



## Event Payment, Cancellation and Weather Policies

Effective July 1, 2017

### *Payment & Cancellation Policy*

The NCMCC offers many events throughout each month and several special events per year. For each of our events, there are expenses incurred (most typically related to food but can include other costs), which are paid for through the event registration fee. We do negotiate with our vendors, hosts and sponsors to keep these costs down to ensure the most reasonable expenditure for all of our attendees.

*Please note the following policies for event registrations.*

1. Payment from members is expected within 14 days of the event occurring but we appreciate payments made upon receiving your invoice. (For example, if an event fell on February 1st, payment is expected by February 15th.)
2. Payments for non-members is required at the time of registration.
3. Payments can be made by cash, check or credit card. At this time, we accept only cash or check at the door for events.
4. Invoices are emailed directly following your online registration, prior to the event and mailed post-event.
5. We have a **24 hour cancellation policy** for every event and every type of registration (this includes but is not limited to members, non-members and sponsors). We ask that you please let us know within 48 hours of your cancellation. Cancellations within 24 hours will be billed and expected to be paid.
6. Businesses with open invoices beyond 60 days will be added to our "credit only" list which will deny invoicing during online registration as well as require payment via credit card up front.
7. Questions regarding your event registration should be directed to Maria McCaffrey, Events & Programs Manager at 978.353.7600 ext. 235 or [mmccaffrey@northcentralmass.com](mailto:mmccaffrey@northcentralmass.com)

### *Inclement Weather Policy*

As the NCMCC is a business to business association, we strive to keep to regular business as usual even during inclement weather to better serve our members and the community. We do not often cancel or reschedule events or close the NCMCC office, but should the need arise, we will notify members as quickly as possible.

1. Event schedules will be evaluated up until 2 hours prior to the event. (Should an event fall before 12 pm, a decision will be made the day before and all registered attendees will be notified)
2. Should a cancellation or reschedule be needed, the notification will be presented on our [Facebook page](#), [homepage](#) and the calendar item for that event.
3. Other notifications may include an automated phone call or email blast to those registered for the event.
4. You will be billed per our cancellation policy above should you chose not to attend an event that has not been cancelled or rescheduled. If rescheduled or cancelled, your registration will be honored for our next appropriate event (Business After Hours for Business After Hours, HRC for HRC, etc).