

Name _____ VA State Bar # _____
Street Address _____
City _____ State _____ Zip _____
Phone _____ E-Mail Address _____

Prices:

- Double refers to the price for an attorney and guest; Single for an attorney alone.
- If you choose an option with airfare, you'll be part of our group travel on United, and receive transfers from the airport to hotel and back.

Regular Registration

Without airfare	<input type="checkbox"/> Single: \$3,550	<input type="checkbox"/> Double: \$4,700
With airfare	<input type="checkbox"/> Single: \$4,800	<input type="checkbox"/> Double: \$7,200

Payment Schedule

- \$2,500 is due with this registration form
- The balance is due by July 31, 2018
- If registering after July 31, the entire amount is due with this form
- Spaces are limited—register early!

Terms, Cancellations, and Refund Policies

- Set forth on the following page
- I've read and accepted the terms _____

Signature and Date

Payment Information

- Make check payable to Virginia CLE, and mail this form to:
Virginia CLE
105 Whitewood Road
Charlottesville, VA 22901

Questions? Please call Kim Villio at (800)-979-8253, ext. 116

Terms and Conditions

Responsibility

Neither Virginia CLE nor its agent for this trip, Tour Plan International, shall be held liable for any loss, any act of omission, whether negligent or otherwise, of any person or firm which is scheduled to, or does provide goods or services for the trip. Nor shall the organizations have liability for any transportation delay, including but not limited to liability for inconvenience, shortened vacation time, additional expenses or any other kind of damage. In the event of a delay, the airline (not Virginia CLE or Tour Plan International) determines delay procedures and the amenities and/or compensation, if any, to be offered. Neither Virginia CLE nor Tour Plan International shall be held responsible for any loss, injury or damage to person or property in connection with accommodations, air and land transportation, or other services resulting from acts of God, dangers incident to fire, breakdown in machinery or equipment, acts of government, civil strikes, riots, thefts, defaults, delays, cancellation, or changes in itinerary from any causes beyond the control of Virginia CLE or Tour Plan International.

Force Majeure

Neither Virginia CLE nor Tour Plan International is responsible for losses caused by cancellation of the seminar in whole or in part, and/or nonperformance of all or any part of this agreement when such cancellation or non-performance is attributable in whole or part to any event, natural disaster, fire, flood, government regulation, travel or transportation restriction, non-availability of food, beverages, or other supplies, riot, war, national emergency, acts of terrorism, acts of God, or other circumstances not within the reasonable control of Virginia CLE or Tour Plan International, which either prevents or inhibits their performance hereunder in any manner.

Cancellation and Refund Policy

This program requires Virginia CLE to make significant financial commitments well in advance of the trip to the hotel, airline, and others to ensure their availability when we arrive. These commitments are often non-refundable, or become so after a certain date, and are based on the number of participants who have registered with us. Following is the *maximum* to be forfeited should you decide to cancel your registration:

March 15 – July 30, 2018:	\$2,000 per room
July 31 – August 31, 2018	\$3,900 per room
September 1, 2018 or later	No refund

Virginia CLE and Tour Plan International will strive to recover the most we can from our contractors, and will share those proceeds proportionately with those who cancel, and so the amounts forfeited above may be less, but will not be more.

Optional Trip Cancellation / Baggage Insurance

Due to the cancellation restrictions and the risk of lost, delayed or damaged baggage, we **strongly recommend** purchasing trip health, accident, baggage, and cancellation insurance. The direct air carriers limit their liability for loss, delay and/or damage to personal baggage. Neither Virginia CLE nor Tour Plan International shall be held responsible for delay, loss or damage to participants' baggage. **IMPORTANT:** Insurance companies limit compensation for cancellations due to "preexisting conditions." It is best to purchase insurance no later than two (2) weeks after you send in your deposit! **DON'T WAIT.** For additional information, please visit the Allianz website <http://www.allianztravelinsurance.com>, or call their toll-free number, 1-866-884-3556.

Documents

Participants must carry a valid PASSPORT. The passport must be valid for at least three months beyond the intended date of departure from Portugal. This policy is strictly enforced by the airlines. Passengers denied boarding are responsible for all re-accommodation and/or cancellation expenses.