

## **WORKSHOP APPLICATION PROCEDURES**

### **GENERAL INFORMATION AND TERMS OF AGREEMENT**

Vision & Discovery – Weekend Workshop with Richard Martin and Charlene Kenna  
Niagara-on-the-Lake June 26-28, 2009

#### **ENROLMENT**

To apply for the workshop(s) of your choice, please complete and sign the accompanying application form. Return it with a non-refundable deposit of \$150. Please make cheques or money orders payable to PHOTOGRAPHIC EDITIONS. If paying in U.S dollars, please make sure that the cheque says "U.S funds". Applications without the deposit cannot be processed.

#### **MAKING AN APPLICATION TO RESERVE A SPACE ON A WORKSHOP**

You may apply by Phone or E-mail  
Contact: Richard Martin  
Phone: 613-542-7615

email: [tours@richardmartinphoto.com](mailto:tours@richardmartinphoto.com)

#### **PAYMENT OF BALANCE**

To guarantee your space on the workshop, the Balance of your workshop fee is due 30 days prior to the workshop date.

#### **ACCEPTANCE**

We will be receiving many applications concurrently, and will acknowledge your acceptance and reserve your place in the workshop(s) of your choice upon receipt of your application and the required deposits. Upon enrollment in a workshop, you will receive a letter providing detailed information, a bill for the balance due, and any other information you may require for your specific workshop.

If the workshop is already full when your application is received, we will offer the opportunity to enroll in any other workshop still open, or to be placed on the waiting list and your deposit will be returned to you. It is advisable to list alternative workshop dates on your application form if possible.

#### **FEES**

Workshop fees cover tuition only. Not included are lodging, airfares, and transfers to and from the airports, meals, travel insurance and any other incidental not mentioned above.

#### **WITHDRAWAL, WORKSHOP CANCELLATION & REFUND**

No refunds of any kind will be made for withdrawal within 14 days in advance of the first day of the workshop, during the workshop, or for no-shows.

If it is necessary for us to cancel a workshop, all registered participants will be informed immediately, and you will receive a full refund of all deposits and fees.

Notification of cancellation due to insufficient enrollment will be made at least fourteen days prior to the beginning of a workshop.

#### **Waiver of Liability**

PHOTOGRAPHIC EDITIONS, their agents, servants, employees, contractors, past, present and future shall have no responsibility or liability for personal injury to any participant or damage to any participant's property, or for personal injuries or damage to the property of any other person resulting from the participant's involvement in VISION AND DISCOVERY WORKSHOP.

PHOTOGRAPHIC EDITIONS shall have no responsibility for the acts, errors or omissions of instructors or staff, transportation companies, lodging facilities, restaurants, tour guides and outfitters, or other providers of services to participants in the course of the workshop.

## Terms of Agreement

In consideration of PHOTOGRAPHIC EDITIONS accepting my application, I hereby release and forever discharge Richard Martin, their agents, servants, employees, contractors, past, present and future, from any liability whatsoever arising as a result of my participation in this activity, and I declare that this release is binding upon me, my heirs, administrators and assigns.

Date: \_\_\_\_\_

Signature of Registrant: \_\_\_\_\_

*For more information contact:*

Richard Martin 613-542-7615

Or email [info@richardmartinphoto.com](mailto:info@richardmartinphoto.com)

### **PHOTOGRAPHIC EDITIONS – VISION AND DISCOVERY – WEEKEND WORKSHOP**

I wish to register for the VISION AND DISCOVERY – WEEKEND WORKSHOP

Workshop Date: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

### **Accommodation**

Ranging from B&B to hotels

[www.niagaraonthelake.com/accommodations/jpage/1/p/accom/content.do](http://www.niagaraonthelake.com/accommodations/jpage/1/p/accom/content.do)

Payment:

I have enclosed the deposit.

I have enclosed full payment for the workshop(s).

**Workshop Tuition: \$295 (CAN) plus GST** Note: Combined with Digital Darkroom Workshop: \$540 plus \$27 GST

**Deposit:** \$ 150.00 CAN

**Balance:** \$ 145.00

**G.S.T:** \$ 14.75 (to be added to final payment)

**Total: \$ 309.75** (including GST)

**NOTE: Balance of your workshop fee is due 30 days prior to the workshop date.**

Please sign and initial each page of the Information and Terms of Agreement document and send them along with the completed registration form with payment your deposit or full payment to:

PHOTOGRAPHIC EDITIONS

4 Chartwell Crescent,

Kingston ON K7K 6M5 CANADA