



40<sup>th</sup> International Convention  
 May 25-30, 2011  
*Las Vegas, Nevada*

## ☑ Instruction Checklist

To ensure that your documents are in order, and to avoid any delay in processing, please review this checklist prior to filling out and mailing your hotel reservation & pre-registration forms.

	1. All information must be printed in ink or typed.
	2. Please make sure spelling of the delegate's name is correct, as this information is used to prepare delegate badges and update database. (Please check with delegate)
	3. Please make sure you include your <b>Membership ID Number</b> on your convention registration form.
	4. <b>DO NOT</b> use local or council address. The address provided is to avoid duplication in the database and to mail updated information.
	5. All delegates and guests <b>MUST</b> register. Make a copy and fill-out a <u>separate registration</u> form with complete information for <i>each person</i> .
	6. <b>Housing Registration</b> ...for your convenience make reservations on-line or by phone see housing form.
	7. Convention Registration <b>Deadline is April 22</b> . No registration will be <b>Accepted</b> after deadline. Please include a late <b>fee of \$50 and register on-site</b> .
	8. All fees for <b>CBTU convention registration</b> , women's luncheon, dinner cruise, and membership dues must be <b>paid by union-check, traveler's-check, money-order or cashier's check payable to CBTU</b> .
	9. Please <b>DO NOT</b> fax convention registration or hotel reservation forms to CBTU. You are <b>NOT</b> registered if we <b>DO NOT</b> receive payment.
	10. Hotel cancellation penalties apply. See hotel reservation form.