

Plastics NZ Terms & Conditions: 2024 Conference

Definitions:

- Plastics New Zealand Incorporated (PNZ).
- Member: individual, or group of individuals, from a paid-up company member of PNZ.
- Non-Member: individual, or group of individuals, from a company that is not a member of PNZ.
- Delegate: a registered person acting for another: such as. a representative to a convention or conference
- Booking: successful reservation of conference, accommodation and/or side-event placement.
- Side Events: Events and activities run alongside the main conference such as the golf, partners programme, optional networking, and dinner.
- Room night: Accommodation in a room at the conference venue.
- Force Majeure: any act, event of circumstance beyond the reasonable control of PNZ which has a substantial impact on PNZ, the event venue(s), or the geographical area in which PNZ and/or the hotel operates. The act, event or circumstance could include, without limitation, casualties, war, rebellion, revolution, blockades, riots, insurrection, strikes, lockouts, labour or industrial problems, civil unrest, embargoes, domestic or international disturbance, acts of terrorism, an outbreak of disease, virus, pandemics or epidemics, world and/or regional health threats, loss or substantial reduction in major airline services, governmental actions or delays, fire, cyclones, earthquakes, storms, floods, other natural catastrophes or severe weather conditions or acts of God, travel or health advisories, orders or recommendations issued by any relevant government authorities or international bodies or agencies, or damage or destruction of the event venue.

Bookings:

1. Delegate, accommodation, and side-events placements may be limited. Submission of a registration form and/or payment details to Plastics New Zealand does not constitute automatic confirmation of Booking.
2. Bookings are confirmed on receipt of confirmation letter or email from PNZ and/or processing of payment and issuing of receipt.
3. Late registrations will be receipted up until 13th May 2024 at the late registration rate. However, Bookings are not confirmed until a confirmation letter or email from PNZ has been issued.
4. Accommodation at the Conference venue is not guaranteed for those making late registrations. If no rooms are available, the registrant will be informed and must arrange their own accommodation.

Conference Rates:

5. The 2024 Annual Conference has Early Bird, Standard and Late registration rates available. Timeframes for each registration period are as follows:
 - Early Bird Rates: **Valid from Friday 15th December – Friday 1st March 2024**
 - Standard Rates: **Valid from Saturday 2nd March – Tuesday 2nd April 2024**
 - Late Registration: **Valid from Wednesday 3rd April – Monday 13th May 2024**
6. Conference fees for Members are specifically listed in the registration form. Non-Members will incur a 33% surcharge, unless otherwise stated on the registration form.

Registrant Cancellation & Non-Attendance:

Once Bookings are confirmed, the following cancellation conditions apply:

7. Cancellations must be made in writing and confirmed with a confirmation email from PNZ to be valid.
8. Substitutions under the exact same booking conditions may be made in the event that the original registrant cannot attend. Notification of a substitute must be made to PNZ at the first possible opportunity.
9. Cancellation of attendance **prior to 2nd April 2024:**
 - 100% of Conference Registration Fees, Accommodation and Side Event costs will be refunded, less a \$50 administration fee.
10. Cancellation of attendance **from 3 April 2024 to 30th April 2024:**
 - 50% of the Conference Registration Fee will be refunded, less a \$50 administration fee.
 - No refund on Accommodation costs unless the room(s) can be resold. PNZ will endeavour to resell your accommodation but cannot guarantee this.
 - Side Event costs may be refundable depending on the event and vendors refund policy.
11. Cancellation of attendance **after 1st May 2024:**
 - No refund of Conference Registration Fees.
 - No refund on Accommodation costs unless the room(s) can be resold. PNZ will endeavour to resell your room(s) but cannot guarantee this.
 - No refund on Side Event costs.
12. No refunds will be provided in the event of registrant non-attendance at the Conference or Side-Events, or where booked accommodation is not utilised.

Alterations To Confirmed Bookings:

Once a Booking is confirmed the following applies to any alterations/variations:

13. All requested variations to Bookings must be made in writing to Plastics New Zealand. Variations are not fully confirmed until a new confirmation letter or email has been issued by PNZ.
14. Accommodation: Additional room nights are subject to availability and cannot be guaranteed. In the event that a room(s) is not available, the attendee will need to arrange their own alternative accommodation. Removal of a room night(s) is subject to the cancellation conditions above.
15. Side Events: Additional side event registrations are subject to availability and must be requested at least 28 days prior to the commencement of the Conference. Cancellation of side event registration is subject to the cancellation conditions above.
16. Conference: Registrations are transferrable under the conditions outlined in Clause 8

Event Cancellation or Postponement:

17. Where the Conference is cancelled due to Force Majeure, or government regulation restricting event numbers or travel, PNZ will refund the recoverable portion of any conference, side-event and accommodation fees paid. Cost recovery is not guaranteed as it is dependent on individual supplier contracts and responses to said event/regulation.
18. If the event is cancelled by PNZ for any other reason, conference, side-event and accommodation fees will be refunded in full.
19. PNZ will not be held responsible for any loss of funds incurred due to cancellation of travel. We strongly recommend you check the cancellation and refund policies of your travel and transport providers and book fully refundable or changeable options where you can.