

## 2008 REGISTRATION INFORMATION

### CHECK LIST

- ✓ **Carefully read all** instructions for preparing the registration form. Failure to follow the instructions may result in your application being delayed or returned.
- ✓ **Include** a self-addressed, stamped envelope with your completed registration form and include a check payable to “MBG Convention” for the total fees on your registration form.
- ✓ Do not send class materials fees or extra hours payment until notified.
- ✓ Please note the skill level with each basket class description and consider your weaving level experience when selecting classes.
- ✓ Sign up for only the classes you are willing to take as you may not cancel an individual class once it is assigned.
- ✓ Make your hotel reservations as soon as possible. Be sure to identify yourself as an MBG convention attendee for the special convention rates.
- ✓ Don't forget to fill out and mail your Logo Order Form so you don't miss out on the convention mementos.
- ✓ First time attendees must check “First Time at a MBG convention” box on registration form to receive a name tag badge holder and special gift and to be eligible for first timer Roger Curry Scholarship.

### REGISTRATION & DEADLINES

You must be a Missouri Basketweavers Guild (MBG) member to register. Annual convention is for adults (18 years and older). Registration forms postmarked through **May 20, 2008**, will be treated as first day registrations. Those postmarked after **May 20, 2008**, will be accepted and processed according to post mark date. You may not cancel an individual class once assigned, so be sure to list only classes that you are willing to take.

Registration fee for the convention is \$75, which includes 14 class hours and all convention functions. The registration fee does not include class material fees. Those fees will be due upon notification of class assignments. Extra class hours will be \$2.50 per class hour. There is no extra hours charge for bonus hour classes numbered 1-14 on Thursday and Friday evenings.

The convention registration form can be found on page 25 and on the MBG website at [www.mbg.unionpoint.net](http://www.mbg.unionpoint.net) under “annual convention.” Please type or clearly print your information on the registration form.

### Class Preferences

Fill in all the registration form information including convention class numbers. Please note that there are two sets of class preference boxes on the registration form, one for regular classes and one for bonus hour classes. List your class selections in the order you really want them. 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. Please do not list any classes you are not willing to take. Do not worry about class times overlapping; you will not be assigned to classes that overlap.

### Submitting Registration

Return your completed registration form, a check payable to MBG Convention for the total due, and a self-addressed business sized stamped envelope. Mail to: MBG, c/o Jena Baumgarten, 260 Old Highway 100, Villa Ridge, MO 63089. Remember, first day registration cut-off is **May 20, 2008**.

### Registration Conditions

Cancellations must be in writing to Jena Baumgarten no later than June 8, 2008. There will be a \$25 processing fee subtracted from all refunds. There will be NO refunds after June 8, 2008. Also, you may not cancel an individual class once assigned. A processing fee of \$35 will be charged for insufficient fund checks.