

## OCEANIA SEATING SYMPOSIUM 2017 TERMS & CONDITIONS

Payment options are available during the registration process; you may pay by Visa or Mastercard or you may request a tax invoice.

By completing the registration process, you are accepting the terms and conditions including the cancellations & refunds as outlined below.

The information you supply on the registration form will be shared and used between the organising committee of the Oceania Seating Symposium 2017 for the purpose of this event and for notifications of subsequent events. You are entitled to ask Convention Management for access to, and to correct, your personal information. Unless you request otherwise, your details will be included in the list of participants, which will be distributed to those attending the conference, including sponsors and exhibitors. Platinum and Gold sponsors will be supplied email contacts.

### OCEANIA SEATING SYMPOSIUM 2017 (OSS 2017)

#### CANCELLATIONS & REFUNDS

Any amendments and/or cancellations must be notified in writing to the OSS 2017 Conference (OSS 2017) Event Managers, Convention Management NZ Ltd (CMNZ). Cancellations received in writing before 20 SEPTEMBER 2017 will be refunded in full less an administrative fee of \$150. Cancellations received after that date will not receive refunds unless exceptional circumstances prevail, and any such refund is solely at the discretion of the organisers. Cancellation charges and administration fees will be incurred and payment will be sought regardless of whether your attendance costs have been paid at the time of your cancellation. All refunds will be processed after the conference has taken place.

Substitute delegates are welcome without penalty, but please advise the event managers of any name changes. **Shared registrations are not permitted.**

I acknowledge that if I register less than 7 days prior to the event commencing, any requirements (dietary, special or other) may not be able to be catered for.

I agree to obey all instructions from the organisers as they relate to the Health & Safety at Work Act 2015 as they relate to the OSS 2017. I acknowledge that I have provided all relevant information to the organisers at the time of my registration for the OSS 2017. This information enables the organisers to determine a risk profile for complying with the Health & Safety at Work Act 2015.

Conference delegates consent to being filmed and/or photographed for use in social media posts, advertising, television, video, and receiving printed or emailed promotional material. If I do not consent I understand that I need to contact the OSS 2017 Organisers and advise them of such.

In the event that the conference is cancelled by the organisers or CMNZ, or by any reason of any factor outside the control of the organisers or CMNZ, the conference cannot take place; the amount of the Registration Fee (less any administrative costs) shall be refunded. The liability of the organisers and CMNZ shall be limited to that refund and neither shall be liable for any other loss, cost or expense, however caused, incurred or arising. In particular, neither the organisers nor CMNZ shall be liable to refund any travel or hotel costs incurred by delegates or their organisations. It follows that delegates and accompanying partners are advised to take out comprehensive insurance, including travel insurance.

Non payment of any invoice issued will be passed onto a collection agency. Any collection costs incurred will be the responsibility of the debtor.

#### ELECTRICAL DEVICES

I understand that any and all electrical devices, chargers, power cords and electrical plugs of any type that I bring into OSS 2017 and function venues must be compliant with relevant New Zealand Standard AS/NZS 3760. I further understand that all electrical devices, chargers, power cords and electrical plugs of any type must be tested and tagged attesting to the fact that they currently meet the New Zealand Standard AS/NZS 3760.

I further understand that any electrical equipment found to be untagged must be tested and tagged or removed from OSS 2017 and function venues immediately. New equipment need not be inspected but must be tagged with the re-test date prior to service as per New Zealand Standard AS/NZS 3760.

**DISCLAIMER**

Neither the organisers of the OSS 2017 conference and its constituent members acting as organisers (known collectively as 'the Organisers'), nor Convention Management NZ Ltd (CMNZ), can accept any liability for death, injury, any loss, cost or expense suffered by any person (including accompanying persons or partners or attendant caregivers). In particular, neither the Organisers nor CMNZ can accept any liability for losses arising from the provision or non-provision of services provided by hotel companies or transport operators. Nor can the Organisers or CMNZ accept liability for losses suffered by reason of war including threat of war, riots and civil strife, terrorist activity, natural disasters, weather, fire, flood, drought, technical, mechanical or electrical breakdown within any premises visited by delegates and/or partners in connection with the conference, nor losses suffered by reason of industrial disputes, governmental action, registrations or technical problems which may affect the services provided in connection with the congress. Neither the Organisers nor CMNZ is able to give any warranty that any particular will appear as a speaker or panellist.