

Plastics NZ Terms & Conditions: 2025 Conference

Definitions:

- Plastics New Zealand Incorporated (PNZ).
- Member: An individual or entity that holds an active and current Membership with Plastics New Zealand, as defined in the PNZ Constitution, at the time of registration. This includes:
 - Individuals who are employees, owners or representatives of a fully paid-up Member company or organisation;
 - Individuals recognised as Honorary Members or Life Members under the PNZ Constitution, regardless of their current employment status.

Membership status must be verifiable by PNZ at the time of registration

- Non-Member: An individual or entity that does not meet the criteria for Membership as defined above, including employees of companies that are not current PNZ Members.
- Delegate: a registered person
- Booking: A confirmed reservation for conference attendance, accommodation and/or side-event participation.
- 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 hotel.
- Force Majeure: any act, event or 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. Submission of a registration form and/or payment details (e.g. credit card information) does not constitute automatic confirmation of a Booking. Bookings are subject to availability and will be confirmed only once PNZ has processed the payment.
2. Bookings are confirmed when PNZ has:
 - Processed the payment; and
 - Issued a confirmation letter or email to the registrant.
3. Late registrations will be receipted up until 8th May 2025 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 Hotel is not guaranteed and is on a first in first served basis. If no rooms are available, the registrant will be informed and must arrange their own accommodation.

Conference Rates:

5. The 2025 Annual Conference has Early Bird, Standard and Late registration rates available. Timeframes for each registration period are as follows:

- Early Bird Rates: Valid from Monday 3rd February – Monday 3rd March 2025
 - Standard Rates: Valid from Tuesday 4th March – Friday 4th April 2025
 - Late Registration: Valid from Saturday 5th April – Thursday 8th May 2025
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.

Delegate Cancellation & Non-Attendance:

Once Bookings are confirmed, the following cancellation conditions apply:

7. Cancellations must be made in writing and confirmed with a return email from PNZ to be valid.
8. Cancellation prior to 4th April 2025:
 - 100% of Registration, Accommodation and Side Event costs will be refunded, less a \$50 administration fee.
9. Cancellation from 5 April 2024 to 30th April 2025:
 - 50% of Registration 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, subject to the policies of the event vendors. PNZ will act as the intermediary for refund requests and will liaise with vendors on your behalf. Refunds will only be provided if the vendor issues a refund. PNZ is not responsible for costs that cannot be recovered from vendors.
10. Cancellation of attendance after 1st May 2025:
 - No refund of Registration or Side Event costs.
 - No refund on Accommodation costs unless the room(s) can be resold. PNZ will endeavour to resell your room(s) but cannot guarantee this.
11. 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.
 - In exceptional circumstances (such as bereavement, medical emergency, or other serious unforeseen events), a partial refund of the Conference Registration fee may be considered on a case-by-case basis at PNZ's discretion. Any refund will be subject to a \$50 administration fee and cost recovery considerations.
 - Side Event and Accommodation costs remain non-refundable unless resold or recoverable from suppliers as outlined in Clause 9.

Alterations To Confirmed Bookings:

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

12. All requested variations to Bookings must be made in writing to Plastics New Zealand. Variations are not fully accepted until a new confirmation letter or email has been issued by PNZ.
13. Accommodation: Additional room nights are subject to availability and cannot be guaranteed. If 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.
14. Side Events: Additional side event registrations are subject to availability. Cancellation of side event registration is subject to the cancellation conditions above.
15. 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.

Event Cancellation or Postponement:

16. 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.
17. Where a Side Event is cancelled due to low registrations, costs paid will be refunded in full. Where cancelled due to adverse weather or other reasons outside the control of PNZ, PNZ will refund the recoverable portion of costs paid. Cost recovery is not guaranteed as it is dependent on individual supplier contracts and responses to said event.
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.

Attendee Responsibility and Indemnification

20. As an attendee, you agree to:

- **Personal Conduct:** Exercise reasonable care to prevent damage to property and avoid causing harm to others during the conference and associated events.
- **Guest Conduct:** Ensure that any guests you bring to the conference or related events adhere to the same standards of conduct. You will be held responsible for any damages or liabilities resulting from the actions of your guests.
- **Indemnification:** Indemnify and hold harmless, PNZ, its officers, employees and agents from any claims, liabilities, damage, or expenses arising from:
 - i. Your breach of these terms and conditions.
 - ii. The negligence or wilful misconduct of you or your guests
 - iii. Damages caused by you or your guests
 - iv. Costs incurred due to excessive cleaning, unauthorised affixation of items, or improper parking (as outlined below).

This indemnification does not extend to situations where PNZ is found to be negligent or has breached its own obligations.

21. Venue-Specific Responsibilities:

- **Additional Cleaning Costs:** Any cleaning costs that exceed general housekeeping standards, as determined by PNZ, Novotel Ellerslie, or the Ellerslie Event Centre, will be charged to the responsible attendee.
- **Unauthorised Affixation of Items:** Attendees must not attach or suspend any items (including but not limited to nails, screws, pins, tape, or adhesives) to walls, floors, ceilings, or fixtures of the venue without the prior written consent of PNZ and the venue provider. Any resulting damage will be charged to the responsible party.
- **Improper Parking:** Vehicles must be parked only in designated parking areas. Attendees who park on lawns, verges, or other restricted areas may be liable for any damage caused and/or any penalties imposed by the venue.

22. Limitation of Liability. PNZ will not be liable for:

- Loss, theft, or damage to personal property.
- Injuries sustained due to actions or omissions of attendees or their guests.
- Any indirect or consequential losses.

This limitation does not exclude liability for death or personal injury resulting from PNZ's negligence.

23. Insurance: Attendees are advised to obtain appropriate insurance coverage for any personal belongings and travel arrangements.