



Missouri Basketweavers Convention Registration Form

August 1 - 4, 2019 – Hilton Garden Inn, Independence, MO

Please type or print clearly. Before completing form, please see 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: _____

Home Phone: _____

Cell Phone: _____

I am attending as (check all applicable):

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

Check appropriate boxes:

- First time attending MBG Convention**
 2019 New Member Referred by _____
 I will **volunteer** to help at the Convention
 I will bring _____ (number) **Exhibit Basket(s)**
Limit 5 per exhibitor.
 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, 2019 to December 31, 2019 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, 2019** 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, 2019.** The \$20.00 registration fee does not include class fees, which are due upon your class assignment notification.

You must enclose the following: (a) **Registration Form**, (b) **signed waiver** and (c) a **check for total amount payable to MBG Convention**. Include as applicable (d) **Logo Order Form**, (e) **Membership Form**. You will receive class assignment via email unless a (f) **self-addressed stamped envelope** is received. Do not send any class fees at this time.

Cancellations must be submitted in writing to Jena Baumgarten by mail or e-mail to registration-mbg@basketweavers.org no later than June 20, 2019. **NO refunds will be made after July 1, 2019.** A \$35 processing fee will be charged for checks returned for insufficient funds.

Registration Fee.....	\$20.00	\$ _____
Friday: Soup, Salad and Potato Bar:		
Registered Attendee Reservation.....	Yes ___ No ___	FREE
Non-Registered Attendee.....	Qty _____ @ \$22.00	\$ _____
Saturday Sandwich Box Lunch:		
Ham & Swiss on Kaiser Roll.....	Qty _____ @ \$13.00	\$ _____
Chicken Salad Croissant.....	Qty _____ @ \$13.00	\$ _____
Souvenir Order – (include form with registration).....		\$ _____
Membership year(s).....	Jan. 1, 20__ – Dec. 31, 20__ @ \$20.00	\$ _____
<i>Indicate membership year(s) above and include membership form</i>		
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 Jena Baumgarten
 201 Northlind Dr.
 Defiance, MO 63341

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.
- Consider 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 before July 7, 2019. Be sure to indicate MBG for the special Convention room rate.
- First time attendees check "First Time attending MBG Convention" box on registration form to receive special recognition and for a chance to win a First Time attendee award.
- First time MBG members taking advantage of the free 2019 year membership promotion offer should enter the convention attending member's name that referred you for the free membership in the space provided on the registration form.
- Include with your registration:
 - Completed registration form
 - Signed waiver
 - Membership form when new or renewal dues are being paid with registration
 - Completed Convention Souvenir 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 assignment information will be sent via email.
- Do not send class fees until notified.