



Event Registration Policy

Registration Deadlines

Pre-registration is required for all events. Registration closes at noon two business days before luncheons, and at 4pm one business day before lunch 'n' learns, unless the event fills to capacity. Late registrants may be placed on a wait list in case of a cancellation. Some special events will have deadlines further in advance of the event and dates will be posted accordingly.

Registration Cancellation/Refund Policy

To cancel a registration, please contact us by phone at 726-2961, ext. 9 or email events@bot.nf.ca. All requests must be received two or more business days before the event date, otherwise the registrant will be invoiced. Some special events will have deadlines further in advance of the event and dates will be posted accordingly.

Late Cancellation Policy/No Show Policy

Registrants who are "no-shows" for an event, or cancel a registration less than two business days before a scheduled event, will be subject to invoicing. In lieu of canceling a registration, a registrant may send a substitute in his or her place (see substitution policy).

Late Arrivals

Reservations for most Board of Trade events are held for 20 minutes after the slated event start time. After that time, reservations may not be honored if there is a waiting list for the event.

Substitution Policy

Substitutes are permitted for all reservations. Any difference in fees between member and non-member rates will be invoiced to the initial registrant unless we are advised otherwise.

Events with Food Service

Registrations received less than two business days before an event where food will be served are not guaranteed food service.

Requests for Special Dietary Accommodations

If you have a special dietary need, please submit your request for accommodation at least two business days in advance.

Event Cancellation/Postponement

If an event must be postponed or canceled for any reason, including inclement weather, every effort will be made to notify those who have pre-registered and have provided a contact phone number or email address. Canceled events will be publicized on the website as quickly as possible. If an event is to be rescheduled, all registrants will be notified of the new date.

Registration Payments/Methods

Online registrations are encouraged. Payments for events may be paid by cash, American Express, VISA, MasterCard, cheque or government purchase order.