

Terms and Conditions
for the
New Zealand Principals' Federation Conference 2019

Registration Terms and Conditions

- Full payment for registration fees must be received prior to the Conference.
- All prices are in New Zealand dollars and exclude Goods and Services Tax of 15%.
- If you cancel your registration on or prior to 30 May 2019 you will receive a refund less a cancellation fee of \$100. Cancellations made after 30 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) 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 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 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.
 - App provider for the Conference
 - AV Companies that receive speaker presentations

- Travel agencies and suppliers that assist with flight or ground transport bookings
 - Collateral designer and printer e.g. printed pocket programmes
 - Website developer where speaker profiles are included
 - 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.
 - Event organising and programme committees
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- 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 means we will have to remove your personal details from the event database. Unfortunately, this may preclude you from attending the event as we do need to store your personal details for multiple event related purposes. Please contact us at nzpf@theconferencecompany.com with any enquiries you may have.

Accommodation Terms and Conditions (if applicable)

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

Auckland City Hotel

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 30 May 2019 this payment is refundable. If you cancel your reservation on or after 30 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 2.00 pm. Check-out time is 11.00 am.

Crowne Plaza Auckland

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 30 May 2019 this payment is refundable. If you cancel your reservation on or after 30 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 3.00 pm. Check-out time is 11.00 am.

Ramada Suites Auckland

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 22 June 2019 this payment is refundable. If you cancel your reservation on or after 22 June 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 2.00 pm. Check-out time is 10.00 am.

Rydges Auckland

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 30 March 2019 this payment is refundable. If you cancel your reservation on or after 30 March 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 2.00 pm. Check-out time is 10.00 am.

SkyCity Grand Hotel

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 26 March 2019 this payment is refundable. If you cancel your reservation on or after 26 March 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 3.00 pm. Check-out time is 11.00 am.

SkyCity Hotel

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to 26 March 2019 this payment is refundable. If you cancel your reservation on or after 26 March 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.
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- Check-in time is 3.00 pm. Check-out time is 11.00 am.