



## Event Terms and Conditions

May 19, 2009

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**Registration Policy:** Payments are required 72 hours (3 business days) in advance. Reservations can be placed up to 48 hours in advance but will incur an additional late registration charge on the day of the event.

**Late Registration Policy:** A \$10 late registration charge will be applied on the day of the event. This charge includes all Members and Non-Members.

### **Payment Options:**

**By credit card:** Go to events calendar on BDB Website, click on event date and follow the prompts to RSVP and make payment.

**By check:** Make checks payable to "The Business Development Board". Mail payment to: *The Business Development Board, 310 Evernia Street, West Palm Beach, FL 33401*. Checks must be received before the day of the event.

**Cancellation Policy:** A notice of cancellation must be received by email within 72 hours (3 business days) prior to the event. NO verbal cancellations will be accepted. A \$10 cancellation charge will be applied on the day of the event for those who do not cancel within 72 hours (3 business days) prior. All cancellation notices received within 72 hours (3 business days) prior to the event will be given an event credit of equal value. Event credits will be applied upon request and are good for up to 1 year from the purchase date. As a not-for-profit organization, no refunds will be administered.

**Privacy Policy:** Your privacy is important to us. To better protect your privacy we provide this notice explaining our online information practices and the choices you can make about the way your information is collected and used. To make this notice easy to find, we make it available on our homepage and at every point where personally identifiable information may be requested.

**The Information We Collect:** This notice applies to all information collected or submitted on the BDB website. On some pages, sign up for services, register for an event, and purchase event tickets. The types of personal information collected at these pages are:

**Name Address, Email address, Phone number, Credit/Debit Card Information (etc.)**

On some pages, you can submit information about other people. For example, if you register for an event online you may provide additional information about your guest, the types of personal information collected are:

**Name, Address, Phone Number (etc.)**

## Event Terms and Conditions Cont.

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**The Way We Use Information:** We use the information you provide about yourself when registering for an event only to complete that registration. We do not share this information with outside parties except to the extent necessary to complete that registration.

We use the information you provide about someone else when registering for an event only to prepare ourselves for their attendance. We do not share this information with outside parties except to the extent necessary to complete that order.

We use non-identifying and aggregate information to better design our website and to share with advertisers. For example, we may tell an advertiser that X number of individuals visited a certain area on our website, but we would not disclose anything that could be used to identify those individuals.

Finally, we never use or share the personally identifiable information provided to us online in ways unrelated to the ones described above without also providing you an opportunity to opt-out or otherwise prohibit such unrelated uses.

**Our Commitment to Data Security:** To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we have put in place appropriate physical, electronic, and managerial procedures to safeguard and secure the information we collect online.

**How to Contact Us:** Should you have other questions or concerns about these privacy policies, please call us at 561-835-1008. Office Hours are from 9am to 5pm, Monday thru Friday.