



## 2018 "Painting Fun in the Sun!"

### REGISTRATION INSTRUCTIONS

1. Complete the top of the form. **Print clearly.** If this is your first HOOT Convention, check the line on the top of the registration form.
2. **Select your first, second, and third choices for classes.** Write the class numbers, class & surface fee and class time in the appropriate slot. The class & surface fee is found in the catalog.
3. Total all class and surface fees and enter the amount on the class and surface fee line. When calculating the amount due, use the class with the highest fee for each time slot. Add the registration fee to the class and surface fee total to determine the total amount to enclose with your registration form. Overpayments over \$25 will be refunded by mail prior to convention; under \$25 will be refunded at convention.
4. You may select a maximum of 12 classes with **only 3 classes with any one educator.**
5. Mail the registration form along with your payment. Your confirmation letter will be sent by email. If you do not have an email address, enclose a self-addressed, business size, stamped envelope. If an SASE is not enclosed, the confirmation letter will be included in your registration pack at convention.  
**Registrations must be postmarked no earlier than May 10, 2018.**
6. **If you would like to register with a friend for the same classes, you must write "Please process with INSERT NAME HERE" at the top of your registration form.** Please send the registration forms together in the same envelope or postmarked the same date. **We will hold for processing until we receive ALL of your group.** Confirmation will be sent by email. If neither of you has an email address, include a SASE for each confirmation. Every attempt will be made to process your classes accordingly.

Payment may be made with MasterCard, Visa, and Discover; by check or money order (US funds only). Credit cards are not charged until the total amount due is calculated by the HOOT Treasurer.

**Complete and sign the payment method box.**

Stopped payment and returned checks will be assessed a \$35.00 processing fee.

**If you are using the registration form from our website, you can type your information on it and then print it.**

#### Class Sales Use Only

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|----------|-----------|
| 1. _____ | 6. _____  |
| 2. _____ | 7. _____  |
| 3. _____ | 8. _____  |
| 4. _____ | 9. _____  |
| 5. _____ | 10. _____ |