

Participation Conditions:

Registration

Please complete, sign and send the Registration Form by mail or fax. With your signature on the mailed or faxed Registration Form, you acknowledge and accept these Participation Conditions. Registration Forms are processed by AutoForm according to the date/time of receipt. Upon agreement to payment terms (either PO or this signed document) you will be registered for the course.

Confirmation of Registration

After we receive your Registration Form, we will send you a written confirmation. You may be contacted regarding purchase order number if necessary.

Fee

The training Fee is per participant, and does not include any applicable taxes. The training Fee includes a participation certificate, as well as lunch and refreshments.

Discount

If you register more than one participant in a session a discount of 50% can be applied to a second participant from your company.

Invoice

Invoices will be issued following the end of the training seminar. Payment terms are net 30 days.

Logistics

The training seminars normally start at 8:00 AM and end at 4:00 PM. Training is normally conducted at AutoForm USA Skill Center, 3150 Livernois Road, Suite 210.

Number of Participants

To ensure the effectiveness of the training seminars, the number of participants per course is limited. Therefore, we recommend registering as soon as possible. In case a course is full, we will try to suggest an alternative date.

Postponement or Cancellation of Training Seminar by Participant

If we receive your written cancellation more than 14 days prior to the training start-date, there is no cancellation fee. For cancellations received within 14 days of the training start-date, we must charge a cancellation fee of 50% of the training Fee. However, if you can not attend a course for which you have registered, you can substitute another participant from your company (in this case, the Participation Conditions apply to the new participant).

Postponement or Cancellation of Training Seminar by AutoForm

AutoForm reserves the right to cancel any training seminar if there are insufficient registered participants. In this case, registered participants will be informed at least one week prior to the training start-date. AutoForm also reserves the right to cancel any training seminar at any time prior to the start-date, due to illness or accident, or any other circumstances which prevent the training seminar from being carried out. In this case, AutoForm will inform the registered participants immediately of the cancellation of the seminar.

Lodging

Hotel room reservations are the responsibility of the seminar participants. A list of nearby establishments is available on our web site.