

## **2019 LGA FALL CONFERENCE**

October 24-26

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

### **Payment & Cancellation Policy**

#### **Payment Policy**

MCLE Registration & Payment Deadline: Thursday, October 3

Social Event Registration & Payment Deadline: Thursday, October 17

To avoid a late fee of \$50, conference participants must pay all conference registration fees on or before the registration deadline. A check, credit card charge or valid purchase order indicating that a check is forthcoming will be accepted as advance payment.

#### **Split & Partial Payments**

LGA can split payments between multiple cards and/or methods. Call Amy at (804) 643-4433 or send an email to amy.sales@easterassociates.com. Alternatively, payment via multiple checks is also accepted.

#### **Registration Cancellation & Refund Policy**

Cancellation Deadline: Thursday, October 20

Cancellation of conference registration and guest fees must be received in writing by mail, fax, or email. This notice must be received by LGA by October 20 for a full refund, less a \$25 processing fee. After that date, registrants wishing to cancel will not be refunded for the meal portion and will also be assessed a \$25 processing fee. Upon written request, a no-show will be refunded the conference fee, less the actual out-of-pocket expenses of LGA, including meal costs and a \$25 processing fee.

#### **Billing Fee**

Any outstanding conference fees that must be billed after the event will have a \$10 billing fee added to the total owed.

#### **Substitutions & Walk-ins**

A conference registrant may send a substitute to the event if the original registrant is not able to attend. The original conference registrant must send the substitute's registration information in writing by October 20 in order for the substitute to receive a packet, name tag, and to account for meal preferences. Other walk-in attendees will also be accepted during the conference, but a late fee of \$20 will be added to their registrations. Substitute information shared after the October 20 deadline may not receive all conference materials.

#### **Handout Options**

Each registrant may purchase a complete hard copy set of handouts for \$100. This increased fee is to cover the rising cost in the printed materials. Alternatively, LGA members may download all handouts from the LGA website for free. These materials will be available on the website prior to the conference. During the conference, you may also download handouts onto

a personal computer from a (shared) USB flash drive, which will be held at the registration desk. We are unable to provide USB drives of the files for attendees to keep. You may also access handouts from the LGA website during the conference.

### **Registration Options**

Full conference registration includes all MCLE sessions, the Thursday night opening reception, and Friday evening awards banquet. All conference events, with the exception of the optional Friday afternoon activities, will be held at Kingsmill Resort.

Partial Registration is available for the following program days and events:

Thursday – 3.0 MCLE - \$225

Thursday – Opening Night Party (Kingsmill, 7-9 p.m.) - \$55

Friday – 3.0 MCLE \$225

Friday – Awards Banquet and Hospitality Suite (Kingsmill, 6-9 p.m./9-11 p.m.) - \$75

Saturday – 3.0 MCLE - \$225

**Questions?** Please reach out to LGA!

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