

APPENDIX A

National Association of Watch and Clock Collectors, Inc.  
514 Poplar Street, Columbia, Pennsylvania 17512-2130 (717) 684-8261  
HEADQUARTERS \* MUSEUM \* LIBRARY

Date \_\_\_\_\_

Dear \_\_\_\_\_,

Your 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 National Convention Committee Member 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. At that time the Editor of the NAWCC BULLETIN, MART and Website can be notified of your regional dates in order for them to be listed under “Dates to Remember”.

The NAWCC BOD 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 at [plindenberger@nawcc.org](mailto: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 ninety days This is inconsistent with Sections 3.c (3) and 3.c.(12).

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

Sincerely,

Jim Marusa, NAWCC Convention Committee Member  
1544 Sawmill Road  
Edmond, OK 73034  
Phone: 405-340-1694, email address- [jimmarusa@cox.net](mailto:jimmarusa@cox.net)

Attachments: NAWCC Regional Convention Agreement form  
NAWCC Regional Summary Report form see comment RHC2 above

Rev September 25, 2006