

# Additional Fees and Workshop and Lecture Requirements.

## *Workshop Requirements:*

- Maximum of 20 students per workshop
- Outlets and electrical capacity to support sewing machines
- **Projection screen and AV table** for media equipment
- Table space for students to work comfortably
- Room must have adequate lighting and ventilation
- Bernina 530 or better sewing machine if I am flying to workshop
- For guilds in which the workshop is scheduled to be held in a local quilt shop no revenues from items sold at the workshop will be shared with the quilt shop.

## *Lecture Requirements:*

- **Projection screen** which can be seen from back of room and **AV table**
- Three prong extension cord for projector. I will bring my own multi-media projector
- Bernina 530 or better for lecture/demo only
- Two tables to display quilts and card table for projector

## *Travel Expenses:*

- Round trip airfare (I prefer to schedule my own airline reservations. I will pursue the most economical fare possible)
- Airport parking
- Prevailing rate for automobile mileage
- Highway tolls
- Meals and gratuities
- Normal ground shipping costs for teaching supplies only to and from guild/conference by FedEx
- Any non-teaching days between workshops
- Normal shipping charges for shipping additional quilts
- Prevailing compensation for checking first and second bag on airline

## *Location Requirements:*

- Ground transportation
  - Lodging:
    - Hotel with inside access to room

Products will be available for sale at the lecture and workshop with no commission being paid to the hiring group.