

CREDIT CARDS ACCEPTED FOR ENTRY FEES

Cavaliers of the South (COS) will accept credit cards for entry fees in addition to checks. You must indicate on the Summary of Amounts Due "CREDIT CARD" as the check number for your payment and submit a signed Credit Card Authorization Form with your entries. There is a \$5 convenience fee to use a credit card for payment.

SHOW ENTRIES ACCEPTED VIA FAX AND EMAIL

Cavaliers of the South (COS) will accept entries via email and fax in addition to postal mail under the following conditions. PLEASE read the instructions CAREFULLY. **Entries will not be accepted until payment is received.**

1. Entries submitted by mail must include either a check or a signed credit card authorization form. Entries postmarked after the postmark closing date are considered late entries subject to the late fee.
2. Entries submitted by fax must be received by the postmark closing date. If paying by credit card, the signed authorization must be included. If paying by check, the mailed check must be postmarked by the postmark closing date. If any of the above conditions are not met, the entries are considered late entries and subject to the late fee.
3. Entries submitted by email must be received by the postmark closing date. The signed credit card authorization may be sent by fax or postal mail. If faxed, the authorization must be received by postmark closing. Checks and credit card authorizations that are mailed must be postmarked by postmark closing. **DO NOT SEND THE CREDIT CARD AUTHORIZATION FORM VIA EMAIL.**

TO USE THE FILLABLE FORMS

1. DOWNLOAD the COS May 2017 Summary and Entry Forms from the CKCSC website www.ckcsc.org to your computer. (Current Events – May 2017 COS Show, More Information link.)
2. TYPE all of the information required on the form.
3. PRINT the completed forms.
4. SIGN the completed forms. (It is a requirement that all entry forms be signed.)

TO SUBMIT THESE FORMS VIA EMAIL

1. SCAN and SAVE the completed and signed forms to your computer as a single file. Do not include the Credit Card Authorization Form.
2. EMAIL the file to the Show Secretary at cavaliershowsecretary@comcast.net.
3. If you are paying by check, mail the check. If you are paying by credit card, either fax or mail the Credit Card Authorization Form.

TO SUBMIT BY FAX: Fax SIGNED forms to 865-219-0363.

TO SUBMIT BY MAIL: Mail the forms to the Show Secretary at the address on the Summary Form. Be sure to keep a copy.

If you have any questions about these procedures, or need assistance, please call Beth Bales at 865-687-4963 or cavaliershowsecretary@comcast.net.