

WORKSHOP REGISTRATION INFORMATION & POLICIES

TO REGISTER FOR A WORKSHOP:

1. Detach, complete, and mail the registration form to: Workshops, 1560 Craft Center Drive, Smithville, TN 37166
2. Call 931.372.3051 or 615.597.6801 to register by phone with a credit card (VISA, MasterCard, Discover or American Express)

WORKSHOP DEPOSIT:

- A 50% deposit of the workshop fee is required to reserve space in a workshop.
- Included in the workshop fee is a \$50 non-refundable, non-transferable processing fee (per workshop).
- The balance of the workshop fee is due 30 days prior to the first day of the workshop.

CANCELLATION & REFUND POLICIES:

- The Craft Center can issue a refund (minus the \$50 non-refundable, non-transferable processing fee) if a workshop participant cancels his/her registration 30 days prior to the first day of the workshop.
- After that date, the Craft Center cannot offer a refund and cannot transfer fees to another workshop fee due to faculty contracts, travel expenses, and materials acquisitions.
- If the Craft Center cancels a workshop, a full refund will be issued.

AGE POLICY:

Participants must be at least 18 years of age to register for a workshop.

NOTE: Housing units, buildings and studios are air-conditioned.

ROOM & BOARD POLICIES:

FEES:

Weekend (3 days): \$196

- 50% deposit = \$98
- 2 nights and 6 meals

Week-long (6 days): \$490

- 50% deposit = \$245
- 5 nights and 15 meals

Intensives (18 days):

For those NOT taking the workshop for academic credit = \$1,666

- 50% deposit = \$833
- 17 nights and 51 meals

For those taking the workshop for academic credit = \$1,050

- 50% deposit = \$525
- 17 nights and 51 meals

RESERVATIONS & DEPOSITS:

- To reserve room and board, a 50% deposit is required.
- The balance of the room and board fee is due no later than 30 days prior to the first day of the workshop.

ROOM & BOARD GENERAL INFORMATION:

- A la carte meals are available from the Redbud Café.
- Room & board is available on a first-come, first-served basis.
- Each room is equipped with two twin beds, dresser, a bathroom with shower, linens, pillows, blankets, towels, and air conditioning.
- No single rooms guaranteed.
- Pets are NOT allowed.
- A list of other local accommodations is available on the website.

For more detailed information on workshops or to download a workshop registration form, please visit our website at:

www.tntech.edu/craftcenter/workshops/

Appalachian Center for Craft

WORKSHOP REGISTRATION FORM 2012

PLEASE PRINT CLEARLY

PLEASE COMPLETE, DETACH AND MAIL THIS FORM TO:

Appalachian Center for Craft, 1560 Craft Center Dr., Smithville, TN 37166

NAME: _____
____ Male ____ Female ____ I am 55+ years old (10% off workshop fee)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP: _____

PHONE: _____ CELL: _____

Best time to call: _____

E-Mail: _____

PLEASE PRINT CLEARLY

____ **YES!** Please email my confirmation packet to help reduce printing, postage and paper costs.

WORKSHOP TITLE: _____

WORKSHOP DATES: _____

If the workshop is full, please put me on the waiting list _____

WORKSHOP FEE.....\$ _____

OR 50% deposit of Workshop Fee.....\$ _____

ROOM & BOARD (optional): Yes, I would like room & board _____

ROOM & BOARD FEE.....\$ _____

OR 50% deposit of Room & Board Fee.....\$ _____

MAKE A TAX-DEDUCTIBLE GIFT TO THE CRAFT CENTER: (optional)

____ \$25 ____ \$100 ____ \$500
____ \$50 ____ \$250 ____ \$1,000 GIFT AMOUNT \$ _____

TOTAL ENCLOSED.....\$ _____

PAY BY CHECK OR CREDIT CARD (or call 615.597.6801 or 931.372.3051)

____ Check enclosed, made payable to "ACC"
____ Credit card: ____ VISA ____ MasterCard ____ Discover ____ American Express

____ CARD # _____ Exp. Date _____

____ CV Code _____ Signature _____