

# VIRGINIA LEADERSHIP RETREAT

## 2018 Registration Form

July 26<sup>th</sup> — July 29<sup>th</sup>, 2018 · The Omni Homestead Resort



**In order for us to better serve you, please ensure you complete BOTH sides of this registration form.**

COMPANY NAME: \_\_\_\_\_

1 <sup>st</sup> Registrant	Designation(s)	Phone Number for Text Alerts	E-Mail Address
2 <sup>nd</sup> Registrant	Designation(s)	Phone Number for Text Alerts	E-Mail Address
3 <sup>rd</sup> Registrant	Designation(s)	Phone Number for Text Alerts	E-Mail Address
4 <sup>th</sup> Registrant	Designation(s)	Phone Number for Text Alerts	E-Mail Address

Company Address/City/State/Zip Code

Business Telephone Number

### REGISTRATION FOR MANAGER MEMBERS:

Includes all education sessions, Early Bird Activities, Friday Welcome Reception, Saturday Breakfast, Lunch & Dinner & Sunday Breakfast.  
**Non CAI Manager members will be charged an additional fee.**

	<i>By June 30<sup>th</sup></i>	<i>After June 30<sup>th</sup></i>
1st Registrant	\$275	\$325
2nd & Additional Registrants	\$225	\$325

*From same firm/association. Discount applies only when registrants are submitted together (CAI Members only).*

### REGISTRATION FOR CAI BUSINESS PARTNER MEMBERS:

**Limited to first 40 Companies.** Includes education sessions as space permits, Early Bird Activities, Friday Welcome Reception, Saturday Breakfast, Lunch & Dinner and Sunday Breakfast. **Registration fee includes TWO Company Representatives.** All Business Partners will have the opportunity to display their information on a 3' x 4' draped table top during the day Saturday.

	<i>By June 30<sup>th</sup></i>	<i>After June 30<sup>th</sup></i>
Two Company Representatives	\$750	\$800
3rd & Additional Registrants	\$300	\$375

*From same firm. Discount applies only when registrants are submitted together (CAI Business Partner Members Only).*

Please check here if your company would like to utilize the 3'x4' table top .  
**Electricity is NOT available.**

### REGISTRATION FOR ADDITIONAL ADULT GUESTS:

Includes Friday Welcome Reception, Saturday Breakfast & Dinner and Sunday Breakfast. Unregistered guests may not attend these events. Please indicate here **ONLY** if you need additional tickets for guests. Adult guest tickets are reserved for spouses/friends. Adult guest tickets may not be purchased for managers or CAI Business Partner Members.  
**Guest tickets may be purchased prior to June 30<sup>th</sup> for \$210 and \$250 after June 30<sup>th</sup>.**

\_\_\_\_\_  
 Name(s) of Adult Guest(s):

\_\_\_\_\_  
 Name(s) of Adult Guest(s):

\_\_\_\_\_  
 Name(s) of Adult Guest(s):

\_\_\_\_\_  
 Name(s) of Adult Guest(s):

**PAYMENT POLICY:** No registration will be processed without full payment. The Virginia Leadership Retreat accepts checks in U.S. Dollars, American Express, Discover, MasterCard and Visa for your convenience. Please make checks payable to Virginia Leadership Retreat or CAI. Please forward payments to: **Virginia Leadership Retreat c/o CVC-CAI, P.O. Box 5118, Midlothian, VA 23112. If paying by credit card, please complete ALL information on reverse side of this form.**

**PRIVATE PARTY POLICY:** Hospitality suites and hosted events must be approved by the Virginia Leadership Retreat and CAI. Only hosted events approved or sponsored by the Virginia Leadership Retreat and CAI are permitted during official conference activities.

**CANCELLATION POLICY:** Registration Fees are non-refundable. All tickets purchased onsite are non-refundable.

**SUITCASING POLICY:** The Virginia Leadership Retreat and CAI have a no-tolerance policy regarding "suitcasing", which describes the practice of non-registered companies or individuals soliciting sales and/or representing their services or soliciting conference participants for conflicting social activities. Violators of this policy will be ejected from the show and charged the business partner registration rate (\$800), which must be paid prior to registering as an attendee, exhibitor or sponsor at any future Virginia Leadership Retreat, CAI conference or event.

**TEXT MESSAGING:** Again this year we will be sending special notifications of schedule, locations and events via text message. If you wish to be contacted this way during the VLR, please make sure to include your phone number(s). Please provide telephone numbers of all registrants who wish to be contacted. Please note that standard text messaging rates will apply and the message recipient will be responsible for applicable text message charges according to your cell plan.



**GOLF TOURNAMENT REGISTRATION:** Registration includes a boxed lunch, greens fees and a cart. Additional snacks and beverages are available for purchase at the golf course. The Golf Tournament is on Friday, July 27, 2018 beginning at 9:30AM and is available on a first come, first paid basis. For more information about The Homestead's Old Course, please visit [www.thehomestead.com](http://www.thehomestead.com) or call 1-540-839-1766. **Registration fee is \$135 if paid by June 30<sup>th</sup> or \$175 if paid after June 30<sup>th</sup>.**

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Name of Golfer Phone Number for Text Alerts

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Name of Golfer Phone Number for Text Alerts

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Name of Golfer Phone Number for Text Alerts

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Name of Golfer Phone Number for Text Alerts

**CRAFT BEER TASTING:** On Friday, July 27, 2018 you will join others in a Craft Beer Tasting class. Open to all VLR Registrants and guests. Participants must be 21 or older. **Registration fee is \$55/person.**

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Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

**PAINT & SIP:** On Friday, July 27, 2018 "Sign up, show up, sip up, paint!" Enjoy some wine or beer, and create memories that will last a lifetime in our two-hour painting class. Session will be conducted by an Instructor from Wine and Design. Sure to please your palette and your palate! Participants must be 21 or older. **Registration fee is \$70/person.**

\_\_\_\_\_  
Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

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Name of Participant Phone Number for Text Alerts

**SPECIAL "EARLY BIRD" EVENTS:** Arrive at The Homestead on Thursday, July 26, 2018 and join in the Networking Fun! The VLR has planned several events throughout the day on Thursday, July 26<sup>th</sup> and Friday, July 27<sup>th</sup> to start the retreat out on a lively note. Join us for fun and prizes while getting to know other Retreat attendees. Guests and family members are welcome to attend these events as well as a special private matinee movie on Saturday in The Homestead Theater. All activities are FREE to conference attendees and their guests who pre-register. Please let us know which of these events you will be attending by sending an email to the committee at: [vlrcommittee@gmail.com](mailto:vlrcommittee@gmail.com). Registration for the Full Conference and Special Events will be on Thursday morning before the activities begin. **Please note that you MUST pre-register.**

**ROOM BLOCK INFORMATION:** To make hotel reservations, please follow this link: <http://www.omnihotels.com/hotels/homestead-virginia-meetings/virginia-leadership-retreat> or complete the online form on any of the Virginia Chapter websites. If you have questions, please call 866-354-4653. The "VLR Rate" is \$266.00 plus \$15 resort fee & applicable taxes. This year the room rate includes: Valet Parking, Access to the Fitness Center & Indoor Pool, Access to the Family Pool Complex, Daily Newspaper, Nightly Movies in the Historic Theater and Wireless Internet in the Guestrooms & Public Areas. Attendees are responsible for ALL hotel reservations and costs. Please do not include the hotel pricing information on this form.

<u>REGISTRATION OR EVENT</u>	<u>FEE BEFORE</u>	<u>FEE AFTER</u>	<u>SUBTOTAL</u>	<u>TOTAL</u>
	<u>JUNE 30</u>	<u>JUNE 30</u>		
1 <sup>st</sup> Full Conference Manager Registration <i>(non CAI members, please add \$100 per registrant)</i>	\$275 x _____	\$325 x _____	\$ _____	\$ _____
2 <sup>nd</sup> & Additional Manager Registration (from same firm)	\$225 x _____	\$325 x _____	\$ _____	\$ _____
Business Partner Registration (includes 2 representatives)	\$750 x _____	\$800 x _____	\$ _____	\$ _____
3 <sup>rd</sup> & Additional Business Partner Registration	\$300 x _____	\$375 X _____	\$ _____	\$ _____
Additional Adult Guest(s)	\$210 x _____	\$250 x _____	\$ _____	\$ _____
Golf Tournament	\$135 x _____	\$175 x _____	\$ _____	\$ _____
Paint & Sip	\$ 70 x _____	\$ 70 x _____	\$ _____	\$ _____
Craft Beer Tasting	\$ 55 x _____	\$ 55 x _____	\$ _____	\$ _____

**All registrations MUST include payment.** VLR accepts checks, American Express, Discover, MasterCard and Visa for your convenience. Forms may be scanned to [sdrayer\\_cvccai@verizon.net](mailto:sdrayer_cvccai@verizon.net) to secure limited spacing with payment to follow. Please make checks payable to Virginia Leadership Retreat c/o CVC-CAI & mail to P.O. Box 5118, Midlothian, VA 23112. If paying via credit card, you must complete the following:

Name on Card \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Credit Card Number \_\_\_\_\_ CVV Code \_\_\_\_\_  
Email for receipt \_\_\_\_\_ Billing Address Zip Code \_\_\_\_\_



**Grand Total** \$ \_\_\_\_\_