



## Luncheon Policy

As a member of VSAE, there is no additional cost to you to attend the monthly luncheons, provided that you do the following:

- **Register on-line, fax or e-mail the VSAE office by 12:00 Noon on the Wednesday before the meeting.** On a monthly basis, we provide you an RSVP form in your monthly newsletter, by weekly broadcast e-mails, and place a form on our website at [www.vsaе.org](http://www.vsaе.org). ***Phone reservations are not accepted.***

*It is your responsibility to obtain and retain a confirmation for your registration, either by fax or e-mail. If you register through our website an e-mail confirmation will be sent to the e-mail address you type in the form.*

**NOTE: You will be charged an additional \$5 administrative fee** whenever you pay with a *credit card* by phone, fax, email, or regular mail. To save the fee, use our secure on-line credit card payment system at [www.vsaе.org](http://www.vsaе.org), or pay by check.

- **It is your responsibility to RSVP for the meetings**, so that we can give the host hotel a count. If you do not RSVP by the Wednesday Noon deadline, you will owe \$12.00 if paid before Thursday 5:00 p.m. or \$35 at the door. If you fail to RSVP, and still come to the luncheon, you will owe \$35.00 at the door.
- **If you need to cancel your RSVP, you need to contact the VSAE office by 12:00 Noon on Wednesday before the meeting.** If you do not cancel and do not attend the luncheon, you will be invoiced a No-Show fee of \$12.00.
- **Included in your December Newsletter is a Luncheon Pass** (your "Get Out of Jail Free" card!). We understand that circumstances sometimes prohibit you from following the policies outlined. You may use this pass to waive one of the \$12.00 luncheon fees. Keep it in a safe place as it will not be replaced. (New members get a luncheon pass in their VSAE Handbook.) *Please note that the Luncheon Pass is no longer valid for on-site registrations.*
- **As a member, you may bring a guest to the luncheon.** The guest fee for the lunch is \$25.00 for staff of a member and \$30 for a non-member in advance, \$30.00 for staff of a member and \$35 for a non-member if paid after Wednesday Noon and before Thursday 5:00 p.m. the days before the luncheon, or \$40 at the door. The guest must be included on the RSVP form by the Wednesday Noon deadline, along with the name of their company for the nametag. If your registered guest fails to attend, you are responsible for their registration fee. Guests can only attend 3 meetings before they would need to join.
- **When there is a seminar offered prior to the luncheon, there is a separate registration fee.** You can register on-line with a credit card at [www.vsaе.org](http://www.vsaе.org) or mail a check with the registration form. You may also register with a credit card by faxing the form, but this will incur an additional \$5 administrative fee (see above).
- **Drink Tickets:** Currently, one drink ticket is provided to each member per meeting. Replacements attending for members and guests do not receive tickets.

If you have any questions about these policies, please call our office at (804) 747-4971, or e-mail us at [info@vsaе.org](mailto:info@vsaе.org).