

**Terms and Conditions**  
**for the**  
**New Zealand Principals' Federation Conference 2018**

**Registration Terms and Conditions**

- Full payment for registration fees must be received prior to the Conference.
- All prices are in New Zealand dollars and include Goods and Services Tax of 15%.
- If you cancel your registration on or prior to 24 September 2018 you will receive a refund less a cancellation fee of \$100. Cancellations made after 24 September 2018 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) Conference delegates, sponsors and exhibitors
  - b) Organisers of future New Zealand Principals' Federation events
- If, for reasons beyond the control of the Organising Committee, the Conference is cancelled, registration fees will be refunded after the deduction of expenses already incurred.
- By registering for the Conference, you are confirming consent for any video and photographs taken at the Meeting which you are in may be used by the Association in promotion of the Conference.

**Personal Data Collected**

- We ask for your personal data to facilitate your registration for this event.
- You retain the right to ask us about your personal data at any time. Please contact us at [nzpf@theconferencecompany.com](mailto:nzpf@theconferencecompany.com) with any inquiries you may have.
- You retain the right to withdraw consent to use your personal data at any time. Please be aware that a withdrawal of consent before the start of this event will incur a full event cancellation and cancellation fees as noted in the above Registration Terms and Conditions.
- Please contact us at [nzpf@theconferencecompany.com](mailto:nzpf@theconferencecompany.com) with any inquiries you may have.
- Your personal data will be retained by us for up to 24 months after the conclusion of this event.
- Your data will be shared with other organisations and third parties in order to process your registration. These will include:
  - Microsoft Azure
  - Payment Express, our authorised ecommerce provider
  - Any hotel you make a reservation with via The Conference Company
  - Caterers. Where you have indicated a special dietary requirement this will be provided to any catering company contracted for the event.
  - The app supplier for the event.
  - Sponsors. Please note, in a separate privacy section of the registration form, you can opt in or out of your information being shared with sponsors.

- You retain the right to request that we forget or anonymize 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 anonymized” record for reporting reasons.

#### **Accommodation Terms and Conditions (if applicable)**

- Prices are in NZ dollars and include Goods and Services tax of 15%

#### ***Bay Plaza Hotel***

- A deposit of one night will be charged against your credit card to secure your reservation.
- Prior to 18 September 2018 this payment is refundable. If you cancel your reservation on or after 18 September 2018 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 2.00 pm. Check-out time is 10.00 am.

#### ***Copthorne Hotel Wellington Oriental Bay***

- Full payment for your accommodation will be charged against your credit card as a deposit to secure your reservation.
- This deposit is non-refundable.
- 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 2.00 pm. Check-out time is 10.00 am.

### ***Grand Mercure Wellington***

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 20 August 2018 this payment is refundable. If you cancel your reservation on or after 20 August 2018 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 2.00 pm. Check-out time is 11.00 am.

### ***James Cook Hotel Grand Chancellor***

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 19 July 2018 this payment is refundable. If you cancel your reservation on or after 19 July 2018 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 2.00 pm. Check-out time is 11.00 am.

### ***InterContinental Wellington***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- If you cancel your reservation on or after 22 July 2018 and prior to 18 September 2018, you will be charged the equivalent of one nights' accommodation as a cancellation fee. If you cancel your reservation on or after 18 September 2018 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 3.00 pm. Check-out time is 11.00 am.

### ***Novotel Wellington***

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 18 September 2018 this payment is refundable. If you cancel your reservation on or after 18 September 2018 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 2.00 pm. Check-out time is 11.00 am.

### ***Rydges Wellington***

- Full payment will be charged against your credit card to secure your reservation.
- Prior to 18 August 2018 this payment is refundable. If you cancel your reservation on or after 18 August 2018 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 2.00 pm. Check-out time is 10.00 am.

### ***West Plaza Hotel***

- A deposit of one night will be charged against your credit card to secure your reservation.
- Prior to 18 September 2018 this payment is refundable. If you cancel your reservation on or after 18 September 2018 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 2.00 pm. Check-out time is 10.00 am.