

Coral Gables Chamber of Commerce

Event RSVP Policies and Procedures

1. **EARLY REGISTRATION:** Members must prepay when they RSVP (no later than 72 hours prior to the event) to receive the early registration rate.
2. **LATE REGISTRATION:** Individuals who are still interested in attending after the deadline are welcome. Those with RSVPs will have priority seating and all others will be seated on a first come, first serve basis at a late registration fee rate. Please be advised that early registration is strongly recommended for all events as space is limited.
3. **CANCELLATION:** Cancellations must be made 72 hours prior to the event to receive a full credit. Payment will not be refunded.
4. **NO BILLING:** Billing is no longer an option when attending an event - prepayment or payment at the door is required. Prepayment guarantees your seat and an early registration fee; payment at the door is at the late registration fee rate and seating is not guaranteed.
5. **CHECK POLICY:** No personal checks are accepted. Your company's business checks with proper identification (photo ID or business card) are permitted.
6. **GUEST POLICY:**
 - a. **Good Morning Coral Gables** — a member may bring a guest for \$20.00 with a pre-paid registration; or \$30 without a registration
 - b. **Wind-Down Wednesday** – a member may bring a guest one time for \$20.00 with a pre-paid registration; or \$25 without a registration
 - c. **Trustee Luncheon/Women's Business Network Luncheon** – a member may bring a guest for the member price; thereafter, the company must become a member.
6. **NON-MEMBER POLICY:** Non-members may attend any Chamber event (i.e. GMCG, Wind-Down Wednesday, WBN Luncheons, etc.) any amount of times at the non- member price. However, they may attend any committee meeting only once; thereafter, they must become a member. Please pick up your name badge at the area designated for Non Members and receive a special welcome.