



Missouri Basketweavers Convention Registration Form

August 3 - 6, 2017 — Hilton Garden Inn, Independence, MO

Please type or print clearly. Before completing form, please read Registration Information at www.basketweavers.org/convention.html. Failure to follow instructions may delay your registration.

Name to appear on name tag: _____

Address: _____

City, State, Zip: _____

Email: _____

Primary telephone: _____

Secondary telephone: _____

I am attending as (check all applicable):

- Student
 Teacher
 Vendor
 Committee Chair
 MBG board
 Volunteer
 Other (specify) _____

Please send class confirmation to email listed above.

Check appropriate boxes:

- First time attending MBG Convention**
 2017 New Member Referred by _____
 I will **volunteer** to help at the Convention
 I will participate in the **Basket Swap**
 I will bring _____ (number) **Exhibit Basket(s)**
 I want a **Market Place**
 I will **donate item(s)** for Silent Auction and/or Welcome Bags
 I need **Shipping Services** on Sunday
 I need a Hotel **Roommate**

Day	Class Number (example: TH-2-4)	Overall Preference (1-20)
Thursday	1.	
	2.	
	3.	
	4.	
	5.	
Friday	1.	
	2.	
	3.	
	4.	
	5.	
Saturday	1.	
	2.	
	3.	
	4.	
	5.	
Sunday	1.	
	2.	
	3.	
	4.	
	5.	

List class choices by (1) day preference and (2) assign an overall preference number. If you do not specify an overall preference, classes will be assigned in sequential order from first to last class listed. For first day registration submissions, class assignments are made by processing all overall preference 1st choices, and then everyone's 2nd choice and so forth until everyone's schedule is filled. Be sure to include alternate choices for each time slot in the event the class is filled when your choice is processed. You may use all the allocated spaces for class selections. **Making only a few selections does not insure that you will be assigned a class.** You will not be assigned to classes that overlap. List only classes that you are willing to take. You may **not** cancel classes once assigned.

You must be an MBG member for membership year January 1, 2017 to December 31, 2017 to attend the Convention. If you are not a member or wish to renew for next year, include membership or renewal form and dues with your registration.

Registration forms postmarked before or on **May 15, 2017** are treated as first day registration. Postmarks after May 15 are accepted according to postmark date and classes are subject to space availability. Please mail your registration as soon as possible. **Final registration cutoff is June 20, 2017.** The \$25.00 registration fee does not include class fees, which are due upon your class assignment notification.

You must enclose the following: (a) **Registration Form with signed waiver**, and (b) **one check for total made out to MBG Convention**. Do not send any class fees at this time. Also, include as applicable (c) **business size self-addressed stamped envelope**, (d) **Logo Order Form**, (e) **Membership Form**

Cancellations must be submitted in writing to Susan Brandon by mail or e-mail to registration-mbg@basketweavers.org no later than June 30, 2017. **NO refunds will be made after July 1, 2017.** A \$35 processing fee will be charged for checks returned for insufficient funds.

Registration Fee.....	\$25.00	\$ _____
Friday: Soup, Salad, and Potato Bar		
Registered Attendee MBG Members only.....Qty _____		FREE
Non-Registered Attendee MBG Member.....Qty _____	@ \$20.00	\$ _____
Saturday Boxed Lunch		
Ham and Cheese Qty _____	Chicken Salad Qty _____	@ \$18.00 \$ _____
Logo Item Order – (include form).....		\$ _____
Membership year(s) Jan. 1, 20__ – Dec. 31, 20__	@ \$20.00	\$ _____
Specify membership year(s) above and include membership form		
Total Amount Due		\$ _____

Please indicate number of classes you are willing to take. If you do not specify, the maximum number will be assigned based on your class choices.

- Maximum Class Assignment** – or –
 Specific Number of Classes _____

Mail registration to:
 MBG Convention
 c/o Susan Brandon
 5032 Country Club Dr.
 High Ridge, MO 63049

MBG USE ONLY

Postmark Date: _____
 Received Date: _____
 Check Amount: _____
 Check Number: _____

Waiver, Release, Covenant Not to Sue

By my dated signature below I acknowledge that all activities of Missouri Basketweavers Guild, Inc. (herein and hereafter designated MBG) are undertaken by volunteers using their own time and their own funds for their efforts and I hereby waive, release, and cancel any and all claims I may have against MBG, its officers, directors, trustees and committee members, agents and representatives arising out of the functions and activity of MBG and actions of persons fulfilling the offices named above, and do further covenant and agree not to sue or bring claim of any nature whatsoever against MBG and any and all persons acting on behalf of MBG relating to any MBG function and activities. I further acknowledge that participating in any basket weaving activity may have the potential for harm or personal injury and it is an activity in which I have freely chosen to engage.

I also give my permission for any photographs taken at any MBG function to be posted on the guild's website (<http://basketweavers.org>), Facebook page (<https://www.facebook.com/MissouriBasketweaversGuild>) and/or other social media owned and maintained by MBG.

Signature of attendee: _____ Date _____

Registration Checklist

- Carefully read all instructions in preparing Convention registration form. Failure to follow the instructions may result in your application being delayed or returned.
- Considered weaving skill level in basket class descriptions and weaving level experience when selecting classes.
- Select only the classes you are willing to take as you may not cancel an individual class once it is assigned.
- Make your hotel reservations.
- First time attendees check "First Time attending MBG Convention" box on registration form to receive special recognition.
- First time MBG members taking advantage of the free one year membership:
 - Include a completed membership form with your convention registration form (if not already submitted.)
 - Include the name of the person who referred you for the free membership on the registration form under the check for First Time Attendee.
- Include with your registration:
 - Completed registration form
 - Signed waiver
 - Membership form (if applicable)
 - Your completed Convention Souvenir Logo Order Form
 - One check payable to "MBG Convention" for the total fees listed on your registration form
 - A self-addressed, stamped business size envelope if you want your class confirmation letter mailed to you. Otherwise, your class information will be sent via email.
- Do not send class fees until notified.