

Art Is... Registration Policies

Workshop assignments – Workshops will be assigned in order of receipt. You can assume that you have received your first choice, unless we contact you.

Confirmation – You will receive a confirmation email after making your payment online. Workshop information will be emailed or mailed to all attendees in September.

Yahoo Group – Once registered you will receive an invitation to join our convention Yahoo Group. This will be the place to say Hi to everyone, ask questions, discuss workshops and get to know other attendees and the artists prior to attending the event.

Online Registration and Payment is in place this year, with payments being accepted through a paypal account. Attendees wishing to pay with a personal check or money order must contact us to arrange payment. Their registration will be processed once payment is received. Checks must be made out to “Visually Speaking LLC” and mailed to 12 Brookridge Avenue, Eastchester NY 10709. Returned checks will result in the cancellation of your scheduled workshops. You will need to re-register and include a \$25 returned check fee with a new registration form and payment.

Materials Fees – If an instructor lists a materials fee, the attendee must pay this fee directly to the instructor when onsite prior to the commencement of the class.

Meals - if staying in house, breakfasts are included in your accommodation. Lunches and breaks are included in the conference rate. Dinners are not included.

Monthly Payment Plans are available but all payments must be completed by August 31, 2010. No reminders will be sent, it will be up to you to remit the remainder to reach us on time. If the final installment is not received by August 31, 2010 and we do not receive any communication, your workshops will be dropped. Since this date is after the final cancellation date, no refund will be issued.

Cancellations prior to July 31, 2010 will incur a \$100 processing fee. Cancellations on or after July 31, 2010 are non-refundable. You are welcome to send someone in your place. You must notify us of the change in writing either by email or mail. Changing classes can be requested in writing. Deadline for changing classes is August 31 2010.

Accommodation reservations – Reservations must be made online. Art Is..2010 rates expire September 7, 2010.

Visually Speaking LLC reserves the right to cancel workshops that do not meet minimum student registration (8). In this event, you will be notified and given the opportunity to change to a different workshop or request a refund of the monies paid for the cancelled workshop. In the event that a teacher must cancel due to unforeseen circumstances or illness, Visually Speaking LLC retains the right to replace that teacher and/or change the workshop. Attendees assume all risk of personal harm or injury relating to or resulting from their participating in all workshops and activities associated with Art Is...2010 and agree to hold Visually Speaking LLC & Art...Is 2010 Faculty, harmless as to liability for any such harm or injury. Visually Speaking LLC reserves the right to limit or restrict attendance to any person, business or representative thereof. In the case of Acts of God, war, disaster or unforeseen circumstances, Visually Speaking LLC reserves the right to reschedule this event. Registering for Art Is ... 2010 confirms the attendee has read and acknowledges all policies and regulations as listed above.