91ST PACIFIC NORTHWEST DISTRICT CONVENTION AUGUST 14 - 17, 2008 KENNEWICK, WASHINGTON

CONVENTION REGISTRATION POLICIES & INFORMATION

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

Use one (1) registration form per Kiwanian. If your spouse is also a Kiwanian, **each of you must complete your own registration form. Guests shown must be non-Kiwanians.** Proper registration will enable the Host Committee to include any convention ribbons you are entitled to. Photocopies of the form are acceptable. Additional copies of the registration form may be downloaded from the district website at **www.pnwkiwanis.org.**

Full Registration payment must accompany this form. No meal tickets will be sold without payment of registration fees. We must give our meal guarantees to the caterer at least 72 hours prior to the event. Space at some events may be limited and meal tickets are sold on a first-come, first-served basis. There's no guarantee meals will be available and sold on-site.

If you FAX or EMAIL your registration, please DO NOT send another copy through the mail, as this may cause duplicate credit card charges. All faxed or emailed registrations MUST be paid by credit card and are processed in U.S. DOLLARS. The District accepts both Visa and MasterCard payments.

Payment by check is acceptable only for registrations received via the Postal Service or hand delivered. Canadian members may pay by Canadian Dollar check, using the current Kiwanis International Exchange Rate of $1.00 Canadian Dollar to $1.00 U.S. Dollar.

DO NOT SUBMIT THIS FORM IF IT WILL ARRIVE AFTER 5:00PM ON MONDAY, AUGUST 4TH. AFTER THIS DATE, YOU MUST REGISTER ON-SITE AT THE CONVENTION.

Your registration will be processed during the week it is received and a confirmation will be mailed back to you.

KIWANIAN REGISTRATION – **The Kiwanian's registration fee includes ALL meal functions on Saturday –** the Awards Breakfast, Kiwanis Family Luncheon and Governor's Banquet. **Please do not order meals on Saturday unless they are for your registered Guest.** Thursday, Friday and Sunday meal functions may be purchased separately.

GUEST REGISTRATION – There is no registration fee for guests, but guest registrations are **ONLY** accepted in conjunction with a full Kiwanian registration. All guest meals will be purchased separately on the registration form.

SERVICE LEADERSHIP PROGRAM MEMBERS REGISTRATION – Registration for members of Aktion, K-Kids, Builders Club, Key Club, and Circle K clubs should also be made on this form. The SLP registration fee includes the Saturday Kiwanis Family Luncheon only. All other meals may be purchased separately if desired.

PLEASE UNDERSTAND THE CANCELLATION, LATE REGISTRATION & REFUND POLICIES BELOW:

Convention registrations must be postmarked by Friday, July 18th or sent by FAX or EMAIL before 5:00pm on Monday, July 21, 2008. After these deadlines, all registrations are subject to a late registration fee of $25.00 USD.

Cancellations – All cancellation requests MUST be in writing and sent via the Postal Service, FAX, or EMAIL. **Phone cancellations WILL NOT be accepted.** Cancellation requests received by 5:00pm on Monday, July 21, 2008 will receive a full refund. Cancellations received after that date will incur a $25.00 USD processing fee. **No refunds will be made for cancellations received after 5:00pm on Thursday, August 7, 2008.**

Please acknowledge receipt and understanding of these policies by placing your initials in the proper box at the bottom of the Registration Form.