

REGISTRATION DATES: September 1, 2018 TO January 15, 2019

Mail this form with your check or money order (made payable to Metropolitan Region Seminar) to:
Janice Meyers, 11 Fela Drive, Old Bridge, NJ 08857 Phone: 732-679-6739 E-mail: GrayceeDM@aol.com

All correspondence will be electronic unless a self-addressed #10 business size envelope with two first-class stamps is included with this form.

Last Name: _____ First: _____ Middle Initial: _____

Mailing Address: _____

City: _____ State: ____ ZIP: _____ E-mail Address: _____

Day Phone: _____ Evening Phone: _____ Cell Phone: _____

Primary EGA Chapter: _____ EGA Member #: _____ Plural Member: _____

May we publish your personal information in the handbook? _____ Is this your first Metropolitan Region Seminar? _____

Emergency Info – Contact Name: _____ Day Phone: _____

Evening Phone: _____ Cell Phone: _____

CLASS REQUEST (Please indicate three different choices.)

<u>Teacher</u>	<u>Class</u>	<u>Color/Fabric Choice (if applicable)</u>
1. _____	_____	_____
2. _____	_____	_____
3. _____	_____	_____

SEMINAR FEE SCHEDULE

	<u>FEE (IF PAID IN FULL)</u>	<u>1ST PAYMENT (Inc. \$5 fee)</u>	<u>2ND PAYMENT (Due 1/15/2019)</u>	<u>AMOUNT ENCLOSED</u>
Double (per person)	\$615	\$313.00	\$307.00	\$ _____
Single	\$715	\$363.00	\$357.00	\$ _____
Triple (per person)	\$600	\$305.00	\$300.00	\$ _____
Commuter Fee *	\$490	\$250.00	\$245.00	\$ _____

* Commuter Fee: Applies to any person registering for the Seminar but not staying at the Wyndham Hamilton Park Hotel and Conference Center. This covers all seminar fees without a hotel room fee.

Roommate(s) Name(s): _____

Would you like to be a class angel? _____ Dietary/Medical/Physical Requirements: _____

Release/Refund/Cancellation Policy

I release the Embroiderers' Guild of America, Inc. and the Metropolitan Region from liability for any personal injury, property damage, loss or theft while participating in or attending any functions of *Seminar 2019*.

Signature: _____ Date: _____

I understand that cancellation may be made only in writing by sending Certified Mail to the Registrar. Requests for cancellation will be refunded **minus a \$40 non-refundable registration fee and other charges Seminar cannot cancel**. Cancellations after **February 25, 2019** will only be made in cases of illness/death/extreme emergency of registrant/immediate family. A doctor's statement is required for any illness. Any class with an insufficient number of registrants may be cancelled.

Signature: _____ Date: _____

Please sign and date both signature lines. Registration forms may be reproduced. Please make a copy for your records.

Registration Information

Registration for all EGA members for *Seminar 2019* will be available from September 1, 2018 to January 15, 2019. All registrations collected or postmarked between these dates will be treated on a first come, first served basis for class assignments. Late registrations received after January 15, 2019 will be accepted subject to class availability.

All registration forms must be accompanied by a check or money order payable to "Metropolitan Region Seminar". All correspondence will be electronic **UNLESS** a self-addressed #10 business size envelope with two first-class stamps is included with the registration. Payment in full is expected at the time of registration unless the two-pay plan option is utilized. Please note that a \$5 non-refundable transaction fee has been added to the first payment if using the two-pay plan. The final payment must be paid by **January 15, 2019**.

EGA policy states that cancellations shall be refunded **less non-refundable registration fee of \$40 and other charges Seminar cannot cancel**. After February 25, 2019 cancellations will only be made in the event of registrant's or immediate family member's illness or death or extreme emergency. A doctor's statement is required for any illness. Refunds approved by the Seminar executive committee will be made after the close of *Seminar 2019*.

The Seminar fee covers your sleeping room for Friday and Saturday, meals, gratuities, class fee, Seminar pin and the handbook. Meals include Friday evening dinner; breakfast, lunch and dinner on Saturday; and breakfast and lunch on Sunday. Individuals registering as a Commuter will be entitled to lunch on Saturday and Sunday and dinner on Saturday; that fee will also include the class fee, Seminar pin and the handbook. The kit fee is payable separately.

A class confirmation notice and invoice for the kit fee will be emailed or mailed to registrants on or about **February 1, 2019**. The kit fee is due to the Registrar by **March 1, 2019**. Please note that any kit fee payment not received by the due date will incur a late charge of \$10.

Every attempt will be made to fulfill class preference choices, and any special dietary, medical and/or physical needs request if indicated on the Registration form.