

Terms and Conditions
for the
New Zealand FM Summit 2019
26 - 27 June 2019, Te Papa, Wellington

Registration Terms and Conditions

- Full payment for registration fees must be received prior to the Summit.
- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- Summit fees paid via credit card will incur a 2.9% credit card fee.
- Summit invoices required prior to payment will incur a \$20 additional administration fee.
- If you cancel your registration on or prior to Friday 31 May 2019 you will receive a refund less a cancellation fee of \$100. Cancellations made after Friday 31 May 2019 are non-refundable.
- The Privacy Act 1993 provides that, before your name and contact details can be published in a list of participants you must give your consent. If you select 'Yes, I do want my details to be included in the list of participants' on the registration form or by email, your details may be distributed to:
 - a) Summit delegates, sponsors and exhibitors
 - b) Organisers of future Facilities Management New Zealand events
 - c) Participants who download the Summit App
- If, for reasons beyond the control of the Organising Committee, the Summit is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- By registering for the Summit you are confirming consent for any video and photographs taken at the Summit which you are in may be used by the Association in promotion of the Summit.

Personal Data Collected

[Click here to view the Data Processing Consent Policy.](#)

- We ask for your personal data to facilitate your participation in this event. Your data will be used solely for this event and under no circumstances be sold or used for other purposes.
- Your personal data will be automatically anonymised 24 months after the conclusion of this event.
- You retain the right to request that we forget or anonymise your personal data. If you have attended any event with us, we will retain any financial, tax or event attendance records for reporting reasons, but on request, will remove all personal data from our database, leaving an anonymised record for reporting reasons. Please contact us at fmsummit@theconferencecompany.com with any inquiries you may have.
- Your data may be shared with other logistical organisations and third parties in order to deliver this event. Only data relevant to their specific role will be made available to them. Please see the [Data Processing Consent Policy](#) for a list of third parties.

Accommodation Terms and Conditions (if applicable)

- Prices are in NZ dollars and include Goods and Services tax of 15%
- Rates provided for each of the hotels are specific to the FM Summit 2019 dates only.
- The Conference Company will provide you with an accommodation invoice that does not include GST. The hotel will provide you a full tax invoice upon check out.

InterContinental Wellington

- Full payment for your accommodation will be charged against your credit card to secure your reservation. A credit card fee of 2.9% will be added to the booking.
- Prior to 20 May 2019 this payment is refundable. If you cancel your reservation on or after 20 May 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 3pm. Check-out time is 11am.

Distinction Wellington Century City Hotel

- Full payment for your accommodation will be charged against your credit card to secure your reservation. A credit card fee of 2.9% will be added to the booking.
- Prior to 20 May 2019 this payment is refundable. If you cancel your reservation on or after 20 May 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.
- Any guests that check out earlier than the booked departure date without giving notice at check-in, will be charged a cancellation fee of one night's accommodation.
- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 3pm. Check-out time is 11am.

Bay Plaza Hotel

- A deposit of one night will be charged against your credit card to secure your reservation. A credit card fee of 2.9% will be added to the booking.
- Prior to 20 May 2019 this payment is refundable. If you cancel your reservation on or after 20 May 2019 or fail to check in on the arrival date you have specified, this payment will not be refunded.

- Room configurations are subject to availability. The requested configuration will be sent to the hotel but cannot be guaranteed.
- You will be asked to provide credit card details for pre-authorisation on check in. If you do not wish to use your credit card then alternatively you can pay a deposit on check in.
- You will be responsible for settling the remaining balance and any additional nights booked at the time of check in and any incidentals incurred upon departure. Please be advised the hotel may apply a surcharge to all credit card payments, payment by cash or EFTPOS will not incur a surcharge.
- Check-in time is 2pm. Check-out time is 10am.