

**93RD PACIFIC NORTHWEST
DISTRICT CONVENTION
AUGUST 26-29, 2009
SPOKANE, 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 may not be members of Kiwanis.** 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 are to be paid by credit card and are processed in U.S. DOLLARS. The District accepts both Visa and MasterCard payments. Faxed or emailed registrations may not be paid by check or money order.

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 \$1.07 Canadian Dollars to \$1.00 U.S. Dollar.

**DO NOT SUBMIT THIS FORM IF IT WILL ARRIVE AFTER 5:00PM ON MONDAY, AUGUST 16TH.
AFTER THIS DATE, YOU MAY ONLY REGISTER ON-SITE AT THE CONVENTION.**

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

KIWANIAN REGISTRATION – The Kiwanian's registration fee includes the Saturday Awards Breakfast, Kiwanis Family Luncheon, and Governor's Banquet. **All other meals have to be purchased separately.**

GUEST REGISTRATION – There is a nominal registration fee for guests to cover the expenses of registration and hospitality. 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 are to be postmarked by Friday, August 13th or sent by FAX or EMAIL before 5:00pm on Monday, August 16, 2010. After these deadlines, all registrations are subject to a late registration fee of \$25.00 USD.

Cancellations – Cancellation requests are only accepted if in writing and sent via the Postal Service, FAX, or EMAIL. **Phone cancellations WILL NOT be accepted.** Cancellation requests received by 5:00PM on Friday, August 13, 2010 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 19, 2010.**

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