

To: Virginia Association of Regional Jail Vendors

From: Stephen Clear

As you are aware, the annual conference scheduled for March 2020 was rescheduled to August 2020. The on-going COVID crisis has now caused the complete cancellation of the August conference. We appreciate all our vendor's patience with the decision making concerning the cancellation and our process for refunding money.

Vendors may request a refund or have the money applied to the Spring 2021 conference. The Spring 2021 conference has been scheduled for April 11-15, 2021 at the Hotel Roanoke. One note concerning refunds, any payment made through paypal will be refunded less the paypal fee.

If you would like to have the money applied to the Spring 2021 conference, please send me an email to sclear@swvrja.com stating so. We appreciate your consideration.

If you would like to have your payment refunded, please fill in the information below and return to me by email:

Name of Company:

Person who paid (if through paypal):

Amount:

Address for return:

Any other instructions:

Again thanks for everyone's patience and stay safe,

Stephen Clear