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IMPORTANT INFORMATION

We are looking forward to your being at the Champion`s Gala. In order to make the competition run as smoothly as possible we are asking you to cooperate with us in the following ways:

1. Please make sure that you have completed your entry forms, a participant order form for each person attending and a studio accounting summary and return those to us by our closing date of December 1, 2011. Please note that a \$100 late fee per person will be charged after the deadline.
2. Shortly after we receive your information, we will send you an invoice/confirmation. Please check this closely for spelling, correct entries, and correct charges and let us know immediately if we need to make changes. Please be advised that at the competition we may not have the time to make changes or take additional entries.
3. Hotel accommodations must be made through the Organizers to receive the special rate. Make reservations by sending rooming list and summary sheet to the Organizers by the deadline. All participants will be responsible for personal room charges. Hotel assignments are based on packages and date of order. We do hold a *Limited Room Block*, any room request after December 1st, 2011 will be on "as available" rooms only.
4. Upon arrival at the hotel, one representative from the studio should come to the registration desk and pick up the packages for his studio. **OUTSTANDING BALANCES MUST BE PAID BEFORE PACKAGES CAN BE RELEASED.** Each participant will be given a heat list showing what heat and at what time he/she is dancing. Please be advised that the time listed is approximate and subject to change. Each competitor should be present in the ballroom at least 30 minutes prior to his/her scheduled dance time. When you receive your heat sheet, please check and make sure your dances, levels, and ages are correct. We need to be made aware of any mistakes as soon as possible.
5. Competitor numbers can be picked up from the registration desk. If you are a professional dancer or an amateur couple, you must have proof of your registration with the National Dance Council.
6. Seating will be according to packages and the date often order with preferred seating going first to package holders. All seats in the ballroom are numbered and match ticket numbers. Seating is assigned when the tickets are ordered. Therefore any groups wishing to sit together should order tickets at the same time.
7. Please note the address and contact information listed below.
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