

IDAL Registration Directions and Disclaimers

REGISTERED MEMBERS AND PRE-REGISTERED ATTENDEES

You will receive a REGISTRATION PACKET at the Registration Desk containing your Name Badge, your Class Schedule, 2010 IDAL Convention Program and Ticket for the 2010 IDAL Speakers Series. This packet is available during the posted registration hours. All fees must be paid in full to receive it.

GUESTS

Guests are welcome. If you wish to bring a guest, there is a \$40.00 Guest Fee, which includes a name badge for entry to the 25th Annual General Meeting/Champagne Toast, Exposition Grand Opening and Exposition.

PHOTO RELEASE

By attending the 2010 Convention, you realize that you may be included in publicity photos. By attending, you thereby give your consent to IDAL to use any such photos and or comments in future IDAL promotional materials. Attendees hereby release International Decorative Artisans League and Management from any and all liability, claims, lawsuits, damages, losses, cost, expenses of any kind which arise out of or result from your attendance at the IDAL event, whether or not foreseeable including without limitation personal injuries to attendee. You also agree that IDAL may contact you by any of the means given on the IDAL online registration form.

WARNING

Various paint finishes and solvents are used in a classroom environment during meetings, seminars and expos. Please assess your own health status before using these products. The International Decorative Artisans League class instructors and agents assume no liability for health status during use of or exposure to any paint related products.

REGISTRATION INSTRUCTIONS

Register yourself and any guest at www.decorativeartisans.org. Please indicate on your registration form if you are a chapter president, an exhibitor or an instructor.

ON-SITE BULLETIN BOARD, ON-SITE CLASS SALES

Classes for sale will be posted on a bulletin board near the Registration Desk. To sell a class, you must use the class sale forms available at the IDAL Registration Desk. Individuals involved in the sale must handle both the selling and purchasing of classes. Classes are to be sold at face value. Purchaser of classes must present the form to the class monitor or class Instructor for PROOF OF SALE for entrance to the class. The IDAL staff will not be involved with any ticket sales by attendees.

CLASS COURTESY

- NO VIDEO OR AUDIO RECORDING EQUIPMENT IS ALLOWED IN THE CLASSROOM. You MUST obtain permission from the Instructor before taking photographs in the classroom or of sample boards in the Registration or Expo areas.
- Please TURN OFF all cell phones or pagers while participating in a class. Put the phone or pager on vibrate if you are expecting a call and excuse yourself into the hall to take your phone call. NEVER make or answer a call during a class. This is inconsiderate to the Instructor and will not be tolerated.
- Remember classes are "learning experiences"; therefore you may not completely finish your project by the end of the class. This will vary from class to class and depends on the speed with which you work.

CANCELLATION POLICIES

- Cancellations and refunds will be issued only for total cancellations, including registration and classes. Refunds will not be given for any individual class unless the class has been canceled by IDAL.
- Full refunds will be processed only if the written cancellation request received at IDAL Headquarters is post-marked by June 15, 2010.

- Full refunds will be processed, less a \$60.00 administrative fee, if the written cancellation request is received at IDAL headquarters with postmark dates between June 15 – 25, 2010.
- After June 25, no refunds will be made.
- It is your responsibility to cancel your hotel or other reservations.

REGISTRATION DISCLAIMER

- You must be registered for the convention to register for classes.
- Incomplete forms will be set aside and processed after all others have been completed, so please be sure to double check all information.
- All payments for Convention Registration must accompany your Registration Form. Payment may be made by credit card or check (in US funds only).
- There is a \$25 administrative fee for all returned checks.
- The registration process will commence on March 15, 2010, 10AM EST. Forms mailed to the office will be processed in order of postmark. Online registration is first-come, first-served.
- Registrations received between March 15 and June 25 will be processed as they are received. Registrations received after June 25 will be processed on site. Classes will be assigned based on availability.
- Non-IDAL members' registrations received by March 16 will be processed after the IDAL members' registrations are completed.
- Confirmation of registration will be via email and should arrive within three to four days. Please include a current email address.
- See the Registration Form for complete details on selecting classes.
- List your choices in order of preference. Every attempt will be made to fulfill all of your requests.
- On the class registration form, enter the class number assigned to each class time frame.

IMPORTANT

For online registration to be made correctly members must input their correct membership number or they will be paying for someone else to go to convention in their place. PLEASE CHECK THE CONFIRMATION EMAIL TO ENSURE YOUR NAME AND ALL OTHER INFORMATION IS CORRECT. If in doubt, check your *Artisphere* magazine mailing label for your membership number. IDAL will not be held accountable if you use an incorrect member number to register with and the confirmation email contains the wrong member name for the membership number. Members need a unique email address in order to register and MUST NOT OPT OUT OF RECEIVING EMAILS or they will miss information about payment processing, changes in class supply lists, class cancellations, etc. IDAL will not be held responsible for any class cancellations or changes if the member has selected to opt out of receiving emails. You can update your email preferences online at <http://www.e-offinger.net/sali/MemberDirectory.cfm> - Just search for your name and then click on "Click to Update Your Information", enter your ID and name. Then make any necessary changes to your record.