



102nd Annual Lions Clubs International Convention
July 5 – July 9, 2019 • Milan, Italy
CONVENTION REGISTRATION AND HOTEL RESERVATION TERMS AND CONDITIONS

CONVENTION REGISTRATION

- The registration fee is your admission to the convention. **Upon arrival in Milan**, 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. Badge pick-up locations will be published by May 2019.
- You will receive your Official Registration Confirmation by email. You can access your LCI Official Registration Confirmation at any time via the Registration Account created during Online Registration. **BRING YOUR LCI OFFICIAL REGISTRATION CONFIRMATION WITH YOU TO MILAN, AS YOU WILL NEED IT TO RECEIVE YOUR BADGE.**
- LCI will not mail badges in advance; all registrants will print their name badges onsite in Milan. Details with the badge printing locations and hours will be available in May 2019 via [LCICON website](#)

May 1: Cancellation deadline for LCI convention registration and event tickets. **NO EXCEPTIONS WILL BE MADE.**

- All requests for cancellations must be **IN WRITING** via email to registration@lionsclubs.org or by fax to 630.571.1689.
 - Approved cancellation requests should include the desired method of refund (i.e. club credit, check refund, etc.). Failure to note the method of refund will result in a credit to the club account for future dues. Approved refunds may be issued AFTER the convention. Refund requests must be relevant to the current convention year.
 - Convention registration cannot be transferred to another Lion, Leo, Guest or Child or a future convention.
- A processing fee of US\$10.00 will be withheld from each approved **refund** for convention registration.

HOTEL RESERVATION

- Hotel reservation is valid only at the hotel listed on the Hotel Reservation Acknowledgement; these acknowledgements cannot be used to settle the hotel bill. Registrant agrees to adhere to the rules and policies of the hotel.
- One paid adult registration is required to book a hotel room
- For Hotel Reservations booked through LCI a two-night minimum is required
- The transfer of hotel rooms is not permitted
- All hotel rooms can accommodate up to two (2) guests maximum.
- Types of bedding and special requests are subject to hotel availability at time of check-in. Additional fees may apply.
- Please refer to the [LCI Hotel Rate Sheet](#) located on the [LCICON website](#).
- Registrant is responsible for payment, less deposit, to the hotel. Rates are to be paid in local currency (EURO) and are subject to local taxes and/or service charges.
- Hotel Deposits: A deposit of \$200 USD is required at the time of booking a standard hotel room. A \$350 USD deposit is required at the time of booking a suite.
 - Deposits paid by wire transfer are subject to a \$25 processing fee.
 - Deposits paid by credit card will be charged an additional 8% service and handling fee. These charges will appear on your statement within 3-5 business days from Connections Housing, LCI's Official Housing company.
 - Should the credit card provided not be chargeable for the hotel deposit payment, your hotel reservation will be cancelled, and you will receive written notice of the cancellation.
 - Hotel deposits will be sent to the hotel on your behalf in Euros as the prevailing exchange rate.
 - Hotel deposits cannot be transferred to another hotel.
- ***FAILURE TO CHECK-IN ON THE DATE INDICATED ON THE HOTEL RESERVATION ACKNOWLEDGEMENT WILL RESULT IN THE FORFEITURE OF YOUR HOTEL DEPOSIT AND CANCELLATION OF YOUR ROOM RESERVATION.***
- ***DEPARTURES PRIOR TO THE DATE INDICATED ON THE HOTEL RESERVATION ACKNOWLEDGEMENT MAY INCUR A PENALTY BY THE HOTEL***

May 1: Reservation Deadline

- Deadline to make/change a hotel reservation (subject to availability)
- Cancellation deadline for hotel. **NO EXCEPTIONS WILL BE MADE.**
- Hotel cancellations can be completed online through the Connections Housing online website. Alternatively, requests for hotel reservation cancellations can be made **IN WRITING** via email to lci@connectionshousing.com
- A processing fee of US\$15.00 will be withheld from each approved refund of a hotel reservation
- Approved Hotel Deposit Refunds are issued within 3-4 weeks of approval