

Registration Policies for The Associated General Contractors of Virginia, Inc.

The following applies to all AGCVA events, including district events, unless otherwise specifically noted.

- A. All specific policies including penalties will be conspicuously posted with all registration information.
- B. All event registrations submitted less than one (1) week before the start of the event or on-site may incur additional fees. Penalties shall be between twenty (20) to fifty (50) percent of the regular registration amount.
- C. All events with a registration fee shall have a member and a non-member fee, the latter of which shall be at least one hundred (100) percent higher than the member fee.
- D. All event registrations will be made through AGCVA's website at www.agcva.org.
- E. Phone and/or email registrations are not accepted.
- F. Prospective members may receive complimentary registration for an event up to three (3) times in a two (2) year period. This excludes the Annual Convention and Summer Conference. Prospective members must contact the Staff Liaison to receive complimentary registration.
- G. Cancellations: Unless otherwise noted, all registrations cancelled more than one (1) week before an event may offer a full refund, cancellations less than one (1) week will be offered no refund, however, substitutions are allowed.
- H. Any exceptions granted to these policies must be made in consultation with the Staff Liaison and with approval of the CEO.