



## **Event Refund & Cancellation Policies**

The Charlottesville Regional Chamber of Commerce has set forth the following refund and cancellation policies:

### **Event Cancellation by Chamber**

Charlottesville Regional Chamber of Commerce reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event nonviable. If Charlottesville Regional Chamber of Commerce cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrations will automatically be transferred to the new, future date. Registrants may request a full refund if they are unable to attend the postponed event.

### **No Show or Registration Cancellation by Participant**

Unless otherwise stated on registration materials, the deadline to receive a refund for any event with a fee is seven (7) days before the event.

No shows and post-deadline cancellations will not be eligible for a refund.

Refund requests must be received via email before the stated deadline in order to receive a refund.

Refunds will be credited back to the original credit card used for payment. No checks will be issued unless the payment was made by check.

### **Late Registration**

Event fees may increase for day-of and walk-in registration (members & nonmembers). This increase will vary by event and will be listed on the event registration.

For walk-in registrations, non-members must pay by cash or check at the door. Members can request to be invoiced. Payment must be made within 3 business days from receipt of invoice.

Unless otherwise noted in the corresponding event materials, these policies apply to all Charlottesville Regional Chamber of Commerce events and will be included with each event registration.

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