

EXHIBITOR REGISTRATION

SWEMA TEXAS METER SCHOOL, OCTOBER 25 - 29, 2010

MAIL: Customer Care Center
Engineering, Utilities and Public Works Training Institute
Texas Engineering Extension Service
301 Tarrow Street
College Station, Texas 77840-7896

PHONE: 800-723-3811
FAX: 979-458-1426

Contact Name _____ E-mail _____
Title _____ Organization _____
Address _____
City/State/Zip _____
Phone _____ Fax _____

*Attending exhibitors are responsible for the cost of the Exhibit Table **and** the registration fee for each table representative. Please complete the form below and submit your payment with the registration.*

EXHIBIT SPACE FEE: \$65 per table X _____ (number of tables) = _____ **(A)**
REGISTRATION FEE: \$75 per person X _____ (number of people) = _____ **(B)**
TOTAL FEE (A + B) \$ _____ **(C)**

(Registration and exhibit space fees should be listed above and are payable to TEEX.)

TABLE REPRESENTATIVE

E-MAIL

1 _____
2 _____
3 _____

SWEMA MEMBER? Yes No

NON-MEMBER REGISTRATION FEE: \$200 per company

In addition to the \$75 registration fee listed above, non-SWEMA exhibitors must pay \$200 fee per company.
(Note: contact SWEMA Treasurer Billy Peel at 469-261-2281 to arrange for payment of non-member fee).

TRANSFERS, CANCELLATIONS AND REFUND POLICY

If you cannot attend a class, you MUST contact TEEX in advance to either transfer or cancel your registration. Please refer to the transfer, cancellation, and no-show policy listed below.

Transfers:

- Transfers to another scheduled class (or from one customer to another) are accepted at any time before the start of the class at no charge.
- Customers are encouraged to transfer to a future scheduled class of the same course.
- If the customer cannot transfer to a scheduled class of the same course, then he/she may transfer to another class of a different course and receive either a refund or pay the difference between the two class fees (if applicable).
- If the customer cannot attend any scheduled class, then the Cancellation/Refund Policy is in effect.

Cancellations:

- TEEX will provide a full refund if you cancel 15 or more calendar days before the start of the class.
- Cancellations received 14 calendar days or less before the start of the class will be charged a fee of 10% of the class tuition.
- If TEEX cancels a class, customers will be offered: 1) a transfer to a scheduled class of the same course; 2) a transfer to another class of a different course (customers will receive either a refund or pay the difference between the two class fees, if applicable); 3) a full refund.

No Shows: Registered participants who do not contact TEEX in advance to cancel their registration and do not attend their scheduled class will be charged the entire class fee.

PAYMENT INFORMATION

Advance registration is required. Payment must accompany registration. Make check, cashier's check or money order payable to Texas Engineering Extension Service.

Arrange payment by one of the following methods:

1. Check enclosed – (Please put course name and date on your check)
2. Purchase Order – (Copy of official company PO must be attached.) If you select method #2, you will receive an invoice from TEEX.
3. Credit Card
 MasterCard VISA American Express Discover

Name on card _____

Signature _____
CUT AND SHRED
ALL BELOW

_____ Expires _____

CCV# (7-digit number on the back of the card under the signature) _____

NOTE: With few exceptions, you have the right to request, receive, review and correct information about yourself collected using this form.
TEEX is EEO compliant. For more information, call 800- 723-3811. (Revised 1/10)