

2019 LGA FALL CONFERENCE

October 24-26

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

Lodging & Parking Information

LGA Room Block: Starting at \$148.99 + tax per night for a Resort Guest Room, upgraded rooms are available at \$194 + tax per night for a Deluxe Guest Room and \$229 + tax per night for a Resort One-Bedroom Suite.

NOTE: No resort fee will be charged for rooms booked within the LGA Room Block.

If you book outside of the block using a discount OTA service, military, AAA, private group, or AARP rate, you are still subject to taxes and the resort fee.

If you book outside of the block by calling the room reservation line or booking directly on the Kingsmill website, please contact Amy Sales. She will move your room reservation under the LGA block.

Rate is for single/double occupancy. Additional occupants may be subject to an additional charge of \$20 per person, per night. Maximum occupancy is (4) guests per room (does not apply to children twelve (12) years old and younger. Each room reservation will be charged for one room night deposit. Refunds will not be given to attendees who check out early. Room rates will be available three (3) days prior and three (3) days after the scheduled program dates, if available.

To Reserve a room online: <https://reservations.travelclick.com/15459?groupID=2293392>

To Reserve a room by phone: Call 757-253-1703 and select Option 1, or call 1-800-832-5665

Event Name: LGAVAFall19

Please have a credit card ready for advanced deposit.

Hotel Reservation Deadline: October 2, 2019

Make your reservations directly with Kingsmill Resort no later than October 2, 2019 to receive the LGA block rate starting at \$148.99+ tax per night for a Resort Guest Room, upgraded rooms are available at \$194 + tax per night for a Deluxe Guest Room and \$229 + tax per night for a Resort One-Bedroom Suite (NOTE: No resort fee will be charged for rooms booked within the LGA Room Block.) After that date, reservation requests may be honored on a space-available basis only and may be at a higher rate.

Hotel Wait List: If the room block at Kingsmill Resort fills, we will be glad to add your name to the wait list. Some rooms in the conference hotel are returned to the block and are reassigned on a first-come, first-served basis. Please contact Amy Sales by phone (804) 643-4433 or email amy.sales@easterassociates.com to add your name to the LGA wait list.

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!

Check-in/Check-out: Check-in is 4:00 p.m.; check-out is 11:00 a.m.

Kingsmill Resort will charge an additional fee for Check-Out after 11:00 a.m.

Time of Checkout

12:00 p.m. to 1:00 p.m.

1:00 p.m. to 3:00 p.m.

After 3:00 p.m.

Fee

\$50 + tax

Half Day Rate + tax at the prevailing daily rate

Full Day Rate + tax at the prevailing daily rate

The meeting space is in a separate building from the sleeping rooms. You will need to walk outside from your sleeping room to the meeting space. Please consider weather conditions that may be present in late October.

Parking: Parking is complimentary.

Questions? Please reach out to LGA!

Contact Amy Sales at (804) 643-4433 or amy.sales@easterassociates.com