



# 2022 Spring Conference / April 21-23

Hotel Madison | Harrisonburg, Virginia

## Conference Registration & Hotel Reservation Cancellation Policies

### LGA Conference Registration Cancellation Policy

#### **Cancellation Deadline: April 14**

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

Notice must be received by LGA by April 14 for a refund, less a \$25 fee.

After April 14, 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 April 14.

### Hotel Madison Reservation Cancellation Policy

**Individual reservations must be cancelled 48 hours prior to arrival to avoid a no-show 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](mailto: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.
- If you book through a third-party, LGA is unable to assist with your cancellation.

**Please read your reservation confirmation for cancellation policy.**