



# 2019 Fall Conference / October 24-26

Kingsmill Resort / 1010 Kingsmill Road / Williamsburg, VA 23185

804.982.2892 / kingsmill.com

## Guest Registration Form

### Please complete a separate registration form for each guest.

Name of guest \_\_\_\_\_

Preferred name for name tag, if different from above. \_\_\_\_\_

Guest of \_\_\_\_\_

Please list any food allergies or special dietary requirements. \_\_\_\_\_

### Register Online

Complete your registration online at [lgava.org](http://lgava.org). You may pay online with a credit card (MasterCard, Visa, AMEX, or Discover), or register online and follow up with a check (payable to LGA) or purchase order number. Call (804) 643-4433 for assistance.

### Register by Mail

Mail your completed registration form with payment to:  
**LGA, 1011 E. Main Street, Ste. 227, Richmond, 23219**  
*Please make sure your organization has this new address on file.*

### Register in Person

Walk-in registrations will be accepted on the day of the conference and will be considered late registrations.

### Deadline

Social Event registration and payment ..... October 17

A \$20 late fee will be added to social event registrations received after the deadline. Walk-in registrations will be accepted on the day of the conference (checks only) and will be considered late registrations.

### Cancellations

See payment and cancellation information online at [lgava.org](http://lgava.org).

### Fees

Please indicate which events your guest plans to attend

#### Thursday

Opening Night Party .....\$55

#### Friday

Reception, Banquet & Hospitality Suite .....\$75

**To register children 18 and under, please call LGA staff at (804) 643-4433.**

**Sub total** \_\_\_\_\_

#### LATE FEES (also applies to walk-ins)

Social event registration received after October 17 .....\$20

**Sub total** \_\_\_\_\_

**TOTAL** \_\_\_\_\_

### Payment Options

- Check enclosed (*payable to Local Government Attorneys of Virginia or LGA*)
- PO # \_\_\_\_\_
- Credit Card (available at [lgava.org](http://lgava.org) only)

*Conference MCLE sessions, Thursday night opening reception, and Friday evening awards banquet will be held at Kingsmill Resort. Friday afternoon social activities may require transportation. These optional activities will be announced soon.*

### Need assistance?

Contact **Amy Sales** at  
**804.643.4433** or [amy.sales@easterassociates.com](mailto:amy.sales@easterassociates.com)