



Conference Registration & Hotel Reservation Cancellation Policies

LGA Conference Registration Cancellation Policy

Cancellation Deadline: Tuesday, June 8 (in-person registrants) and Thursday, June 13 (remote registrants)

Cancellation of conference registration and guest fees must be received in writing, by mail or email to Amy Sales at amy.sales@easterassociates.com

Notice must be received by LGA by Tuesday, June 8 (in-person registrants) and Thursday, June 13 (remote registrants) for a refund, less a \$25 fee.

Upon written request, a no-show will be refunded the conference fee, less the actual out-of-pocket expenses of LGA, including meal and AV 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 Tuesday, June 8 (in-person registrants) and Thursday, June 13 (remote registrants).

The Virginian Hotel Reservation Cancellation Policy

LGA has negotiated a room block for registrants at the The Virginian Hotel with rates starting at \$104++ per night. In the event a guest must cancel a confirmed reservation, please read your reservation confirmation for cancellation policy. If you will arrive late, contact the hotel to keep your room reservation. Additionally, rooms vacated prior to the departure date (confirmed during check in) will result in early departure fee 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 cancelling 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.