



LakeNormanHR
13801 Reese Blvd. Suite 170
Huntersville, NC 28078

Applicability: Applies to all LKNHR Members, Guests, and Sponsors

Approval: LakeNormanHR Board of Directors

Effective Date: 10/01/15

Revision Date:

Reissue Date:

Statement of Purpose and Philosophy

All members, sponsors and guests for LakeNormanHR events are responsible for registering for events prior to the event in order for the chapter to provide the event catering staff a proper headcount for logistics setup and food and beverage planning purposes. Failure to register or cancel for an event can subject the chapter to unnecessary charges and expenditures.

Chapter Registration and Cancellation Guidelines:

The following guidelines apply to anyone registering for a LakeNormanHR event:

- Advance registration is required for all chapter sponsored events.
- The website event registration log and merchant sales log will serve as the sole source for confirmed registrations.
- Registration is available via the website for all events until the cut-off date prior to the event, which is typically at Noon two business days prior to the event, but in all cases will comply with contractual requirements for the locations where the chapter holds events. The date that registration closes is displayed in the event registration link description.
- Those who show up without a confirmed advance registration may be allowed to attend the event as a “walk-in,” at the sole discretion of the LakeNormanHR President or Secretary or his/her designee and only if space and food and beverage service is available. Walk-in registrations will be charged a premium registration fee as determined by the Board of Directors that must be paid on-site prior to admission to the event.
- Submission of an online cancellation form is required to cancel a confirmed advance registration for any event. The cancellation deadline for each event coincides with the registration cut-off date for the same event as noted above. LakeNormanHR does not accept emails in lieu of cancellation forms.
- No shows for any event without a valid cancellation on file will be billed a no-show fee:
 - For members, the no-show fee will be equal to the guest rate for the event.
 - Guests without a valid cancellation will forfeit the previously paid event fee.
 - Guests/sponsors registered via a promo code will be billed the guest rate for the event.
- Check-in is required for every attendee at each event. The established check-in process will serve as the sole source of record for confirming attendance. Failure to check-in can be deemed as a no-show for the event.
- Registrations, event reminders and cancellations are confirmed via email to the email address confirmed for the event registration and will represent the source record in the event of any discrepancies with the registration check-in roster.
- A no-show fee bill is considered a chapter membership obligation and failure to pay any outstanding balance due within 45 calendar days of billing can result in action, up to and including membership suspension until all member account accounts payable are cleared with the Treasurer.

