

# Luncheon Registration Policy

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

**Register online, by fax, or email the VSAE office by 5:00 p.m. on the Tuesday before the meeting.** On a monthly basis we provide an RSVP option online through our broadcast emails and place a form on our website at [www.vsae.org](http://www.vsae.org). **Phone reservations are not accepted.**

*It is your responsibility to obtain and retain a confirmation for your registration, either by email or fax. If you register through the website, an email confirmation will be sent to the email address on record.*

**It is your responsibility to RSVP for the meetings** so that we can give the host facility an accurate count. If you do not RSVP by the 5:00 p.m. on Tuesday deadline, you will owe \$14 as long as the fee is paid before 5:00 p.m. on Thursday. If you fail to RSVP in advance and register on-site, you will owe \$35 at the door.

**If you need to cancel your registration, contact the VSAE office in writing by 5:00 p.m. on Tuesday before the meeting.** If you do not cancel and do not attend the luncheon, you will be invoiced a no-show fee of \$14. If you cancel after the 5:00 p.m. on Tuesday deadline before the meeting, you will be invoiced a late cancellation fee of \$14.

**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 \$14 luncheon fees. Keep it in a safe place as it will not be replaced. (Members receive a Luncheon Pass annually with the January newsletter. New members get a Luncheon Pass in their VSAE Welcome Packet.) *Please note that the Luncheon Pass only has a \$14 value and therefore is not valid for On-site registrations.*

**As a member you may bring a guest to the luncheon.** The guest fees are as follows.

**Staff of an Executive member:** \$25 in advance, \$30 if paid after 5:00 p.m. on Tuesday and before 5:00 p.m. on Thursday prior to the luncheon, or \$40 at the door (on-site registration).

**Non-member:** \$50 in advance, \$55 if paid after 5:00 p.m. on Tuesday.

The guest must be included on the RSVP from by the Thursday 5:00 p.m. deadline along with the name of his/her company for the nametag. If your guest or a person registering in your place fails to attend, you are responsible for any unpaid registration fees. Guests can only attend three (3) meetings before they need to become a member of VSAE.

The first lunch visit for an Executive non-member is complimentary. Please email a complimentary registration request no later than 5:00 p.m. on Tuesday before the luncheon to [info@vsae.org](mailto:info@vsae.org) and include all contact information for your guest. A confirmation will be returned. If your guest does not show, you will be responsible for the \$14 no-show fee.

**There is a separate registration fee for seminars offered prior to the luncheon.** You can register online with a credit card at [www.vsae.org](http://www.vsae.org) or mail a check with the registration form.

**Drink Tickets:** One drink ticket is provided to each member per meeting. Guests and those attending as substitutes for members do not receive a drink ticket. Drinks are available on a cash basis for a nominal fee.

If you have any other questions pertaining to the rules and policies of VSAE events, please visit [vsae.org](http://vsae.org) or call the VSAE office at (804) 747-4971.

