



## The Junction City Area Chamber of Commerce Military Affairs Council



### **Military Affairs Council Breakfast Registration and Cancellation Policy**

#### **Registration Policy**

As per the Junction City Area Chamber of Commerce (JCACC) contract with the Courtyard by Marriott, we are required to submit FINAL registration numbers the Friday before (five work days prior to) the MAC Breakfast. Because of this, we ask you register **no later than 4:00 pm the Friday before the MAC Breakfast**. Out of the final numbers we submit, we are only allowed 10% walk-ins, so we respectfully ask that you RSVP by the suggested time. Even with our 10% cushion, if you are attending the MAC Breakfast as a walk-in, there is no guarantee you will be provided a seat or food, therefore, we highly encourage your registration.

**All MAC Breakfast Tickets      \$20**

It is essential that we are notified of any specific dietary requirements prior to your visit to ensure that we can cater to you appropriately. Please keep in mind that we cannot guarantee adherence to all specific dietary requests.

Registrations can be made either by phone 785.762.2632, email [mac@jcacc.org](mailto:mac@jcacc.org) or online at [www.jcacc.org/mac-breakfast](http://www.jcacc.org/mac-breakfast)

#### **Registration Cancellation by Participant**

Unless specifically stated on registration materials, the deadline to receive a refund for MAC Breakfast is **4:00 pm the Friday before the MAC Breakfast**. Most payments are collected at the door for MAC Breakfasts. Due to the cost of MAC Breakfasts, those with registrations who do not show and who do not cancel their reservation will be invoiced. Cancellation requests must go to [mac@jcacc.org](mailto:mac@jcacc.org)

#### **Event Cancellation by the Chamber**

JCACC reserves the right to cancel an event due to low enrollment, inclement weather or other circumstances which would make the event non-viable. If JCACC cancels or postpones an event, registrants will have the option to either receive a full refund or transfer registration to the next event.

In the case of inclement weather, the Chamber office follows the City of Junction City Government schedule. If an event is cancelled or the Chamber office is closed, it will be posted on the Chamber website and Social Media pages.

It is our goal to offer the highest quality in service to our members and event attendees. Your assistance is very much appreciated by giving us as much notice as possible when registering or cancelling for an event. We also realize changes and cancellations are unavoidable, yet they can be costly to our operations.

We thank you for your support of the JCACC, a Not-For-Profit Organization, and appreciate your understanding and compliance regarding our event registration and cancellation policies.