

Convention & Housing Policies

PLEASE READ THE FOLLOWING INFORMATION CAREFULLY:

Every member of a Kiwanis Club who attends the District Convention must be registered. If your spouse/partner is also a Kiwanian, each of you must complete your own registration. Online registration is preferred. If you choose to register using a registration form (for mailing or faxing), please use one (1) registration form per Kiwanian. Individuals registering as Guests may not be members of a Kiwanis Club. Photocopies of the registration form are acceptable. Additional copies of the registration form may be downloaded from the district website at www.kiwanispnw.org.

Full Registration payment must be made online or accompany the registration form when it is submitted to the District office. Registrations and extra meals will not be processed or ordered without payment. We are required to give our meal guarantees to the caterer at least 72 hours prior to the event. Because of this, space at some events may be limited and extra meal tickets at convention are sold on a first-come, first-served basis. We cannot guarantee extra 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./CA DOLLARS as needed. The District accepts both Visa and MasterCard payments for registrations submitted through the office. Registrations made using our online registration program may be paid by VISA, MasterCard, American Express, or Discover.

Registrations made online may be paid by check only if mailed within 24 hours of online registration. Please include a copy of your online registration confirmation.

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 an At Par Rate of \$1.00 Canadian Dollar to \$1.00 U.S. Dollar.

DO NOT SUBMIT A PRINTED REGISTRATION FORM IF IT WILL ARRIVE AFTER 5:00PM ON MONDAY, JULY 31ST. AFTER THIS DATE, YOU MAY ONLY REGISTER ONLINE AT WWW.KIWANISPNW.ORG

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

FULL REGISTRATION – The Full registration fee includes ALL meal functions on Saturday – the Awards Breakfast, Inspirational Luncheon, AND Governor's Banquet. It also includes Sunday Breakfast. Please do not order meals on Saturday and Sunday unless they are for your registered Guest. Thursday and Friday meal functions are not included in the full registration and may be purchased separately.

GUEST REGISTRATION – There is a small registration fee for guests. Guest registrations are ONLY accepted in conjunction with a full Kiwanian registration. All guest meals are purchased separately on the registration form or in the online registration program.

SERVICE LEADERSHIP PROGRAM MEMBERS REGISTRATION WITH NO MEALS – Registration for members of Aktion, K-Kids, Builders Club, Key Club, and Circle K clubs that don't want the meals can also be made on this form. Meals may be purchased separately, if desired.

PLEASE UNDERSTAND THE CANCELLATION, LATE REGISTRATION & REFUND POLICIES BELOW:
ALL Convention registrations are to be received before 5:00pm on Monday, July 31, 2016. After these deadlines, all registrations will not be at the discounted rate.

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 Monday, July 31, 2017 will receive a full refund. Cancellations received after that date will incur a \$35 USD processing fee. No refunds can or will be made for cancellations received after 5:00PM on Monday, August 14, 2017.

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