

Holy Convocation 2012 REGISTRATION AND HOUSING

Mail To: COGIC Exchange 937 Mason St Memphis, TN 38126

DEADLINE - September 15, 2012. (Mail)
October 1, 2012 (Online)

The deadline for registration and housing requests is September 15, 2012 for mail in and October 1, 2012 for online. Requests received after the deadline will not be processed.

CANCELLATIONS

All conference registration and housing are **NON-REFUNDABLE**.

INSTRUCTIONS

1. Complete the housing and registration form.
2. Enclose **ONLY ONE FORM OF PAYMENT** for BOTH registration and hotel deposit.
3. Mail payments to: **COGIC Exchange**
937 Mason St Memphis, TN 38126

5. The deadline for pre-registration by mail and ALL CHANGES is Thursday, September 15, 2012.
6. *A \$150 HOTEL ROOM DEPOSIT IS DUE WHEN SUBMITTING YOUR REGISTRATION FORMS. If you are paying by credit card, the hotel will charge your credit card the housing deposit. If the funds are not available your hotel will be canceled.*
7. Due to the shortage of double beds in many hotels, you MUST register as least one adult and one other registration. (You must have two registrants to receive a room with double beds)
8. You must complete the registration form to ensure that your registration is processed correctly.
9. We do NOT guarantee your choices of hotels. All hotels are assigned on a first come, first serve basis.

10. All Elected and Appointed Officials, Bishops, Supervisors, and Executives must register Platinum. **MUST REGISTER BY AUGUST 1, 2012**
11. In the event that your hotel preferences are not available, every effort will be made to assign comparable housing based on your choice.
12. Bed types are not guaranteed and are assigned based on the numbers of registrations per hotel request and on a first-come, first served basis.
13. Please do not contact the hotel until you have received your assigned hotel, confirmation from Convention Services housing.

Group Leader: (First, Last Name) _____ If you have multiple forms only.

If you have a person that is a point of contact for multiple forms this will help keep you rooms and registrations together.

CONFIRMING PARTY: (First, Last Name): _____

Address: _____ City: _____ State: _____ Zip: _____

E-Mail: _____ Home: () _____ Cell: () _____ Work: () _____

PAYMENT Card# _____ Expiration _____ Security Code: _____ Name on Card: _____
 Check/MO (Amount) \$ _____ Check/Money Order# _____ **(Make payable to COGIC Exchange)**
 Signature: _____

***REGISTRATION TYPE (P) PLATINUM 150.00 (G) GOLD 100.00 (S) SILVER 50.00**

Title	First Name	Last Name	Email	*Registration Type	Amount
Person 1:	_____	_____	_____	_____	\$ _____
Person 2:	_____	_____	_____	_____	\$ _____
Person 3:	_____	_____	_____	_____	\$ _____
Person 4:	_____	_____	_____	_____	\$ _____

COMPLETE ONLY IF YOU NEED HOTEL ACCOMMODATIONS

TOTAL ENCLOSED FOR REGISTRATION \$ _____

HOTEL PREFERENCE Arrival ___/___/12 Departure ___/___/12 **TOTAL HOUSING DEPOSIT** \$ _____

1: _____ 2: _____ 3: _____ 4: _____

TYPE OF ROOM KING BED (1-2 Registered Guest) DOUBLE BED (2-4 Registered Guests) SUITE (If available rate will be higher) DISABILITY ROOM SPECIFY DISABILITY _____

Office Use Only: Date received _____ Received by _____ Payment \$ _____

<p>RENAISSANCE GRAND & SUITES - \$134 Limited Suites \$199.00 King Suites 800 Washington Ave. Across from America's Center MUST STAY 6 NIGHTS</p>	<p>DRURY INN SUITES CONVENTION CENTER-\$114/\$124/ Suites \$119 711 N. Broadway St. Across from America's Center MUST STAY 6 NIGHTS</p>	<p>HOLIDAY INN SELECT-\$131 811 N. 9th St. Across from America's Center MUST STAY 6 NIGHTS</p>
<p>EMBASSY SUITES-\$159 50 North 7th St. Across from America's Center MUST STAY 6 NIGHTS</p>	<p>WYNDHAM ROBERTS MAYFAIR-\$129 106 St. Charles St. 1 Block from the America's Center MUST STAY 6 NIGHTS</p>	<p>HOTELUMIERE SUITES-\$125 999 N. Second St. 2 Blocks from the America's Center (Inside walk way)</p>
<p>HAMPTON INN GATEWAY ARCH-\$132 333 Washington Ave. 3 Blocks from the America's Center</p>	<p>OMNI MAJESTIC-\$127/\$127/\$147/\$167 1019 Pine St. 5 Blocks from the America's Center</p>	<p>CROWNE PLAZA-\$129 200 N. 4th St. 6 Blocks from the America's Center</p>
<p>HILTON AT THE BALLPARK-\$129/\$149 1 S. Broadway 7 Blocks from the America's Center</p>	<p>HYATT REGENCY—\$129/\$149 315 Chestnut St. 7 Blocks from the America's Center</p>	<p>MILLENNIUM - \$119.00 SUITES - \$235.00 200 S. Fourth St. 10 Blocks From the America's Center</p>
<p>WESTIN-\$148 811 Spruce St. 8 Blocks from the America's Center</p>	<p>SHERATON CITY CENTER-\$142 400 S. 14th St. 10 Blocks from the America's Center</p>	<p>RESIDENCE INN DOWNTOWN-\$109 2BR Suite - \$219.00 525 S. Jefferson Ave 1 mile from the America's Center</p>

All rooms are subject to a 17.741% tax rate per nightly rate.
Please be advised that there may be an additional charge with 3 or more people.