



PRIVATE EVENT REGISTRATION FORM

STEP 1 – Company & Course Information

Private event requests are to be submitted 3 weeks prior to an event date.
A separate form is required for each event.

COMPANY INFORMATION <small>*Required</small>			INTERNAL USE	
*Business Name			Event Date	
*Address			Event ID	
*City			Travel Fee:	Yes No
*State		*Zip		
*Requestor Name	*I-CAR ID #	*Phone		
*Requestor E-mail				

OPTIONAL: Corporate Event Insurance Event

COURSE INFORMATION					
Select course to be taught.					
Course Name	Code	Selection	Course Name	Code	Selection
Adhesive Bonding	ADH01		Plastic and Composite Repair	PLA03	
Aluminum Exterior Panel Repair and Replacement	APR01		Color Theory, Mixing Toners, and Tinting	REF09	
Blueprinting Process and Damage Discovery	BLU01		Steel Unitized Structures Technologies and Repair	SPS07	
Corrosion Protection	CPS01		Replacement of Steel Unitized Structures	SPS10	
Understanding the Cycle Time Process	GE001L01		Sectioning of Steel Unitized Structures	SPS11	
Steering And Suspension Damage Analysis	DAM06		Structural Straightening Steel	SSS01	
Advanced Steering and Suspension Systems Damage Analysis	DAM15		Wheel Alignment and Diagnostic Angles	STE04	
Full-Frame Partial Replacement	FFR01		Vehicle Technology Trends and Diagnostics Overview	VT117L01	
2015 Ford F-150 Structural Repair Training Course (30G24T0)	FOR06		Squeeze-Type Resistance Spot Welding	WCS04	
Automotive Foams	FOM01		Hazardous Materials, Personal Safety, and Refinish Safety	WKR01	
Measuring	MEA01				



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STEP 3 – Submit Registration, Payment & Fees

PRIVATE EVENT FEE

PRIVATE EVENT FEES

In addition to the cost of student course registrations, a Private Event fee of \$500 will be assessed, regardless of the number of students registered or attending the event. Only one course may be taught per Private Event. Private Events are subject to a “long distance” charge of an additional \$500, depending on the distance the instructor is required to travel for the event. If no students show up on the day of the event, all Private Event fees will be forfeited.

PRIVATE EVENT RESCHEDULING AND CANCELLATION

If a Private Event is requested to be rescheduled, I-CAR must be notified at least four business days before the event. The previously paid \$500 Private Event fee will be applied to the reschedule event. There is no guarantee of instructor availability for the rescheduled Private Events. The optional \$500 long distance travel fee may be charged or refunded if there is a change in the assigned instructor for the rescheduled Private Event. If the shop is unable to reschedule, a refund of the \$500 Private Event fee and, if applicable, the \$500 long distance travel fee will be made.

Private Events cancelled with fewer than four business days notification before the event will result in forfeiture of the \$500 Private Event fee and, if applicable, the \$500 long distance travel fee.

I-CAR EVENT RESCHEDULE

If I-CAR has to reschedule the event, I-CAR will make every attempt to contact you as soon as possible once a reschedule has been deemed necessary.

STUDENT RESCHEDULING AND NO SHOW

I-CAR course cancellation and Refund Policy is applicable for student rescheduling and refunds.

By registering for and/or attending I-CAR training, you agree to the terms of our Privacy Policy. The Privacy Policy can be viewed in its entirety at www.i-car.com.

SUBMITTING YOUR REGISTRATION

Fax registration form with payment by credit card to: 888.590.5086

PAYMENT INFORMATION

Pay by Credit Card MasterCard VISA American Express Discover

Card Holder's Name (Please Print)

Card Holder's Phone Number

Credit Card Number

Security Code

Expiration Date

\$ _____
Amount

Card Holder's Signature

Payment will be processed upon receipt of the registration form. E-Codes and coupons cannot be applied towards the Private Event fee or long distance travel fee.