



# Registration & Event Purchase Form ~ District A4 Convention

April 16 - 18, 2010

Hampton Inn and Convention Centre

100 Coventry Road, Ottawa, ON K1K 4S3 (Tel. 613.741.2300)



**All persons attending the convention (including guests and spouses) must be registered to participate in any event – Sessions, Awards Luncheon & Governor's Banquet. Complete names exactly as you would like them to appear on your name tag.**

## Person A

Name: \_\_\_\_\_ Lion  Lioness  Lionette  Spouse/Partner  Leo

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ Club: \_\_\_\_\_

Email: \_\_\_\_\_ Is this your first Lions Convention? Yes  No

Current Office: \_\_\_\_\_ Highest Office Held \_\_\_\_\_ Past  Present

## Person B

Name: \_\_\_\_\_ Lion  Lioness  Lionette  Spouse/Partner  Leo

Address: \_\_\_\_\_

Telephone: \_\_\_\_ - \_\_\_\_ Club: \_\_\_\_\_

Email: \_\_\_\_\_ Is this your first Lions Convention? Yes  No

Current Office: \_\_\_\_\_ Highest Office Held \_\_\_\_\_ Past  Present

Registration Details			Total	✓
<b>Registration</b>	Person A	Lion \$20 Lioness/Lionette/Spouse/partner \$10 Leo N/C <i>Convention Pin not included in registration fee</i>		
	Person B	Lion \$20 Lioness/Lionette/Spouse/partner \$10 Leo N/C <i>Convention Pin not included in registration fee</i>		
<b>Events</b>	Awards Luncheon Ticket	\$20 per person	#	
	Governor's Banquet Ticket	\$45 per person	#	
Make cheques payable to <b>District A4 Convention 2010</b>			\$	

Mail forms & cheques to:  
Lion Ed Firlotte,  
133 Pine Ave., RR 3  
Smiths Falls, ON K7A 4S4  
  
[efirlotte@cogeco.ca](mailto:efirlotte@cogeco.ca)  
613.283.1170

- ✓ Tickets to events must be prepaid when reserved (include payment with registration)
- ✓ Deadline to order event tickets is **April 8, 2010**
- ✓ Awards Luncheon and Governor's Banquet tickets will not be available at the convention unless cancellations occur.
- ✓ Please do cancellations in writing – mail or email. See Convention Registration Summary.
- ✓ No refunds for events after April 8 – substitutions will be accepted.
- ✓ Please advise committee of special diet requirements when registration forms are submitted.
- ✓ Convention pins will be sold at the convention – not included in registration.
- ✓ **NOTE:** A special partners program is being planned.

Committee Use: \_\_\_\_\_

Reg'n No. \_\_\_\_\_ Payment received: \_\_\_\_\_ Sent for badge: \_\_\_\_\_

*"Alone we can do so little; together we can do so much." Helen Keller*

## Convention Registration Summary

The annual District A-4 Convention provides an opportunity for Lions, and all members of the Lions' family to meet for fellowship and fun; a time to greet old friends and meet new friends and get enthused about what we do as Lions.

### Registration

- All persons, including spouses and guests, must be registered & show name badge to attend any session or event (including meals). Registration is not required for children/youths but purchase of ticket is required if attending meals.
- Early registration is important and helpful to your convention committee - the District must give firm commitments to the hotel in advance for meeting rooms and meals.
- Please submit the total amount of money due for registration & meals when sending registration form(s).
- New Lions attending the world wide induction ceremony only are not required to pay registration.
- Please advise the committee of any special diet or accessibility requirements at time of registration.
- The Registration Desk will be closed during any Lions events/sessions including Awards Luncheon and Governor's Banquet. Please ensure you have picked up badges/tickets while registration desk is open.
- Registration and meal/event details will be available at registration – they will not be mailed to you in advance.
- Convention pins will be sold separately at the convention & will not be included in the registration package.
- Hours of registration will be posted at the hotel.
- Convention pins will be available separately at the convention.

### Voting

- To vote you must be registered for the convention, present signed membership card & signed credentials form.
- A Club must be in good standing with no monies owing for delegates to be eligible to vote.
- Voting to take place on Saturday and Sunday morning

### Hotel

- The headquarters hotel is the **Hampton Inn and Conference Centre**, located at 100 Coventry Road, Ottawa K1K 4S3  
Telephone: 613.741.2300 800.426.7866
- All beverages **must** remain in the various hospitality suites or private rooms. **NO ALCOHOL OUTSIDE OF ROOMS.**
- The Hampton Inn is **entirely non-smoking**. **NOTE: A fee of \$1,000 may be charged to your account for special cleaning if smoking has occurred in rooms during your stay.**
- **Any damages to rooms may be charged to your credit card.**
- Please consider noise levels and the comfort of others staying in the hotel who are not part of the Lions convention and festivities.
- Each person is responsible for ensuring they have confirmed their own accommodations in advance with the hotel.
- Credit cards will be requested for check in at hotel; rooms cannot be guaranteed available before the check in time of 3:00 p.m.

### Meals

- Saturday Awards Luncheon
  - Cost of luncheon is \$20
- Saturday Governor's Banquet
  - Cost of banquet is \$45
- Reserve your function tickets early to avoid any disappointment. Prices quoted include "all" applicable taxes and gratuities. Deadline to purchase luncheon and banquet tickets is **April 8, 2010**
- **Please note that meal tickets will NOT be sold at the convention & will only be available if there are cancellations.**

### Cancellations

- Cancellations must be in writing by mail or e-mail to  
**Lion Ed Firlotte , 133 Pine Ave., RR # 3, Smiths Falls, ON K7A 4S4** or [efirlotte@cogeco.ca](mailto:efirlotte@cogeco.ca).
- No refunds for registration and meal events after April 8<sup>th</sup>, 2010 (Once we have committed to the hotel for the number of meals we require, we will be charged accordingly – even for 'no shows'.)
- Substitutions/transfers of member/guest names for registration and meals will be accepted.