

Performance Warehouse Association

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OFFICERS

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Time Automotive Dist
Salt Lake City, UT

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SECO
Birmingham, AL

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Racer's Equipment Whse
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Nickels Performance
Piney Flats, TN

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Warehouse West
Renton, WA

Andy McJannett

Performance Improvements
Toronto, CANADA

JR Moore

Performance Warehouse
Portland, OR

DIRECTOR EMERITUS

Don Smith

DCS Consulting
So San Francisco, CA

STAFF

John Towle

Executive Director

Roxanne Ries

Administrative Assistant

Dick Van Cleve

Communications Director

TO: ALL REGISTERED CONFERENCE PARTICIPANTS

RE: DATES TO REMEMBER

For your convenience, please make note of the following **IMPORTANT** dates:

IMPORTANT DATES TO REMEMBER

	<u>DONE</u>	
April 2	[]	Meeting request sheets mailed to Manufacturer's via Priority Mail
April 9	[]	<u>Deadline</u> for Manufacturer's request sheets to be returned to PWA
April 9	[]	<u>Deadline</u> for ROOM RESERVATION FORM (form enclosed)
April 12	[]	Meeting request sheets mailed to W/D's and REP's via Priority Mail
April 23	[]	<u>Deadline</u> for Warehouse Distributor's request sheets to be returned
April 23	[]	<u>Deadline</u> for Sales Representative's request sheets to be returned
May 3	[]	FINAL MEETING SCHEDULES MAILED TO ALL PARTICIPANTS VIA PRIORITY MAIL
May 28	[]	<u>Deadline</u> for <u>HOTEL ROOM CHANGES</u>
July 1	[]	<u>Deadline</u> for COMPANY CANCELLATION (See <u>COMPANY</u> cancellation refund policy below)
August 6	[]	<u>Deadline</u> for GOLF TEE SPONSORSHIP FORM (form enclosed)
August 6	[]	<u>Deadline</u> for GOLF REGISTRATION FORM (form enclosed)
August 13	[]	<u>Deadline</u> for LITERATURE DISPLAY INFORMATION
August 25	[]	<u>Deadline</u> for DELEGATE CANCELLATION (See <u>DELEGATE</u> cancellation refund policy below)
August 27	[]	<u>Deadline</u> for REFRESHMENT REQUESTS & EARLY CLEAN UP

COMPANY CANCELLATION / REFUND POLICY: Refunds for cancellation of a COMPANY will be granted, providing PWA is notified in writing by July 1st.

No refunds will be issued on COMPANY cancellations after this date.

DELEGATE CANCELLATION / REFUND POLICY: Refunds for cancellation of a DELEGATE will be granted, providing PWA is notified in writing by August 25th.

Refunds for cancellations of a DELEGATE after August 25th will be subject to a \$100.00 administrative fee per delegate.