

ANA BUZZALINO
2024 / 2025 Presentation and Workshop Contract

This agreement is between Ana Buzzalino and _____

Program Director:	_____	Ana Buzzalino
Address:	_____	73 Valley Woods Landing NW
City, Province, Postal Code:	_____	Calgary, AB T3B 6A3
Tel:	_____	Tel: 403-617-1829
Cell:	_____	www.anabuzzalino.com
Email:	_____	ana.buzzalino@shaw.ca

LECTURE / PRESENTATION

Presentation Title: _____
Presentation Date: _____
Presentation Time: _____
Presentation Fee: CAD \$550.00 (US \$475) for a one-hour presentation ***
Estimated Attendance: _____

*** Price of Presentation reduced to \$475.00 (US \$400) when booked with a 6-hour workshop or two 3-hour workshops.

Prices will have 5% GST added

WORKSHOP No. 1

Workshop Title: _____
Workshop Date: _____
Workshop Time: _____
Workshop Duration: _____
Workshop Fee: * CAD \$625.00 (US \$525) for a 3-hour workshop or \$925.00 (US \$795) for a 6-hour workshop
Kit fee may apply, depending on workshop

- Supply list has been provided

Prices will have 5% GST added

WORKSHOP No. 2

Workshop Title: _____
Workshop Date: _____
Workshop Time: _____
Workshop Duration: _____
Workshop Fee: * CAD \$625.00 (US \$525) for a 3-hour workshop or \$925.00 (US \$795) for a 6-hour workshop
Kit fee may apply, depending on workshop

- Supply list has been provided

* Workshops are limited to 20 participants. For each extra student over 20 participating in the workshop, there will be a \$45.00 fee up to a total of 25 participants.

Prices will have 5% GST added

TRANSPORTATION

The sponsoring group will be responsible for all transportation costs related to each lecture and/or workshop. This includes round trip airfare, transportation to and from airports and parking (as applicable), baggage (including one suitcase for personal items, plus one or more suitcases for quilts and workshop materials), overweight baggage, etc.

If air transportation is necessary, I will book all travel and inform the contact person of the sponsoring group of my flight arrangements. Every effort will be made to book the least expensive fare.

Car mileage will be charged at a rate of \$.68/km plus two tanks of gas (or more depending on the distance).

Transportation for the duration of the visit will be the responsibility of the sponsoring group. All addresses for facilities will need to be available two week prior to the visit.

ACCOMMODATIONS AND MEALS

The organization or sponsoring group will provide accommodations at a hotel, in a private room with private bathroom, in a non-smoking environment.

Gluten free /cilantro free meals are required.

A per diem of \$105.00/day (CAD/US) will be charged to the sponsoring group for meals not covered during workshops, i.e.: during travelling, etc.

Every effort will be made to minimize expenses.

Name of Hotel: _____
Street Address: _____
Telephone Number: _____
Email: _____
Website: _____
Reservation Number: _____

FEES

Presentation and workshop fees, plus all other related fees such as transportation, flights, etc., shall be reimbursed by the sponsoring group at the end of the visit, unless other arrangements have been made.

Fees to be paid Cash (if in person), or via etransfer. If mailing a cheque, it should be mailed Priority Post.

CANCELLATION POLICY

Groups needing to cancel workshops and/or lectures may do so 45 days prior to my visit without penalty. If cancellation is made within 45 days and with more than 30 days, 50% of the fees will be paid (plus any expenses already incurred, such as flights, etc.). If cancellation is made with less than 30 days, the sponsoring group will be responsible for full payment of workshop(s) and/or lecture that would have taken place. Airline tickets will be purchased a minimum of 30 days prior to travel to ensure lowest possible price. If tickets have already been purchased before the cancellation, the sponsoring group will be responsible for the reimbursement of all purchased tickets, penalties and any other charges incurred.

If at any time I need to cancel these arrangements, I will make every effort to reschedule at the earliest possible convenience. Ticket change fees and/or penalties will be my responsibility.

Total Fees + GST

Speaker's signature:



Date

Sponsoring Group's signature:

Date