

National Association of Watch and Clock Collectors, Inc.

514 Poplar Street, Columbia, Pennsylvania 17512-2130 (717) 684-8261

HEADQUARTERS * MUSEUM * LIBRARY

___DATE___

Dear _____,

Your email request of ___DATE___ to host the _____ Regional on _____DATE_____ with the Host Chapter being Chapter #___ has been received by the NAWCC Convention Committee Chairman. At the present time these dates are open and I have placed a temporary "hold" on them for you. In fairness to others, these dates must be confirmed as quickly as possible.

Attached is a copy of the NAWCC Regional Convention Agreement form. Please print out two copies of this form, complete them and mail them to me as soon as possible. A copy duly signed by the Chairman of the National Convention Committee will be returned to you for your records. It is only after all parties have signed the Agreement that the Regional date is officially confirmed, and the Editor of the NAWCC BULLETIN and MART can be notified of your Regional dates in order for them to be printed under "Dates To Remember".

The NAWCC Council on November 11, 1982 (and reaffirmed December 2, 1994) has emphasized the importance of quality exhibits, lectures and workshops for Regional Conventions. By undertaking a Regional commitment, you are agreeing to abide by these requirements.

You should request a Regional Convention Handbook from NAWCC Office Manager Pam Lindenberger by email plindenberger@nawcc.org . The Regional Convention Handbook has been designed to assist you in planning and managing all phases of a Regional Convention. Section 4 lists the Duties and Responsibilities of each committee and may be divided and handed out to each of your committee Chairman.

At the conclusion of each Regional, you are required to complete and submit the attached NAWCC Regional Summary Report form within thirty days.

The Convention Committee will be happy to provide any additional assistance if needed.

Sincerely,

Nick Bonura

NAWCC Convention Committee Chairman
4620 Lake Vista Dr.
Metairie, LA 70006
Phone/Fax: 504-887-4599

Attachments: NAWCC Regional Convention Agreement form
NAWCC Regional Summary Report form