



2021 Fall Conference / October 14-16

Omni Richmond | Richmond, Virginia

Conference Registration & Hotel Reservation Cancellation Policies

LGA Conference Registration Cancellation Policy

Cancellation Deadline: October 7

Cancellation of conference registration and guest fees must be received in writing, by mail or email.

Notice must be received by LGA by October 7 for a refund, less a \$25 fee.

After October 7, 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.

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 7.

Omni Richmond Hotel Reservation Cancellation Policy

Reservations must be canceled by noon 72 hours prior to the scheduled date of arrival.

Any reservations that fail to arrive on the scheduled arrival date will be considered No-Shows and a charge of one night's room and tax.

If you book a room, then do not need it, PLEASE CONTACT AMY SALES at amy.sales@easterassociates.com.

- If there is a wait list, Amy will work with the hotel to move reservations between LGA attendees. LGA will not assist with payment arrangements.
- If the room is not needed by another registrant, you will be notified and responsible for canceling your reservation.

Please read your reservation confirmation for cancellation policy.