

**POTTERY WEST - REGISTRATION FORM**

We accept personal checks, money orders, traveler’s checks, Visa, MasterCard, and Discover Card. If paying by check (payable to “Pottery West”), **mail the check and completed registration form to:**

**Pottery West  
5026 N. Pioneer Way  
Las Vegas, NV 89149**

If paying by credit card, please print the registration form and fax the completed form to us. **Our fax number is 702-987-3357.**

We will send an email confirmation once payment has been received and processed. Please contact us if you do not receive confirmation after 7 days.

NAME:

DATE:

ADDRESS:

CITY

STATE

ZIP

PHONE:

EMAIL:

WORKSHOP

START DATE

ON SITE HOUSING

FEE

		Y OR N	
		Y OR N	
		Y OR N	

Check enclosed made payable to Pottery West

I hereby authorize use of my credit card:

Mastercard    Visa    DiscoverCard

Name on Card

Card Number

Exp. Date   3 Digit Code

TOTAL	
DEPOSIT 50% +	
TOTL ENCLOSED	
BALANCE DUE	

Card Holder Signature

List Food Allergies \_\_\_\_\_

I have read the ***IMPORTANT WORKSHOP INFORMATION*** sheet and understand the ***WORKSHOP CANCELLATIONS & REFUNDS POLICY***.

Signature

Date

\*\*Please notify us if you would like for us to give others attending a workshop your contact information for group car rental.

## **IMPORTANT WORKSHOP INFORMATION REGISTRATION**

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To guarantee a place in any of our workshops, early registration is recommended. Space is limited to 20 participants for our "Hands-on" workshops. A deposit of 50% is required to secure your registration. The remainder must be paid in full 30 days prior to the workshop date. You may request to be placed on a waiting list if a workshop is full. We will contact you as soon as possible if an opening comes available.

### **2 DAY WORKSHOP SCHEDULE (BREAKFAST & LUNCH ARE POT LUCK.)**

Arrive between 8am – 9am

9am: Workshop starts

12pm: Pot Luck Lunch

1pm: Workshop continues

4pm – 4:30pm: Workshop concludes for the day

### **WORKSHOPS LONGER THAN 2 DAYS (BREAKFAST & LUNCH ARE PROVIDED)**

Arrive between 8am – 9am

9am: Workshop starts

12pm: Lunch

1pm: Workshop continues

4pm – 4:30pm: Workshop concludes for the day

### **PAYMENT**

We accept personal checks, money orders, traveler's checks, Visa, MasterCard, and Discover Card. If paying by check (payable to "Pottery West"), **mail the check and completed registration form to:**

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**Our phone Number is 702-987-3023.**

### **WORKSHOP CANCELLATIONS & REFUNDS POLICY**

We reserve the right to cancel a workshop if the minimum enrollments are not met. If this should happen, you will be notified and at which time will be offered the option of enrolling in another workshop (based on availability) or a full refund.

To cancel your workshop registration and receive a refund, we must be notified at least 30 days before the start date of your workshop. If we are given the required 30 days' notice, we will refund your payments minus a cancellation fee of \$25.00. No refunds will be issued for cancellations made within 30 days of the start of the workshop.

\*\*We apologize in advance but Pottery West cannot be responsible for losses incurred on travel arrangements.

### **TRAVEL**

*Getting To Vegas by Air*

If traveling by air, you will arrive at Las Vegas' McCarran International Airport. Las Vegas' McCarran International Airport is ranked among the 12 busiest airports in the world based on the amount of passenger activity, serving over 40 air carriers. With over 1,100 flights arriving and departing daily, McCarran International Airport offers direct flights to more than 125 U.S. cities.

*Getting to Pottery West*

Pottery West is approximately 25 mi from the airport. Several car rental companies operate from the airport, while taxis are also readily available.

[Click here for ground transportation services.](http://www.visitlasvegas.com/vegas/stay/transportation/index.jsp)

(<http://www.visitlasvegas.com/vegas/stay/transportation/index.jsp>)

[Click here for directions to Pottery West.](http://maps.google.com/maps)

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**ACCOMODATIONS**

Guest accommodations will be available at Pottery West starting March 29, 2008.

This will include 3 meals each day at Pottery West. \*If you have food allergies please be sure to list them on your registration form. On site housing participants may arrive on-site for a workshop the day before a workshop starts, between the hours of 4 pm and 6 pm. A mandatory meeting will be held at 7pm that same evening at Pottery West (participants with on site housing only).

On-site housing participants "Daily Workshop Schedule":

6am – 9am: Breakfast is available in the main kitchen; Self-service

9am: Workshop starts

12pm: Lunch

1pm: Workshop continues

4pm – 4:30pm: Workshop concludes for the day

6:30pm: Dinner served at the Main House

**OFF-SITE ACCOMODATIONS**

If you wish to stay in one of the near by hotel / casinos, we have several listings within 10 miles of Pottery West.

Pottery West makes no claim to represent or promote any of the listed hotels and accepts no responsibility for the quality, content, nature or reliability of these hotels.

The Fiesta Rancho Casino and Hotel  
2400 N Rancho Dr  
Las Vegas NV 89130  
Phone Number (Local): (702) 631-7000  
Phone Number (Toll-free): (800) 731-7333

Budget Suites of America - Rancho  
2219 Rancho Dr, Las Vegas NV 89130  
Tel. (702) 638-1800 / (888) 637-0774

Courtyard Summerlin  
1901 N Rainbow Blvd, Las Vegas NV 89128  
Tel. (702) 646-4400 / (800) 321-2211

Santa Fe Station Hotel Casino  
4949 N Rancho Dr, Las Vegas NV 89130  
Tel. (702) 658-4900 / (866) 767-7770

Spring Mountains National Recreation Area  
4701 N Torrey Pines Dr, Las Vegas NV 89130  
Tel. (702) 515-5400 / (877) 444-6777  
7101 Cascade Valley Ct, Las Vegas NV 89128

**IMPORTANT WORKSHOP INFORMATION**

Tel. (702) 360-1200 / (800) 531-5900

Hampton Inn Las Vegas/Summerlin  
7100 Cascade Valley Ct, Las Vegas NV 89128  
Tel. (702) 360-5700 / (800) 426-7866

La Quinta Inn and Suites Northwest Tech Center  
7101 Cascade Valley Ct, Las Vegas NV 89128  
Tel. (702) 360-1200 / (800) 531-5900