



BURLINGTON COUNTY
Chamber of Commerce
The Voice of Business

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Chamber Event Policies

It is recommended that all members pre-register for events regardless of whether or not there is a charge to attend. If capacity is reached, only individuals who pre-registered will be able to attend.

Pay attention to registration deadlines, they typically coincide with the date attendance must be guaranteed at a venue. Late registrations and walk-ins may cause issues with the host facility leading to delays in service and the program and can not always be accommodated. Event registration may close prior to the deadline if capacity for the venue has been reached.

Member's Only Access: Each company has a Member # and password to access their administrative account on the "members only" section of www.bccoc.com. The company administrator is responsible for setting up representative usernames and passwords for their employees so that individuals can register themselves for events through the online calendar of events.

How to Register: The easiest way to register is through our online calendar of events and the event emails. Each person needs to have their Member #, Representative Login, and Password in order to register online at the member rate. For those who prefer to register by fax, a monthly printable registration form is available online at www.bccoc.com/forms.asp. All registrations must be made online or by fax, no registrations can be accepted over the phone or by email.

Additional Fees: Registrations made after the RSVP date and walk-in registrations will be charged the higher non-member rate if we are able to accommodate them.

Cancellations: Cancellations must be made 2 business days prior to the event or you will be responsible for the event registration fee. Some larger events may have a different cancellation and refund policy.

Billing Policy: All events and sponsorships must be paid for in advance. It is recommended that events are paid for by credit card when registering online. If the "bill me" option is selected instead, an invoice will be emailed to you with your event confirmation. The invoice can also be found online under the "accounts" tab in the company's administrative account the chamber website. Please use this invoice to request payment, one will not be sent to you in the mail. Members also have the option to pay online through the administrative account with a credit card, or pay at the door with cash or check.

Guests: Prospective members who register themselves for events will pay the non-member rate, however, members are welcome to register guests and bring them at the member price. Representatives from non-member companies are welcome to attend a maximum of 3 chamber events within 90 consecutive days. **All Non-members must be pre-registered and paid in advance.**