



## Event Payment, Cancellation & Refund Policy

### Unpaid Event Registrations

- ◆ All cancellations must be made (7) days prior.
- ◆ All cancellations must be in writing only and must be received by the stated cancellation deadline.
- ◆ All invoices must be paid by day of event or on-site. Participants with unpaid invoices may not attend the event for which they are registered.
- ◆ Unpaid invoices may be subject to a 10% collection fee after the date of the event.

### Event Cancellation by Chamber

- ◆ The Harris County Chamber reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable.
- ◆ If the Harris County Chamber cancels an event, registrants will be offered a full refund. Should circumstances arise that result in the postponement of an event, registrants will have the option to either receive a full refund or transfer registration to the same event at the new, future event.

### Paid Registration Cancellation by Participant

- ◆ All cancellations will be accepted in writing only and must be received by the stated cancellation deadline.
- ◆ Unless specifically stated on registration materials, the deadline to receive a refund for an individual ticket or for group purchases/tables is (7) business days before the event.
- ◆ Cancellations received after the stated deadline will not be eligible for a refund. Refunds will not be available for registrants who choose not to attend an event. All refund requests must be made by the attendee or credit card holder. Refund requests must include the name of the attendee and/or transaction number. Refunds will be credited back to the original credit card used for payment.
- ◆ The above policies apply to all Harris County chamber events unless otherwise noted in the corresponding event materials. Please read all individual event information thoroughly.

### On-Site Registration

- ◆ Unless specifically stated on registration materials, on-site registrants may be subject to an additional administrative fee.