

EARLY REGISTRATION DATES: APRIL 21, 2018 TO JUNE 30, 2018 – FOR METROPOLITAN REGION MEMBERS ONLY

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</u>	<u>DEPOSIT</u>	<u>PAYMENT BALANCE</u>	<u>OR</u>	<u>1ST PAYMENT (Inc. \$5 fee)</u>	<u>2ND PAYMENT (Due 1/15/2019)</u>	<u>AMOUNT ENCLOSED</u>
Double (per person)	\$615	\$75.00	\$540.00		\$275.00	\$270.00	\$ _____
Single	\$715	\$75.00	\$640.00		\$325.00	\$320.00	\$ _____
Triple (per person)	\$600	\$75.00	\$525.00		\$268.00	\$262.00	\$ _____
Commuter Fee *	\$490	\$75.00	\$415.00		\$213.00	\$207.00	\$ _____

* 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.

Early Registration Information

Early registration for *Savvy Stitching, Seminar 2019* will be available from April 21, 2018 to June 30, 2018, for all Metropolitan Region members. All registrations collected or postmarked between April 21, 2018 and June 30, 2018 will be treated equally for class assignments. Registration for all other EGA members will open on **September 1, 2018**. Registration closes on **January 15, 2019**. 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 for early registration is \$75 which will be applied to the total registration fee. The balance must be paid in full by **September 30, 2018** or the two-pay plan option can be 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 *Savvy Stitching, 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.