

Terms and Conditions

for the

NZPF Conference 2022

14 – 16 September 2022, Te Pae Christchurch Convention and Exhibition Centre, Christchurch

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 10 August 2022 you will receive a refund less a cancellation fee of \$100. Cancellations made after 10 August 2022 are non-refundable.
- In the event that you are unable to attend the conference due to Covid-19 related restrictions affecting travel from your region or the conference is cancelled due to Covid-19 restrictions you will receive a refund less \$100 to assist NZPF cover expenses already incurred.
- The Privacy Act 2020 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
- Should you need to cancel your registration for any reason, you may reassign your registration to another person. Please notify The Conference Company of the replacement delegate's name and contact details.
- By registering for the Conference you are confirming consent for any video and photographs taken at the Conference, in which you may appear, to be used by the Association in promotion of the Conference.
- By registering for the Conference, you are consenting for your data to be used as per the "Personal Data Collected" terms below. If you decide against your data being used, your registration will be cancelled less the cancellation fee above.

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.
- Please contact us at nzpf@theconferencecompany.com with any inquiries you may have.

Participant Conduct

You will conduct yourself in a professional manner that is free from any form of discrimination, harassment, or retaliation.

You will treat all participants with respect and consideration to create a collegial, respectful, inclusive, and professional environment at the NZPF Conference 2022 both in person.

Legal Claim

This agreement is subject to the law of New Zealand. In the event of any legal claims arising from either party, New Zealand shall be the sole court of jurisdiction.

Programme

The New Zealand Principals' Federation reserve the right to modify the program, which is published as an indication only.

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 Conference dates only.
- The Conference Company will provide you with an accommodation invoice including GST. The hotel will provide you with an additional tax invoice on check out for any incidental charges incurred during your stay.

Fable Christchurch

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Friday 29th July 2022 this payment is refundable. If you cancel your reservation on or after Friday 29th July 2022 or fail to check in on the arrival date you have specified this payment will not be refunded.
- The Conference Company will provide you with an accommodation invoice including GST. The hotel will provide you with an additional tax invoice on check out for any incidental charges incurred during your stay.
- 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 11am.

Novotel Christchurch Cathedral Square

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Tuesday 9th August 2022 this payment is refundable. If you cancel your reservation on or after Tuesday 9th August 2022 or fail to check in on the arrival date you have specified 100% cancellation fee applies.
- The Conference Company will provide you with an accommodation invoice including GST. The hotel will provide you with an additional tax invoice on check out for any incidental charges incurred during your stay.
- 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 11am.

Sudima Christchurch

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Tuesday 9th August 2022 this payment is refundable. If you cancel your reservation between Tuesday 9th August and Wednesday 24th August 2022 one nights' accommodation will be charged. If you cancel after Wednesday 24th August 2022 or fail to check in on the arrival date you have specified 100% cancellation fee applies.
- 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 11am.

Crowne Plaza Christchurch

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Tuesday 9th August 2022 this payment is refundable. If you cancel your reservation on or after Tuesday 9th August 2022 or fail to check in on the arrival date you have specified 100% cancellation fee applies.
- 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.

ibis Christchurch

- Full payment for your accommodation will be charged against your credit card to secure your reservation.
- Prior to Tuesday 9th August 2022 this payment is refundable. If you cancel your reservation on or after Tuesday 9th August 2022 or fail to check in on the arrival date you have specified 100% cancellation fee applies.
- 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 11am.