



NEW EVENT REGISTRATION POLICY

Effective September 1, 2019

The Regional Chamber will institute a new event registration policy starting on Sept. 1 to ensure accurate attendee counts for event seating, catering and more, as well as the best possible experience for our members. Please take note of the following:

- Members who register for an event seven days or more in advance of the event date will be charged appropriate pricing (amount dependent on type of event).
- Members who register one to six days prior to the date of the event will be charged appropriate pricing, plus a \$5 late fee.
- Members who register the day of an event or walk in without registering at all will be charged appropriate pricing, plus a \$10 late fee.

For example: Good Morning, Youngstown will be held on Sept. 27. The cost to attend Good Morning, Youngstown is \$20/member and \$30/non-member. Any member who registers on or before Sept. 20 pays \$20 to attend. Any member who registers between Sept. 21 and Sept. 26 pays \$25 to attend. Any member who registers or walks in on Sept. 27 will pay \$30.

Please note: The Regional Chamber **will not** accept free event passes for any event in which the member did not register seven days or more in advance of the event date.

EVENT CANCELLATION POLICY: Just a reminder that if you registered for an event but are unable to attend, you must cancel your registration seven days prior to the event date to receive a refund. However, you are always welcome to send a colleague in your place if you are unable to attend or have missed the cancellation deadline.

If you have any questions regarding this registration policy change, please contact Chelsea Pascarella at 330.744.2131, ext. 1225, or chelsea@regionalchamber.com.