General Information
Group Organizers are responsible for distributing all LCI material and informing Lions of LCI procedures and deadlines.

- All approved cancelations will be assessed a $10.00 processing fee for each registration cancel and $15.00 for each hotel cancel regardless of cancellation date as stated in Board Policy.
- Any refunds will be made to the Group Organizer to be distributed, not to the individual Lion.
- A unique email address is required for every person registered.
- Membership Number is required for club delegates who will certify and vote in the election.

Convention Registration
Group organizers will use the Group Registration website. Once LCI receives the Group Organizer Request, allow 5 business days, the instructions for the group registration website will be sent to the group organizer.

<table>
<thead>
<tr>
<th>Registration Fees</th>
<th>Adult</th>
<th>Omega Leos (18 and older)</th>
<th>Alpha Leo/Child (17 years and under)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Early: (Before January 13, 2023)</td>
<td>US $175.00</td>
<td>US $100.00</td>
<td>US $20.00</td>
</tr>
<tr>
<td>Regular: (January 14 – June 30, 2023)</td>
<td>US $250.00</td>
<td>US $100.00</td>
<td>US $20.00</td>
</tr>
<tr>
<td>Late: (July 1, 2023- Onsite)</td>
<td>US $325.00</td>
<td>US $100.00</td>
<td>US $20.00</td>
</tr>
</tbody>
</table>

- Registrants will receive an official name badge that must be worn to gain admittance to the convention exhibit hall, official events, and to ride the shuttle buses.
- Group organizers will use the Group Website for Registration and Housing. Note: Name badges will not be reprinted due to the group organizers failure to follow this procedure.
- Group Organizers will have the option to schedule a Group Pick Up Appointment.
- If a Group Pick Up Appointment is not made, groups may pick up their LCI official name badges and convention materials individually.

Convention Optional Ticketed Events:
Ticket purchase is required to attend. Tickets are subject to availability.

<table>
<thead>
<tr>
<th>Event</th>
<th>Event Date and Time</th>
<th>Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Melvin Jones Fellow Luncheon</td>
<td>Sunday, July 9, 2023 12:30 – 14:30</td>
<td>US $75.00</td>
</tr>
<tr>
<td>(Business Attire is required)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PIP/PID/DG/PGD Banquet</td>
<td>Monday, July 10, 2023 20:00 – 22:00</td>
<td>US $125.00</td>
</tr>
<tr>
<td>(Black Tie Event)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Registration Cancellation Deadline
- **Monday, May 1, 2023:** Cancellation deadline for LCI convention registration and event tickets. **NO EXCEPTIONS WILL BE MADE.**

- A processing fee of US $10.00 will be withheld from each approved refund for convention registration.

Convention Housing
Hotel rooms for groups of 10 rooms or more are blocked on a first-come, first-served basis, and are in accordance with Delegation Hotel Assignments approved by the Convention Committee. LCI reserves the right to limit the number of rooms assigned to a group based on prior performance/pick up of rooms overall.

Cancellation of rooms any time after the payment has been made will be subject to the standard cancellation processing fee of $15.00 per hotel reservation.

- At least one paid adult registration is required with each room reservation.
- All reservations must be made through LCI. Please do not contact the hotel directly for reservations.
- A deposit of **US $200.00** is required to reserve a room with LCI. Each deposit will be credited to the Lion’s hotel bill at time of checkout.
- There is a 2 night minimum stay required to make hotel reservations through LCI.
- “No Shows” will result in the loss of the Lion’s room and deposit. The deposit cannot be applied to another guest room.
- Room rates are non-commissionable.
- Complimentary rooms will not be extended.
- Refunds and/or deposit cannot be transferred to future conventions.

Hotel Bill
- Lions are responsible for payment of their room, tax, and incidental charges less the room deposit.
- If the group organizer is to pay the expenses for the delegation, please arrange directly with the hotel, at least four (4) weeks before arrival. A credit application may be required.
- Group must settle bill and all outstanding charges before group checks out. Abuse of hotel policies will result in group not being approved for future conventions.
- Early departures prior to the check-out date are subject to hotel penalties.

Attrition Clause
In an effort to discourage large room block releases, the following performance clause will be enforced:

- From the time of payment until March 31, 2023 – US $15.00 cancellation fee per room
- Saturday, April 1, 2023 – Hotel rooms released = US $25.00 cancellation fee per room
- Monday, May 1, 2023 – All hotel deposits are non-refundable after this date.

Deadlines

**Friday, January 6, 2023:** Unassigned rooms in delegation hotels become available to other Lions unless guaranteed with a deposit.

**Saturday, April 1, 2023:** Hotel rooms released = US $25.00 cancellation fee per room

**Monday, May 1, 2023:** Refunds will NOT be issued for registration cancellations received after this date.
Hotel Reservation Date Changes
- Date changes must be made through LCI using the Group Registration Website.
- Date changes cannot be made after **Friday, May 12, 2023** with LCI.
- After **May 13**, date changes must be made directly with the hotel and are subject to the hotel's availability.
- Reductions in rooms or dates may incur a penalty from the hotel.
- LCI Board Policy prohibits the transfer of convention registrations or hotel rooms.

Payment Method
Payments must be made in US dollar using US currency:
- Credit card (Visa, MasterCard or Discover)
- **Balance Due: This is an option for any group paying by check or wire transfer. An Invoice will be emailed upon the registration and housing completion. There will be a due date for payment submission to receive your registration rate. Please note, when in a balance due, you are NOT confirmed until the payment is received.**
- Checks or money orders drawn on US banks (**US $25.00** fee will be charged for all checks returned to LCI)
- **Wire transfer** (include extra **US $25.00** processing fee)

Function Space
- LCI will do its best to accommodate your event request - please note that requests for the convention center and/or headquarters hotel will be reviewed in 2023 after LCI and the international officers have scheduled their events.
- Any costs incurred for catering, AV equipment, technical labor, material handling, special décor, etc., are the sole responsibility of the delegation.
- LCI will issue a written confirmation that will include the venue’s contact information and representative’s name so you can work directly with them to finalize your arrangements. Contact Convention2023_Logistics@lionsclubs.org for any questions you may have or details you would like to clarify.
- To reserve function space, please **click here** no later than **Wednesday, March 1, 2023**. Do not contact the hotel directly.

Promotion
LCI Board Policy requires any district endorsed tour coordinators who wish to produce travel brochures or similar literature using the phrases "Lions," "Lions Clubs International," "Lions International Convention" or any similar term, and/or the Lions Clubs International emblem to apply for permission to use the same in the following manner:
- The group organizer must submit to LCI’s general counsel, a draft of the brochure or similar literature that includes a disclaimer stating that The International Association of Lions Clubs, and the Lions district (single, sub- and multiple) will not be responsible for incurred losses.
- A royalty charge of **US $25.00** dollars must be paid to Lions Clubs International.

Questions
Please contact:
E-mail: convention@lionsclubs.org
Phone: (630) 468-6914