



## CONVENTION REGISTRATION POLICIES

✦ **ALL ATTENDEES MUST BE PROPERLY REGISTERED FOR THE CONVENTION.**

✦ **ALL KIWANIAN MUST REGISTER AS “MEMBERS.”** Spouses and guests who are not members of a Kiwanis club may register as “Non-Members.”

✦ **Each Kiwanian should use a separate Registration Form.** “Non-Members” should be registered on the same form as the “Member” they are coming with. Additional copies may be made from an original or additional forms may be requested from the District Office.

✦ **Spouses & Guests (Non-Members) have options for Saturday programs and lunch: (1) to participate in a tour and luncheon at Nottoway Plantation in White Castle, La., or (2) to remain at the hotel and attend the Kiwanis Fellowship Luncheon.** Please mark the Registration Form for preferred luncheon option. Nottoway is requiring to be notified 2 weeks in advance for the preferred luncheon choices. Please designate the preferred lunch option.

✦ **All Convention Registrations postmarked, faxed, or hand-delivered after July 10th are subject to the increased registration rates as shown. On-site (walk-in) rates will be even higher. Register early to save money.**

✦ **All Convention Registration Forms & Fees must be received in the District Office NO LATER THAN FRIDAY, JULY 28th.** If registration is not sent by this date, you must hand carry your form to the Convention and register at the on-site registration desk. **DO NOT FAX/MAIL/DELIVER your registration after July 28th.**

✦ **No tickets can be sold separately without payment of the Basic Registration Fees.** Meal tickets are on a first-come, first-served basis.

✦ **No registration can be accepted unless the form is accompanied by payment.** Payment may be made by check or by charge card – Visa, MasterCard, and American Express.

✦ **Make checks payable and mail this completed form to:  
La.-Miss.-W.Tenn. District of Kiwanis  
5253-B Dijon Drive  
Baton Rouge, LA 70808-4393**

## HOTEL RESERVATION DEADLINE

✦ **The deadline to make room reservations at the CROWNE PLAZA HOTEL in Baton Rouge is JULY 10th. Other events at the hotel may limit room availability. Please make reservations EARLY!**

## CONVENTION CANCELLATION POLICIES

✦ **CANCELLATION REQUESTS MUST BE MADE IN WRITING** - phone or verbal requests can not be honored.

✦ **There will be a \$20.00 processing fee for any cancellation request postmarked or faxed until JULY 30, 2018.**

✦ **NO REFUNDS WILL BE ISSUED IF REQUEST IS POSTMARKED OR FAXED AFTER JULY 30, 2018.**