

## **Important event information**

- We must have all guests' names one week prior to any event to have available for checkin
- All members and guests must check in at the registration desk the day of the event
- Valid Government Issued Photo ID is required upon check-in
- Ticket with table number will be provided at check-in, will not be sent by U.S. Mail
- To reduce financial risk for the Club, there will be an incremental increase to the Member ticket price when purchased within two weeks of the event
- By attending an event you and your guests agree to be recorded through photos, video and/or audio, and consent to your likeness and voice being used without compensation in any and all media as the Club may determine

## To buy a table

Tables may be ordered to seat 10, 11 or 12

There is a financial incentive for purchasing tables of ten. To increase the table to up to 12 attendees, please purchase the additional guest tickets at regular price.

## Cancellation policy

For in-person events, tickets may be cancelled for a full refund:

- Two weeks prior to Luncheon and Dinner events
- One week prior to Breakfast events

Guest substitutions are welcome, but no tickets will be refunded after this time.

If you have signed up for an ECNY digital webinar event, cancellations are not permitted once you have received your unique webinar link.

Cancellation requests must be sent via email to: <a href="mailto:events@econclubny.org">events@econclubny.org</a>

## **Questions?**

If you have any questions, please call our office at 212.947.7738

All changes and/or cancellation requests must be sent via email to: events@econclubny.org