

2019 LGA FALL CONFERENCE

October 24-26

Kingsmill Resort | 1010 Kingsmill Road, Williamsburg, VA, 23185 | (800) 982-2892

HELP LGA SAVE ON UNNECESSARY FEES.

Hotel Reservations may be cancelled without penalty to the attendee if the cancellation request is received by midnight on the third (3rd) day prior to arrival. Cancellations after that time will be charged for the full stay, plus taxes.

Due to standard hotel industry policies, LGA faces thousands of dollars in “attrition fees” after every conference.

LGA contracts room blocks for our conferences to ensure we get the best price that we can. We have found that members who are eager to attend may book multiple rooms (aka “mini blocks”) for their offices before they decide who will attend. This often prematurely fills the block and excludes other members from getting the LGA-negotiated rate. As is common in the hotel industry, the hotel will end the room block rate weeks before the conference. This becomes a problem when members cancel some of their rooms just before the conference; compounded over several offices, this causes LGA to not meet our contractual obligations and forces the association to pay the difference (the attrition fees). **THIS COSTS THE ASSOCIATION THOUSANDS OF DOLLARS A YEAR!** LGA is not able to contract around this.

BUT NEVER FEAR! You can help save the association by following these steps:

- Please only make reservations for the number of rooms you plan to actually use.
- If you try to make a reservation, but are unable to get into the block, PLEASE CONTACT AMY SALES at amy.sales@easterassociates.com. Amy will manage a wait list.
- If you book a room, then do not need it, PLEASE CONTACT AMY SALES at amy.sales@easterassociates.com. Amy will work with the hotel to move reservations between LGA attendees. Please do not cancel a room in the block before contacting Amy.
- If you book a room outside the room block, but inside the host hotel, PLEASE CONTACT AMY SALES at amy.sales@easterassociates.com. Although the LGA room rate will not be honored, Amy will work with the hotel to include your room reservation under the LGA block, which will save LGA money.

If you have an assistant who books rooms for your office, SHARE THIS EMAIL and ask them to PLEASE CONTACT AMY SALES at amy.sales@easterassociates.com if they have any questions.

REMEMBER, when in doubt CONTACT AMY SALES at amy.sales@easterassociates.com

LGA understands that life happens and there will always be cancellations. However, by following these simple steps you can help save the association thousands paid yearly in unnecessary fees, which can be used to provide better membership benefits to all!