

ARCHIMEDIA

DIGITAL ASSET MANAGEMENT

Workshop October 28, 2014

Registration

Name	<input type="checkbox"/> Ms <input type="checkbox"/> Mrs. <input type="checkbox"/> Mr. <input type="checkbox"/> Dr.	
Organization		
Title		
Email address		
Phone		
Address	Street	City
	Province	Postal Code
Planning to attend	October 28 th Workshop, Odell House <input type="checkbox"/> yes <input type="checkbox"/> no	
Invoicing instructions		
Payment Method preferred is cheque or interac email transfer.		
Dietary Restrictions		
Any other notifications		

The workshop is being limited to 15 participants. Please submit your completed registration form to colin@archi-media.ca to preserve your place.

Deposit due on registration, remaining fee due in 30 days

Terms and Conditions to Workshop

1. A non-refundable deposit of the \$200 is required at the time of booking and must be sent with the completed booking form.
2. The balance on the cost of the workshop will be due 4 weeks before the workshop starts. If full payment is not received by the specified dates we reserve the right to treat the booking as cancelled and retain the deposit.
3. If a booking made less than 4 weeks prior to the departure date, the full cost of the workshop is payable at the time of booking
4. Any cancellation by the client must be made in writing. The date on which we receive the letter will determine the cancellation charges that are applicable. These charges are expressed as a percentage of the total workshop price and are as follows:

30 days before workshop:	Loss of deposit;
15-30 days before workshop	50% return of funds
0-15 days before workshop	25% return of funds
7 Days before workshop	0% return of funds

5. Receipt of a deposit does not imply acceptance of a booking. We will confirm our acceptance of your booking in writing and it is at the time we send out this confirmation that a contract comes into existence between us.
 7. Archimedia reserves the right to cancel any workshop. Should an alteration or cancellation become necessary, you will have the choice of accepting the change, taking an alternative workshop (and where this is of a lower price we will refund the difference), or withdrawing from the contract and accepting a refund of all monies paid to Archimedia.
- Archimedia is not party to any travel bookings you make yourself and has received no payment for the same, we will not refund the cost of your travel in the event of workshop cancellation.
8. In the event of Colin Rowe or Tammy Moorse being unable to attend due to illness or other circumstances beyond our control another workshop leader will be appointed. If this is not possible, the workshop will be cancelled and the provisions of clause 7 will come into effect.

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10. We reserve the right to change any of the prices, service or other particulars of a workshop before we enter into a contact with you. **If there is a change we will notify you before we enter into such a contract.**

11. If you have any special dietary or other requests you should inform us of these prior to workshop. We will advise the relevant supplier of your requirements, but we cannot guarantee that such requests will be met and will have no liability to you if such requests are not met.