event specifics:

Date(s)	
Time:	
Location	
Workshop Description	

Minimum # of participants: _____

Maximum # of participants: _____

Classroom arrangements needed: _____

Technology and audio /visual requirements: _____

DFA members will be offered registration from: (Date)_____ to (Date)_____

After registration closes, outside registrants (will)___ (will not)___ be allowed to register.

Fee for members: _____

Fee for non-members: _____

Fee to instructor: (Identify Mileage if requested by presenter) _____

*Mileage rate 2024 65.6/mile

Deposit to instructor: _____

Food and Lodging: To be offered by DFA.

DFA and the instructor agree to the following:

- Instructor will state a minimum/maximum student count.
- DFA will make all reasonable efforts to provide marketing, including announcements in study groups, flyers, social media, newsletters and email.
- The Instructor will, if possible, provide DFA with high-resolution digital photographs, a written workshop or class description and a teacher biography.
- The Instructor will allow DFA to photograph their work and person while presenting, to use on DFA's website and advertising, with the understanding that circulation of such photos may be broad and that there will be no compensation for their use.
- The DFA board will determine the registration fee per person that includes consideration of the Instructor's fee, materials fees and the expense of facility use.
- DFA will determine the collection method of payments from registrants and will collect the fees.
- DFA will pay the instructor. Payment may include a deposit prior to the scheduled presentation in order for the Instructor to purchase materials.
- If the presentation is cancelled, the Instructor shall return deposit in full.
- If the Instructor is unable to perform under the contract, they will inform DFA workshop Coordinator as soon as possible. Instructor will forfeit all contract rights, including payment and reimbursement of expenses.
- If DFA is unable to perform under the contract, DFA will pay any non-refundable expenses and/or will attempt to reschedule within a reasonable period of time.
- DFA will provide a contact list of enrolled students to the Instructor so the Instructor may provide students with information or instructions prior to the presentation.
- The Instructor is responsible for all IRS tax documentation and filing. An IRS 1099 will be provided to the Instructor if the fee exceeds \$600.
- DFA will offer food and lodging at a member home if an overnight stay is required. Should the Instructor decline the offer, instructor is responsible for the full cost of meals and lodging.
- If within a week prior to the workshop (Date)_____, student numbers are less than the minimum number required, DFA and Instructor may either negotiate a lower fee to the Instructor or the Instructor and/or DFA may cancel the workshop. In the case of cancellation, DFA will notify registrants of cancellation and will refund any monies collected.

Instructor signature

Date

Workshop coordinator Signature

Date

Board signature

Approval Date

*Mileage rate 2024 65.6/mile