



BRYN MAWR QUILTSTM LLC

GUILD APPEARANCE AGREEMENT

Effective January 1, 2026



INSTRUCTOR INFORMATION

Michael F. Nardi
Bryn Mawr Quilts™ LLC
2827 W. Bryn Mawr Ave.
Chicago, IL 60659
Phone: (847) 890-0201
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GUILD INFORMATION

Guild Name: _____

Contact Person: _____

Phone: _____

Email: _____

Event Date(s): _____

Venue Name: _____

Venue Address: _____

LECTURE / TRUNK SHOW

Program Title: _____

Program Type	Fee
Virtual Lecture	\$450
In-Person Lecture / Trunk Show	\$500

The lecture fee includes presentation time, audience Q&A, and a reasonable meet-and-greet period following the presentation unless otherwise agreed in writing.

WORKSHOP INFORMATION

Workshop Title: _____

Workshop Type	Fee	Minimum (No Max)
Half-Day Workshop - 4 Instructional Hours	\$50 per student	10 paid students
Full-Day Workshop - 8 Instructional Hours	\$85 per student	10 paid students

Expected Enrollment: _____

Workshop Fee Total: _____

TRAVEL & ACCOMMODATIONS

Round Trip Mileage: _____

Mileage Reimbursement Total: _____

Airfare: _____

Baggage Fees: _____

Ground Transportation / Car Rental: _____

Hotel Rate: _____

Number of Nights: _____

Meals (\$68 per day): _____

TERMS & CONDITIONS

1. Workshop Enrollment

A minimum of ten (10) paid students is required for all workshops. If fewer than ten students register, the hosting guild remains financially responsible for payment equivalent to ten student registrations. (No Max student registration)

The hosting guild agrees to provide final workshop enrollment numbers no later than fifteen (15) days prior to the scheduled workshop date. Once final enrollment numbers have been submitted, no refunds, credits, or reductions will be issued for participant cancellations, no-shows, or changes in attendance.

2. Workshop Time Definitions

A Half-Day Workshop consists of four (4) instructional hours.

A Full-Day Workshop consists of eight (8) instructional hours.

Setup, cleanup, meal breaks, merchandise sales, social time, and other non-instructional activities do not count toward instructional hours.

Any extension of instructional time beyond the contracted workshop duration must be approved in advance by both parties.

3. Payment Terms

Lecture and workshop fees are due on the day of the event unless otherwise agreed upon in writing.

4. Cancellation & Rescheduling

If the hosting guild cancels within ten (10) days of the scheduled appearance date, a cancellation fee equal to fifty percent (50%) of the lecture fee and fifty percent (50%) of applicable workshop fees shall apply.

If circumstances require rescheduling, both parties agree to make a good-faith effort to establish a mutually agreeable alternate date.

Any fees previously paid shall be applied to the rescheduled appearance.

5. Travel & Accommodations

Mileage reimbursement shall be calculated using the IRS standard mileage rate in effect at the time of travel.

The hosting guild shall reimburse approved travel expenses including airfare, baggage fees, lodging, meals, ground transportation, and rental vehicles when required.

All quoted travel-related expenses are based upon rates available at the time of booking. Should airfare, lodging, taxes, fuel surcharges, baggage fees, or other third-party travel costs increase after execution of this agreement, the hosting guild agrees to reimburse the actual documented travel expenses incurred.

Air Travel Booking Policy

Due to increasing airline costs, baggage fees, scheduling considerations, and the need to transport instructional materials and merchandise, airfare may be booked in the most practical fare class available at the time of purchase.

When appropriate, this may include premium economy, business class, or first-class accommodations when such fares provide overall cost savings, baggage benefits, improved scheduling, reduced travel disruptions, or other logistical advantages.

The goal of this policy is to ensure reliable travel arrangements while minimizing overall costs and complications for both Bryn Mawr QuiltsTM LLC and the hosting guild.

Hotel Accommodations

When overnight lodging is required, the hosting guild agrees to provide or reimburse accommodations at a clean, safe, reputable hotel located within a reasonable distance of the event venue.

A private, non-smoking room is requested.

Whenever possible, accommodations should allow the instructor adequate opportunity for rest, preparation, and secure storage of instructional materials, merchandise, and personal belongings prior to scheduled lectures and workshops.

6. Facility Requirements

The hosting guild agrees to provide adequate classroom and presentation space, suitable lighting, necessary audiovisual equipment, tables, chairs, electrical access when needed, and climate-controlled facilities if applicable.

For fly-in appearances, transportation between the airport, hotel, and venue shall be provided when required.

7. Workshop Supply Lists

The hosting guild is responsible for distributing workshop supply lists, preparation instructions, and classroom requirements to participants prior to the event.

Participants are expected to arrive prepared with the required supplies.

8. Photography, Recording & Copyright

Photography during lectures is permitted unless otherwise noted by the instructor.

Audio recording, video recording, livestreaming, rebroadcasting, or electronic distribution of any lecture, workshop, demonstration, or instructional content is prohibited without prior written permission from Bryn Mawr Quilts™ LLC.

All workshop handouts, patterns, presentations, slides, instructional materials, demonstrations, designs, and related content remain the intellectual property of Bryn Mawr Quilts™ LLC and may not be reproduced, copied, distributed, taught, shared electronically, republished, or otherwise used without written permission.

9. Retail Sales

The instructor may offer quilting-related merchandise for sale including, but not limited to, quilt patterns, On the Eighth™ rulers, acrylic templates, fabric collections, books, educational materials, sample quilts, class kits, and other quilting-related products.

The hosting guild agrees to provide adequate retail display space appropriate for the quantity of merchandise and display materials being brought to the event.

Such space shall include sufficient tables, display areas, and customer access to allow guild members to comfortably browse and purchase merchandise.

Specific space requirements will be communicated to the hosting guild prior to the event.

The retail area shall be located in a visible and accessible location and shall be available prior to the lecture, during scheduled breaks, and immediately following the lecture and/or workshop.

The instructor shall be solely responsible for retail sales, inventory management, and collection and reporting of applicable sales taxes.

10. Force Majeure

Bryn Mawr Quilt™ LLC shall not be held responsible for delays, interruptions, or cancellations caused by circumstances beyond reasonable control, including severe weather, natural disasters, transportation interruptions, illness, governmental actions, or emergencies.

In such cases, both parties agree to work together in good faith to reschedule without penalty.

11. Trademark & Intellectual Property

Bryn Mawr Quilt™ and On the Eighth™ are trademarks of Bryn Mawr Quilt™ LLC.

All patterns, presentations, handouts, instructional materials, workshop content, product names, logos, and related educational materials remain the intellectual property of Bryn Mawr Quilts™ LLC and are protected under applicable copyright and trademark laws.

Unauthorized reproduction, distribution, teaching, recording, or commercial use of Bryn Mawr Quilts™ LLC materials is prohibited without prior written permission.

13. Entire Agreement

This agreement represents the entire understanding between Bryn Mawr Quilts™ LLC and the hosting guild and supersedes all prior discussions, negotiations, and agreements.

Any modifications must be made in writing and signed by both parties.

SIGNATURES

INSTRUCTOR

Michael F. Nardi
Owner & Creative Director
Bryn Mawr Quilts™ LLC

Signature: _____

Date: _____

HOSTING GUILD REPRESENTATIVE

Name: _____

Signature: _____

Date: _____