



REGISTRATION FORM

2020 COURSE SCHEDULE

COURSE TITLE

Introduction to Screen Printing

COURSE DATES: April 28 – 29, 2020 | ADDITIONAL DATES TBA

Course Description

Taught by Charlie Taublieb at M&R's state-of-the-art SM&RT Academy training facility, the Introduction to Screen Printing hands-on print training classes are a must for startups and employees new to screen printing. Introduction to Screen Printing is a two-day, hands-on workshop where attendees will learn the fundamentals of manual screen printing, from the art department to screen making, press setup, production and troubleshooting. The curriculum covers a wide range of topics, all focused on keeping your shop running efficiently.

Course Instructor

Charlie Taublieb

This course offering is limited to 20 attendees per session (limit of 4 attendees per business).

How to Register

Reservations must be made at least two weeks prior to the starting date of the class. Download the registration form, include method of payment, and email it to: donna.szostak@mrprint.com. You can also fax it to 630-858-4860, Attn: Donna.

Registration Fee: \$400

The registration fee includes program literature, break refreshments and lunch. If paying by check, mail it to: M&R Printing Equipment, ATTN: Donna, 440 Medinah Rd., Roselle, IL 60172. Make checks payable to: M&R Sales and Service.

Transportation

M&R can make transportation arrangements to and from O'Hare & Midway airports for you. There are also car rental services available to and from O'Hare & Midway airports. A list of car rental services can be provided at your request.

Class Hours

Class hours are 9:00 AM – 4:00 PM CST. Plan to arrive by 8:45 AM on each day.

Hotel Reservations

M&R has agreements with local hotels for provision of lodging as well as transportation to and from our Roselle manufacturing plant and offices. The credit card authorization form must be completed and returned to reserve your room along with a copy of the front and back of the credit card (requirement by the hotel).

Cancellation, Substitution & Transfer Policy

If you are unable to attend the class, you can substitute another person in your place, or transfer your registration to another date (one time transfer only). Please contact Donna Szostak at 630-446-7172 or donna.szostak@mrprint.com for scheduling and further information.

REGISTRATION INFORMATION

COMPANY NAME

REGISTRANT'S NAME

REGISTRANT'S NAME

PREFERRED DATES

CONTACT

PHONE

FAX

EMAIL

TYPE OF M&R EQUIPMENT OWNED



Introduction to Screen Printing

Course Agenda - Day 1

- Introduction
- Art design and separations
- Screen frame types and benefits, mesh theory selection and stretching
- Screen coating (capillary and direct emulsion discussion)
- Exposure light source types and calculation

Course Agenda - Day 2

- Ink preparation
- Press setup and registration
- Dryer settings and checking for proper ink curing
- General troubleshooting
- Equipment maintenance
- Screen and ink clean up and stencil removal

Frequently Asked Questions

- 1. What is the room rate for the Holiday Inn Hotel?**
M&R has partnered with the Holiday Inn Chicago West – Itasca to obtain a special corporate rate of \$99.00(+tax) per night for a room, which includes breakfast each morning for one person. M&R will make the arrangements—however, the attendee is responsible for payment.
- 2. What is the rate for the limousine service to/from the airport?**
O'Hare to the Holiday Inn is approximately \$50.00 each way. Midway to the Holiday Inn is approximately \$75.00 each way. Please note that payment is expected at the time of service. M&R will make the arrangements—however, the attendee is responsible for payment.
- 3. What about transportation to M&R each day?**
The Holiday Inn provides a courtesy shuttle to the M&R facility each morning, as well as back to the hotel every evening. This courtesy shuttle is available for other trips within a certain radius distance of the hotel. If you would prefer a rental car, a list of area services is available upon request. **Rental car arrangements must be made by the attendee.**

- 4. What is the charge for a SM&RT Academy Course?**
The registration fee is \$400.00 per person and is due at the time of registration.
- 5. How long does the class last?**
Typically, the class runs from 9:00 a.m. through 4:00 p.m., with a break for lunch at approximately 12:00 p.m. (Noon).
- 6. What about meals for the duration of my stay?**
The Holiday Inn Hotel provides a breakfast voucher for each day of your stay. M&R will provide lunch as a courtesy on days when class is in session. Dinner is not provided by M&R. The Holiday Inn does have a full service restaurant—however, dinner is not included in the price of the room.

Training Class & Accommodation Questionnaire

Thank you for your interest in attending this M&R SM&RT Academy course. The following is a series of questions to help us better prepare for your arrival, and to make sure that your needs are accommodated during your stay.

Please complete and return with your registration information (including any additional information as required below) via fax to: **(630) 858-4860, ATTN: Donna Szostak**

- 1. Would you like for us to make hotel arrangements for the duration of your stay?**
☐ No - Please initial here: _____
☐ Yes - You must complete and return the attached Credit Card Authorization

If Yes, please select your room preferences below:
☐ Only Non-Smoking Rooms
☐ 1 King Size Bed, or
☐ 2 Queen Size Beds
- 2. Would you like for us to make transportation arrangements from the airport to the hotel upon your arrival?**
☐ No - Please initial here: _____
☐ Yes - You must include a copy of your flight itinerary with your registration
- 3. Would you like for us to make transportation arrangements from the hotel to the airport at the time of your departure?**
☐ No - Please initial here: _____
☐ Yes - You must include a copy of your flight itinerary with your registration

Attendee's Name(s): _____

Company Name: _____

Phone: _____

- 4. Do you have special dietary requirements that we should be aware of?**
(i.e. vegetarian, list of meats not consumed, allergies, etc.)
☐ No - Please initial here: _____
☐ Yes - (please describe): _____

(Please note that we will do our best to accommodate any special dietary requirements. However, M&R assumes no liability for foods that may not meet these requirements.)

- 5. What method of payment will be used for the registration fee?**
(Please note that payment must be received in advance in order to secure your registration.)
☐ Credit Card (please complete the attached credit card authorization)
☐ Company Check
☐ Other (please specify): _____



CREDIT CARD AUTHORIZATION FORM

PRINTED NAME

SIGNATURE

COMPANY

TODAY'S DATE

TYPE OF CREDIT CARD

CREDIT CARD NUMBER

NAME ON CREDIT CARD

CREDIT CARD EXPIRATION DATE

CCV/CVV SECURITY NUMBER

CREDIT CARD BILLING ADDRESS (STREET ADDRESS, CITY, STATE AND ZIP CODE)

I authorize use of the above credit card for the following services:

(Check all that apply)

- ☐ **Registration Fee:** \$550.00 per person
- ☐ **Lodging** (Please attach a copy of the front and back of the credit card being used)
- ☐ **Transportation** to/from airport (approx. \$70-\$80 each way, depending on time and airport of origin)
- ☐ Please add **gratuity** of _____% to transportation fee for driver

Signature: _____

(The hotel requires a copy of the front and back of the credit card to reserve the room.)

Please complete and return via fax to: (630) 858-4860

ATTN: Donna Szostak

Phone: (630) 858-6101

Toll-Free: (800) 736-6431

Fax: (630) 858-4860

Website: www.mrprint.com

Email: service@mrprint.com

Address: 440 Medinah Rd., Roselle, Illinois 60172-2329 USA



CONFIDENTIALITY/NON-DISCLOSURE AGREEMENT AND RELEASE FORM

WHEREAS, the undersigned is employed either as a Sales Representative/Service Technician by M&R Sales and Service, Inc., or is employed by an authorized distributor/dealer of M&R Screen Printing Equipment or is an M&R customer. The undersigned herewith acknowledges that he/she is aware that during his/her employment either with M&R, a distributor/dealer or an M&R customer he/she will acquire or come in contact with confidential information and trade secrets belonging to M&R Sales & Service, Inc. This shall mean any technical or non-technical information, dated reports, plans, interpretations, records, knowledge or know-how in the possession of the Corporation which is the subject of efforts by the Corporation which are reasonable under the circumstances that maintain the security or confidentiality of said information and which is sufficiently secret to derive economic value, actual or potential, from not being generally known due to the persons who can obtain economic value from its disclosure or use, including without limitations, marketing plans and techniques, cost data, vendor identities, credit histories, product bulletins, price lists, methodology, customer identities and requirements and internal financial data.

THEREFORE, the undersigned employee agrees that during his/her employment by the Corporation and/or distributor/dealer and/or an M&R customer, and thereafter, regardless of the reason for the termination of employment due to the reasonable extent permitted by law:

- A) The employee will not disclose such confidential information or trade secrets to any company or person without prior written consent from M&R;
- B) Employee will not make any use whatsoever of such confidential information, trade secrets and except to the extent required in order to carry out his duties as an employee of M&R or M&R distributor/dealer or an M&R customer.
- C) At the request of the Corporation, employee will immediately return to the Corporation all confidential information and trade secrets and employee will not make use whatsoever of the same or of any confidential information or trade secrets which the employee may remember.
- D) The parties hereto agree that the protections stated in the prior paragraphs of this agreement shall expire when the information ceases to be a trade secret or confidential information under the law because the information has become available to the general public through lawful means.
- E) In consideration of the training received, in the operation and maintenance of M&R / Precision Equipment, I herewith release the Corporation from all claims, liabilities and obligations and specifically from any claim which may arise due to personal injury which I may experience in the operation of the equipment during my training sessions.

Initials: _____

SIGNED this _____ day of _____ in the year of _____

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

SIGNATURE _____



WAIVER OF RIGHTS

I, _____, in consideration for M&R Sales and Service, Inc. providing technical training to me on the operation and servicing of their equipment, which training is provided to me, here with waive and relinquish my right to pursue legal action against M&R Sales and Service, Inc., (including but not limited to M&R Holdings, Inc. and their employees, officers, directors, successors and agents), should I for any reason be injured while operating M&R equipment. This waiver has been signed to induce M&R to provide the technical training to me.

Furthermore, for my own safety and to preserve the confidentiality of M&R's proprietary rights, I will not leave the training group and go to any other area of M&R's facility without the express consent of M&R.

SIGNED this _____ day of _____ in the year of _____

NAME _____

TITLE _____

COMPANY _____

ADDRESS _____

SIGNATURE _____