

# Tyler Area Chamber of Commerce

## Refund Policy

July 11, 2016

### **Event Fees**

The policy of the Tyler Area Chamber of Commerce (“the Chamber”) is to generally require payment in advance for admission to all Chamber events due to commitments to our vendors for these events. The Chamber event fees are refundable only if a cancellation notice is received by the Chamber 24 hours in advance of the event date via, phone, fax, email, or in person. Reservation and refund deadlines are stated on the website registration form associated with the event. Attendees, who register, but do not attend, will be invoiced as if the event was attended. Attendees who cancel after the reservation deadline will be invoiced and held responsible for the event fee. However, in case of unusual or unavoidable circumstances, Chamber staff may provide credit toward future events, with each request being determined on a case-by-case basis.

### **Membership Dues**

Payment for Membership Dues at the Chamber is due at the time of application or at the beginning of your renewal year. Membership dues refund requests are handled on a case-by-case basis. Refund requests should be submitted via one of the methods listed below...

1. By contacting: Membership Services at (903) 596-0106 or via e-mail at [chamberinfo@tylertexas.com](mailto:chamberinfo@tylertexas.com)
2. Mail to: Tyler Area Chamber of Commerce, 315 N. Broadway, Tyler, TX 75702
3. Fax to: (903) 593-2746

### **Sponsorships, Publication Purchases & Other Services**

The Chamber does not offer refunds on any sponsorships or publication purchases.

Please note that the stated refund policies may be changed at the sole discretion of the Tyler Area Chamber of Commerce and without any prior notice or liability to you or any other person. When updates are made, new versions of this policy will be posted so please check periodically for updates. If you have any questions please email [chamberinfo@tylertexas.com](mailto:chamberinfo@tylertexas.com).