

## **“HOW TO REGISTER FOR A BIA EVENT...”**

1. Look through your monthly Calendar of Events and choose the event(s) you would like to attend. If you would like more information, contact the Events Dept. at (858) 450-1221.
2. **REGISTER ONLINE ( [www.biasandiego.org](http://www.biasandiego.org)) OR MAIL YOUR RESERVATION FORM with payment** to the Building Industry Association, attention: Events Dept., **72 HOURS PRIOR** to the event. Reservations made after the 72-hour deadline will automatically be charged an **extra \$10** for each participant registering for the event. **This is the policy and there are no exceptions!** This policy is in force to encourage early registration so the BIA Staff can notify hotels and restaurants to accommodate and plan for the event.
3. **BIA ACCEPTS CASH, CHECK, AMEX, MASTERCARD OR VISA.** We **will not** reserve a place for you at any of our events without cash, check or a credit card # in advance. “Check-in-the-mail” and “I will bring or send you a check” **will not** be acceptable!
4. When calling in your credit card # please ask to speak with the Events Dept. directly, **Do not leave your credit card # with anyone else.** If no one is available, leave a message on voice mail and the Events Dept. will call you back.
5. **OVER-THE-PHONE or FAX reservations will only be accepted with a CREDIT CARD payment! Faxed check copy will not be accepted as form of payment!**
6. **IMPORTANT: CANCELLATION WILL ONLY BE REFUNDED IF MADE 72 HOURS BEFORE THE EVENT - SORRY NO EXCEPTIONS.** Once we give the guarantee to the hotel or restaurant (required 72-hours in advance) we are “locked” into the agreement and cannot receive a refund. If you know that you can not attend please try to send someone in your place. Upon cancellation a BIA Event Credit Voucher can be issued unless other arrangements are made.
7. Walk-in registration is available at our events, but is subject to availability.
8. **Non BIA Members** are welcome to attend **ONE BIA Event** that is not designated “BIA Members Only”
9. Former Members are not eligible to attend BIA Events.

We look forward to bringing our membership exciting and interesting programs in the upcoming year! We hope that these policies will not only make registering easier for you, but will help facilitate a smoother and more efficient registration process at the actual event. We look forward to seeing all of you at our upcoming events during 2008!

