

RaNae Merrill
Booking Information & Contract for Workshops & Lectures

Hello! Thank you for your interest in my quilting workshops. I have prepared this packet so that both you and I will have the all the information we need to plan a successful quilting workshop/lecture for your guild, show or store. Please keep this information, along with copies of signed pages, to refer to in planning your event.

The Contract (3 pages), the Explanation of Fees & Expenses (2 pages) and, if applicable, the International Event Agreement (1 page) are the binding, legal portion of this packet; the rest is for information purposes only.

This information packet contains:

- Contract for Workshops & Lectures (3 pages)
- Explanation of Fees & Expenses (2 pages)
- Travel Arrangements form
- Shared Events Information form
- Logistics Information (promotional materials, supply lists, classroom setup, etc.)
- Info about free fabric for charity quilts
- A Special Musical Request - Use of a Piano?
- Photography Policy
- Copier Information for Multi-Day Workshops
- International Event Agreement

The following items should be returned to RaNae in order to book dates for any event:

- Contract for Workshops & Lectures (3 pages, signed on page 3)
- Explanation of Fees & Expenses (2 pages, initialed on each page)
- Deposit Check
- Travel Arrangements page (completed as thoroughly as possible - important)

If you are cooperating and sharing expenses with other presenters, please also return:

- Shared Events Information

If you are scheduling a Multi-Day Workshop (2 or more days), please sign and return this page:

- Copier Information for Multi-Day Workshops

If your event is outside the USA, please also return:

- International Event Agreement

Send one copy of the signed contract and accompanying pages with the deposit to:

RaNae Merrill Quilt Design, 370 West 118th Street #2D, New York, NY 10026-1016

(Please check with me before mailing - if I'm on an extended trip I may have you send it to where I'm traveling.)

There is no need for a return envelope - the signed contract will be returned via email.

Communication regarding RaNae's visit: email info@ranaemerrillquilts.com

or phone (212) 316-2063 (10-5 pm Eastern time)

www.ranaemerrillquilts.com



I look forward to quilting with you!

RaNae Merrill



**RaNae Merrill Quilt Design
Contract for Workshops & Lectures**

A signed copy of this contract must be part of any agreement between RaNae Merrill and the Presenter. All requested information must be filled out, signed by Presenter's representative, and returned to RaNae Merrill with the deposit in order to reserve dates for your event.

Please read this entire contract before requesting that RaNae reserve time in her schedule. If your group has its own contract, this contract is needed in addition to your contract. Please cross out and initial any clauses in your contract that are in conflict with this contract; in the event of a conflict, this contract prevails.

If you have any questions regarding the contract or arrangements for RaNae's visit to your event, please email RaNae at info@ranaemerrillquilts.com or phone 212-316-2063.

_____ ("Presenter") requests, and **RaNae Merrill d/b/a RaNae Merrill Quilt Design** ("RaNae" or "RaNae Merrill") agrees to present, the workshop(s) and/or lecture(s) listed on Page 2 of this agreement according to the terms herein.

Event Date(s): _____

Presenter's mailing address is:

Street: _____

City: _____ State: _____ Zip: _____

Presenter's Website is: _____

Presenter's Email (ex: programs@yourguild.com): _____

If a guild, how many members? _____

The contact person for the Presenter (Coordinator) is:

Name: (printed) _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

An alternate contact person for the Presenter (Alternate Coordinator) is:

Name: (printed) _____ Title: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

It is understood that the Coordinators for this event may not be the persons doing airport pickups, preparing meals, and setting up class and lecture rooms, or may have passed on the office of Program Chair to someone else before RaNae's visit. The Coordinators agree, therefore, to pass on the information in this contract to all future Coordinators, group members, hostesses and caterers, etc. in charge of these activities, and to keep RaNae informed of any relevant change in Coordinators and other persons assisting with the event.

Lectures and/or Workshops Requested

If you do not yet know which lecture(s) or workshop(s) you want, you may write "To be Decided" in the Title space. Please confirm workshops/lectures no less than 60 days before your event.

Presenter Name: _____

Lecture/Workshop Title _____ **Fee:** _____
Date: _____ **Time:** _____ **Estimated No. of Attendees:** _____
Name of Venue: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone: _____ **Email:** _____
Website Address: _____

Lecture/Workshop Title _____ **Fee:** _____
Date: _____ **Time:** _____ **Estimated No. of Attendees:** _____
Name of Event/Venue: _____
Website Address: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone: _____ **Email:** _____

Lecture/Workshop Title _____ **Fee:** _____
Date: _____ **Time:** _____ **Estimated No. of Attendees:** _____
Name of Event/Venue: _____
Website Address: _____
Street Address: _____
City: _____ **State:** _____ **Zip Code:** _____
Phone: _____ **Email:** _____

(Attach an additional page if needed. If you are scheduling a Multi-Day Workshop, please read the page entitled "Copier Information for Multi-Day Workshops.")

Fees

Lectures/Trunk Show: \$500.00 if on a day by itself; \$400 if on the same day as another lecture or workshop.

Half-Day (3-hour) Workshops: \$500.00 if the workshop is on a day by itself; \$400 if on the same day as another workshop or lecture. This fee covers up to 25 students; add'l students \$20 each.

Full-Day (6-Hour) Workshops & Multi-Day Classes: \$800 per day, up to 25 students; add'l students \$30 ea.

Note: Please schedule 6 hours of class time, plus time for lunch break.

Additional students must be confirmed with RaNae before the day of the class.

Minimum Bookings: The amount of teaching time booked must equal or exceed the travel time to get to and from the event plus days at the event not spent teaching. For example, if travel time to your event is 4 hours each way (8 hours round trip) the minimum booking would be one full-day workshop or a Trunk show and a half-day workshop within the same day. If your event is within 2 hours of New York City, the minimum is a single Trunk Show/Lecture or half-day workshop. You may combine events with another presenter to meet the minimum booking. If in doubt, ask. *Note: Two half-day classes and a lecture may be scheduled in a one day, but 3 half-day classes may not be scheduled in one day.* For details regarding fees, expenses, payment and cancellation policy, please refer to the pages attached to this contract entitled *Explanation of Fees and Expenses.*

Commitment

A complete, signed copy of this Contract and the deposit must be received by RaNae in order to reserve dates. This contract is not binding until both parties have signed it and the full deposit amount is received.

Waiver of any portion of this contract does not invalidate any other portion of it, or any future application of the terms waived. This contract is governed by the laws of the State of New York.

I have read this contract, which includes the *Explanation of Fees and Expenses*, and I understand and agree to its terms.

Presenter Name: _____

Authorized Representative of Presenter: _____

Signature: _____

Print Name: _____ Date: _____

Title: _____

RaNae Merrill Quilt Design

RaNaE Merrill Date

Shipping & Printing Materials

Please provide the name of a contact person and address where materials for this event can be safely delivered prior to your event. Items may be shipped via US Mail, UPS or Fedex and may require a signature for delivery.

Name (please print clearly): _____

Street Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Cell Phone: _____

Email: _____

Location of most convenient Staples or Fedex/Kinko's (I'll send class materials online and pick up or ship): _____

Send signed contract, deposit check and accompanying documents to:
 RaNae Merrill Quilt Design, 370 West 118th Street #2D, New York, NY 10026-1016
 (Please confirm address before mailing, in case I'm traveling)
 Phone: 212-316-2063 (10-5 Mon-Sat Eastern time)
 info@ranaemerrillquilts.com / www.ranaemerrillquilts.com

____ **Signed** Contract for Workshops & Lectures (1 copy only - it will be returned via email)
 ____ Deposit: Total Number of Days: _____ Deposit Due (No. of days x \$150): _____
 ____ Explanation of Fees & Expenses (Initial each page)
 ____ Travel Arrangements page (Please fill out as completely as possible)
 ____ Shared Events page (Return only if applicable)
 ____ Signed International Events page (Return only if your event is outside the USA)

RaNae Merrill
Explanation of Fees & Expenses

Expenses to be Paid by Presenter

Travel and event-related expenses will be paid by the Presenter, including:

Transportation to/from and at Event: Transportation to the event will be decided by RaNae, as determined by what is most practical for her overall schedule. Please keep in mind that due to factors beyond control (such as airline delays or highway construction), last-minute changes in transportation may need to be made and may increase transportation costs. While RaNae will do everything reasonably possible to contain costs, the Presenter agrees that all transportation costs, even if incurred due to such changes, are the responsibility of the Presenter.

Driving: If RaNae drives her own car Presenter will pay round trip mileage at the current IRS rate, round trip tolls, parking and any other auto expenses (other than fuel) directly related to the event. If she rents a car, Presenter will pay car rental; transportation to/from car rental location; insurance, if necessary; fuel; highway tolls; excess mileage charges, if any; parking and all other reasonably necessary incidental expenses.

Ground Transportation: Taxi, bus, train or other public transportation to and from all airports and to the venue, including baggage charges. (Taxi fare from RaNae's home to LaGuardia Airport is currently \$45 each way, \$90 round trip. JFK and Newark airports cost more.) If RaNae is not driving directly to the venue, transportation arrangements need to be made from airport/station to the venue. The Presenter should arrange to meet RaNae with a vehicle adequate to handle two or three large (50 pound/ 23 kilo) suitcases, or RaNae will arrange appropriate transportation (rental car, taxi, etc.).

Air Travel: Round trip air fare (or a pro-rated portion for shared events); travel insurance; baggage charges if applicable (usually 2 checked bags for a total of approximately \$70-\$120 round trip).

Lodging: Private non-smoking hotel room (or dormitory if on a university campus) with internet access, a private bathroom and a fitness room. A home (without pets) may be acceptable under some circumstances - please discuss this with RaNae before making arrangements. The Presenter agrees that if a problem with home accommodations makes it necessary for RaNae to move to a hotel, the Presenter will pay for the hotel.

Meals: The cost of meals not provided by the Presenter (including travel days) will be included for reimbursement on the invoice, with receipts provided. Or, in order to simplify accounting, a \$45.00 per diem may be assessed on days when meals are not provided by Presenter (\$35 per diem if the hotel provides breakfast). Please advise RaNae in advance if you want meals to be billed as a per diem. RaNae has no special dietary needs, but please provide low-fat, low-sugar meals with plenty of fruits and vegetables. (I don't eat liver!!!!)

Extra Days: If RaNae needs to spend extra time at the event in order to save the Presenter money on air fare or to schedule multiple events, the Presenter(s) will be responsible for all expenses such as hotel, meals and rental car (but not any of RaNae's personal expenses) on the extra days. If RaNae will be in your area for extra days in order for your group to share expenses with Co-Presenters in your area, the Co-Presenters will be responsible for sharing all expenses on these extra days.

Rest Days: RaNae will need at least one day of rest after six days of teaching and traveling before teaching additional workshops. Presenters (and Co-Presenters) will be responsible for expenses on these days. These expenses may be shared by other groups in the event that this is a multi-group tour.

Miscellaneous Other Expenses: Shipping samples for promoting the workshop; shipping class materials required for workshop/lecture; visa and customs fees; excess baggage charges, if necessary to bring required workshop/lecture materials; and other expenses as reasonably necessary. Costs to ship items for sale but not required in a workshop will not be charged to the Presenter.

Presenter Name: _____

Initial here: _____

Payment of Fees & Expenses

A deposit of \$150 per day of teaching must be received with the contract in order to reserve dates. An invoice for the cost of airline tickets may be sent to Presenter at the time they are purchased, and payment is due upon receipt. The balance of all fees and expenses is due at completion of the Event. If RaNae incurs necessary additional expenses after the end of the Event (airline baggage handling fees, for example), an invoice will be sent to the Presenter, and payment is due upon receipt. A surcharge of 4% will be added to any payments made by credit card to cover processing fees.

International Events: Please make all payments in US funds. Please refer to the page entitled International Event Agreement for details on payment methods.

Sharing Expenses: If more than one Presenter are sharing expenses, it is the responsibility of co-presenters to decide among themselves and to inform RaNae before the event of how expenses will be divided among them. RaNae will make reasonable efforts to apportion expenses as requested. As a general guideline, day-by-day expenses such as meals and hotels will be invoiced to the Presenter for whom RaNae is teaching on that day, and travel expenses will be apportioned equally among Presenters. In the event of any dispute as to how expenses are apportioned, Presenters will pay RaNae's invoices as presented, and will resolve the dispute among themselves.

Cancellations & Refund Policy

The Presenter may cancel a workshop at any time; cancellations less than 60 days (90 days for international venues) before the event (or before the start of a multi-venue tour of which the event is a part, if applicable) will result in forfeiture of the deposit. If a workshop is canceled for any reason after airline tickets have been purchased and/or any other non-refundable expenses have been incurred, the Presenter(s) will reimburse RaNae for the full amount of such expenses. The deposit is not credited against these expenses. If you cancel a workshop/lecture, and coming to your group for fewer workshops/lectures than originally agreed upon in this contract will cause economic hardship for RaNae, RaNae reserves the right to cancel the remainder of the contracted workshops/lectures; if this occurs less than less than 60 days (90 days for international venues) the deposit is not refundable. If your event is part of a multi-venue tour and your group cancels a workshop/lecture after the start of the tour, your group will be responsible for covering RaNae's daily minimum fee of \$800.00, plus expenses, for the days she was scheduled to teach at your event. If RaNae cancels an engagement and it cannot be rescheduled within a year of the originally scheduled date, the deposit will be refunded. Cancellations due to natural disasters, weather, airline disruptions or other factors beyond the control of RaNae or the Presenter will be dealt with on a case-by-case basis. RaNae's preference in such cases is to reschedule.

Sales

Most workshops have materials fees payable by each student directly to RaNae in the workshop. See workshop descriptions for details. In addition, RaNae will offer a number of items for sale, which may include materials and tools needed by students to complete the workshop projects, as well as books, patterns, CDs, fabrics and fabric kits, pins, etc. The Presenter will not collect any commission on these sales. RaNae will limit promotion and sale of these items to times outside workshop hours, unless they are directly related to or needed in the workshop. The cost of shipping items not directly related to workshops/lectures will not be charged to the Presenter.

Library copies of books: As a courtesy, Presenters who are non-profit organizations may purchase one copy of each of RaNae's books at half price (\$15.00) for use in the organization's library.

Presenter Name: _____

Initial here: _____

**RaNae Merrill
Travel Arrangements**

Please return this page attached to your signed contract. Provide as much information as you can when returning the contract; you will be asked to update this information closer to time of your event. RaNae can be reached via email at info@RaNaeMerrillQuilts.com or phone at (212) 316-2063 (home, Eastern time) or 917-660-2970 (cell) regarding all travel arrangements. Travel arrangements may be made by RaNae or by your travel agent, with RaNae's agreement on dates of travel, routes, airline, etc.

Name of Event / Presenter: _____

Venue Address: _____

City: _____ State: _____ Zip: _____

Contact Person for the Presenter (Coordinator):

Name: (printed please) _____

Phone: _____ Cell Phone: _____

Email: _____ Fax: _____

Transit Information: (RaNae will investigate travel options, and decide on appropriate method.)

Closest Airport _____ Alternate Airport _____

Travel time airport to venue _____ Travel time airport to venue _____

Name of Train line _____ or Bus Line _____

Take Bus or Train to (Name of Station/Stop): _____

Travel Time from Station to Venue _____ Arrive at Station/Stop by _____ am / pm

Name of Person picking RaNae up: _____

Cell phone number: _____ Alternate contact: _____

Name of Hotel or Host: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Email: _____

Reservation #: _____ Date(s) of Reservation: _____

Hotel Website: _____

Presenter's Travel Agent (if applicable): _____

Phone(s): _____

Email: _____ Fax: _____

In order to make the most economical travel arrangements, RaNae must be provided with all necessary information about exact dates and times of workshops and other events at least 90 days prior to the first scheduled event on the trip which includes your event. Your event may not be the first on her itinerary, and you may be required to provide this information more than 90 days prior to your event. If your failure to provide this information when needed results in increased travel expenses, your group will be solely responsible for paying any increase in travel costs.

RaNae Merrill
Shared Events Information

If more than one group is combining efforts and expenses for this event, please provide the names of all Presenters involved, the dates of their respective events and contact information for the Coordinator in each organization who is responsible for this event. To the extent possible please designate one person as main Coordinator for purposes of any shared communication and/or shared billing. However, each Presenter must still complete a separate contract.

Name of Presenter or Event: _____
Website: _____
Coordinator's Name: (printed) _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____
Email: _____ Fax: _____
Date(s) of RaNae's engagement: _____

Name of Presenter or Event: _____
Website: _____
Coordinator's Name: (printed) _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____
Email: _____ Fax: _____
Date(s) of RaNae's engagement: _____

Name of Presenter or Event: _____
Website: _____
Coordinator's Name: (printed) _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____
Email: _____ Fax: _____
Date(s) of RaNae's engagement: _____

Name of Presenter or Event: _____
Website: _____
Coordinator's Name: (printed) _____
Street Address: _____
City: _____ State: _____ Zip: _____
Phone(s): _____
Email: _____ Fax: _____
Date(s) of RaNae's engagement: _____

**RaNae Merrill
Logistics Information**

Promotional Materials

- RaNae's website:** www.ranaemerrillquilts.com
- Spiromaniacs Blog:** <http://spiromaniacs.wordpress.com>
- Spiromandalas Blog:** <http://spiromandalas.wordpress.com>
- Biography & Photo:** RaNae's photo and bio can be downloaded from her website at <http://www.ranaemerrillquilts.com/meet-ranae>
- Publicity Images:** Images for promoting workshops can be downloaded from RaNae's website on the description pages for each workshop at <http://www.ranaemerrillquilts.com/teaching>
- Samples & Books:** Due to the high value of my quilts I do not send them as samples. As an alternative, I provide images on each course description page which can be used in your guild publicity materials and printed to pass around at guild meetings. Also, passing around copies of my books at guild meetings is an effective way of showcasing classes, because there is such a variety of quilts in the books. The books give an excellent sense of the wide variety of possibilities, and also give a preview of the techniques to be taught in class. Guilds may purchase one library copy of each of my books at half price, plus shipping. If you would like the books in advance of my visit, please order the book(s) through my website. The online store will charge the full retail price, plus shipping, then as soon as I receive the order I will refund back the difference between the retail price and the guild discount price. Be sure to include your guild name on the order. If you purchase the books during my visit I will add them to the guild's invoice

Supply Lists

Materials lists for each workshop can be downloaded from RaNae's website on the description pages for each workshop at <http://www.ranaemerrillquilts.com/teaching>. These may be linked, printed or emailed for distribution to students participating in workshops. If you downloaded a materials list a long time before a workshop, please check closer to the time for updates.

Lecture Hall & Classroom Requirements

Specific requirements for each class and lecture can be found on the individual workshop pages of my website: www.ranaemerrillquilts.com/teaching. Please check prior to your event for updates.

Equipment For Lectures: One large table at the front of the room to hold samples and quilts during lecture. One large table (two if possible) for lecture materials and quilts. A stand for hanging quilts, if possible. Public address system for audiences of more than 50 people. Optional: A digital projector and connector cable.

Classroom Requirements for Workshops:

- One large table central to the teaching area for demonstration. (I do not need a sewing machine.)
- One large table for books and tools available to students during class.
- A white board, chalk board or large tablet and easel for drawing demonstrations.
- For each student: Table space to work at a sewing machine, with a cutting/ironing area next to it.
- Outlets and electrical capacity to support sewing machines and two irons.
- Room must have adequate lighting and ventilation.

RaNae Merrill
Copier Information for Multi-Day Workshops

(Please return this page if you are scheduling a 2-day or longer workshop)

If you are planning a workshop that lasts more than one day, there is a possibility that a photocopier will be needed, depending on how the workshop is formatted.

If a copier is needed and is not readily available at the workshop venue, a basic home-office all-in-one printer/copier will work. (It does not need to be plugged into a computer to make copies.) A copier of this type could be brought from home by a workshop participant, or can be purchased for around \$100 at an office supply store such as Staples. (Be sure to have extra cartridges on hand.)

If you are considering a multiple-day workshop, please call RaNae at 212-316-2063 so we can work out the format of the workshop and the facilities that will be available for copying.

I understand that a copier will be needed for a multiple-day workshop and will make the appropriate arrangements with RaNae or her staff no less than one month prior to the workshop.

Date of workshop: _____

Presenter Name: _____

Authorized Representative of Presenter:

Signature: _____

Print Name: _____ Date: _____

Free Fabric for Charity Quilts

Does your guild make quilts for charity? If so, I may be able to help with a fabric donation. From time to time I have excess fabric left over from samples, projects or kits. If your guild would like some of this fabric to use for charity quilts, please give me a call at 212-316-2063 to discuss your needs.

RaNae

A Special (Musical) Request from RaNae

As you might recall from reading my bio, I used to play the piano professionally. Recently I have begun playing again and am working toward some performing goals. This means I need to practice regularly and consistently, which can be difficult to do when I travel, so I would like to ask for your help.

If I drive my own car to the event, I will most likely bring a portable keyboard with me. However, if I travel by plane or other public transportation, I will not be able to bring it with me. So.....

Could you locate a piano where I could practice for an hour or so each day during the time I'm visiting your guild? Possibilities might be at the venue where I'm teaching, at a guild member's home, or at the hotel where I'm staying. Ideally it would be in a quiet, private place where I can do the "down and dirty" technical work that it takes to perfect a piece of music. The piano does not have to be tuned specifically for me, but it should be in good condition, as some of the music I'm practicing can be quite a workout -- for the piano as well as for me.

Please note that this is *not* performance time. It is time to do the "ugly" breakdown work of mastering a piece of music. Please do not expect a command performance or schedule this as a time for people to listen to me.

If I'm teaching a full day, an ideal time to practice is in the afternoon at the end of the workshop(s), before dinner and/or evening events. If there is no evening event then evening after an early dinner would be great. Lunchtime might also be a possibility (particularly if the break is longer than one hour).

I'm happy to discuss this with you and answer any questions you might have. Thank you in advance for whatever you can do to help.

RaNae

RaNae Merrill
Photography Policy

All the quilts that RaNae shows at lectures and workshops are copyright protected under U.S. law. Because of this, please observe the following guidelines with respect to photography:

The photographs provided on RaNae's workshop pages may be used in the Presenter's promotional materials, including websites or blogs, to promote events in which RaNae is involved. They should be identified as RaNae's designs.

Photography of RaNae's quilts in lectures, workshops or other events is permitted only by an official representative of the Presenter, for the Presenter's official publications, including website or blog, and RaNae must appear with her quilt(s) in all photographs. Students in workshops may photograph their own work in class but may not photograph or video RaNae's demonstrations. Photographs of the process steps are available in RaNae's books and in the class materials.

Video is not permitted under any circumstances.

Photographs of RaNae's quilts may be posted on a personal or private website, blog or other media if the post includes credit to RaNae for the design and both that person and RaNae are in the photograph with the quilt(s). As an alternative, links to RaNae's gallery (www.ranaemerrillquilts.com/gallery) may be included on a blog or website.

For any photography outside these guidelines, please ask in advance.

Thank you for your understanding and cooperation.

RaNae Merrill
International Event Agreement

Please return this form with the signed contract to RaNae Merrill if your event is outside the USA.

If the workshop will be held in a country other than the United States, the Presenter will be responsible for researching customs requirements, filling out customs forms, providing official invitations or other required documents, and, when necessary, arranging to have the necessary paperwork ready at RaNae's port of entry. If RaNae will be required to apply for a work permit in your country, she must be notified at least 120 days prior to leaving for your event, and Presenter will be responsible for any and all fees.

Under no conditions will RaNae be expected to deceive or mislead customs officials when entering or leaving your country.

Any visa fees, customs fees or similar expenses are the responsibility of the Presenter.

All fees must be paid in US dollars. Unless other arrangements have been made in advance, payments by Presenter will be in the form of an international money order in US dollars, a certified check in US dollars from a bank with branches in the United States, wire transfer of US dollars directly into RaNae's bank account, PayPal payment to ranaequilts@hotmail.com, or cash. All fees and expenses associated with accepting foreign payments will be added to the total balance due. These may include (but are not limited to): Incoming wire transfer: \$15.00 per transaction. Payments made via PayPal or credit card: 4% surcharge (or the current rate at time of payment) to cover processing fees.

I have read the above and agree to these terms.

Presenter Name: _____

Authorized Representative of Presenter:

Signature: _____

Print Name: _____ Date: _____

Title: _____