

Conference Registration Form

Wood Pallet Design and Performance Short Course

August 4-6, 2015

Cheatham Hall - Blacksburg, Virginia

Please print or type—complete a separate form for each participant

Name _____

Title _____

Organization _____ *Org.'s FID# _____

Address _____

City _____ State _____ Zip _____

Daytime Phone No. _____ Fax No. _____

Email _____ Signature _____

- Registration fee:
- \$395 per registrant for 1-3 course registrants (\$445 after July 23, 2015)
 - \$345 per registrant for 4-7 course registrants (\$395 after July 23, 2015)
 - \$300 per registrant for 8 or more course registrants or for the members of the Center for Packaging and Unit Load Design (\$350 after July 23, 2015)

Refund and Cancellation Policy

Requests for refunds will be honored when received seven calendar days prior to the program. However, another person may be substituted at any time for this program. A \$75 administrative fee will be deducted for cancellations. In the unlikely event that this program is cancelled or postponed due to insufficient enrollments or unforeseen circumstances, the university will fully refund registration fees but cannot be held responsible for any other expenses, including cancellation or change charges assessed by airlines, hotels, travel agencies, or other organizations.

For weather or disaster-related program cancellation or postponement information, please call 540-231-9489.

Return with payment by **July 31, 2015** (no staples, tape, or paper clips, please) to:

Conference Registrar
 Continuing and Professional Education
 Virginia Tech, Mail Code 0272
 702 University City Blvd.
 Blacksburg, VA 24061

phone: 540/231-5182
 fax: 540/231-3306 (for credit card registrations only)

Method of payment: *Payment of registration fees is required prior to program attendance. Registration will be processed when payment is received.*

To pay a fee by a VT department via HokieMart, you must select "VT CPE registration fee" as your vendor and attach this completed form.

- Check enclosed (Make payable to: Treasurer, Virginia Tech CE)

Checks must be drawn on U.S. bank in U.S. dollars.

(There will be a \$50 processing fee for all returned checks.)

- Credit Card: Visa MC AmEx

(Credit Card payment may be mailed, faxed, or given to registrar over the phone. No credit card information will be processed by voice mail or email.)

Cardholder name _____

Cardholder signature _____ Date _____

Card No. _____ Exp. Date _____

**Necessary to process a refund payable to any company, agency or government.*

The information you provide is subject to the Freedom of Information Act guidelines.

Office Use	Received
	AMT: _____
	CC/CHK#: _____
	DATE: _____

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