



Terms & conditions

Please complete and return the sponsorship application online on the conference website <http://www.ipenztgconference.co.nz/ sponsorship/>. You will receive a confirmation letter and tax invoice once your booking has been processed. [Acceptance of terms and conditions](#)

By submitting the sponsorship application form you acknowledge and accept the sponsorship terms.

Cancellation policy

Transportation Group conference 2018 reserve the right to change the venue and duration of the event if exceptional circumstances demand. In the event of a change of venue and/or duration, the agreement to participate will remain in force so long as the sponsor is informed in reasonable time before the event.

After the official booking has been accepted by the organising committee, if the sponsorship or floor space can be resold to another company, the sponsor/exhibitor will receive a full refund, less administrative fees of 20% of the total sponsorship and or exhibition rate. If not able to be resold, the sponsor/exhibitor will be liable to pay the following fees:

50% of the total sponsorship/exhibition rate, if the cancellation request is received in writing before 19 February 2018.

100% of the total sponsorship/exhibition, if the cancellation request is received in writing after 19 February 2018.

Please note that all cancellation fees are payable irrespective of whether the invoice for sponsorship/exhibition has been paid or not at the time of cancellation.

Participation as a sponsor or exhibitor is at the discretion of the organisers and the organisers reserve the right to approve sponsorship materials.

The sponsor will fully reimburse Transportation Group conference 2018 for all claims, losses or expenses arising as a result of any breach or failure to perform any of the terms of the sponsorship agreement.

If, for reasons beyond the control of the conference organising committee, the conference is cancelled, the sponsorship fee will be refunded after deduction of expenses already incurred.

Conference registration

For sponsorship packages that include complimentary registrations you will be asked to nominate the recipient of the complimentary registration(s).

* Please note all other attendees (including those manning the booth) will need to register for the conference. They can register as an exhibitor, single day or full delegate. Please refer to the website for pricing details.

Delegate details

Provision of delegate details is subject to privacy laws.

Insurance and liability

Sponsors and exhibitors must ensure that they are adequately covered for public liability insurance. This refers to damage or injury caused to third parties/visitors near an exhibition stand.

Neither Engineering NZ Transportation Group, Harding Consultants, Displayworks, Millennium Hotel Queenstown nor any of their staff, employees, agents or other representatives shall be held accountable for, or liable for, and the same are released from accountability, or liability for any damage, loss, harm or injury to the person or any property of the exhibition, however caused or any of its staff, employees, agents or other representatives. In the event of industrial disruption and/or equipment failure due to power supply problems, Engineering NZ Transportation Group, Harding Consultants, Displayworks, Millennium Hotel Queenstown will not be held liable and accept no responsibility for loss of monies incurred by sponsors or exhibitors or damage to property.

The conference organisers accept no liability for damage to exhibits by loss, damage, theft, fire, storms, strikes, riots, or any cause whatsoever.

Exhibitors are advised to insure against such liability.

Payment

A confirmation letter and invoice will follow containing the detail of the agreement; payment is due within 14 days of the date displayed on the invoice. Transportation Group reserves the right to withdraw and/or re-allocate sponsorship if payment is not received by the due date.

To comply with all the obligations as specified under each level of sponsorship or trade exhibition, it is the responsibility of each exhibitor and/or sponsor to provide appropriate material by the date(s) specified. Failure to meet the due date for payment may result in the cancellation of all or part of the obligations agreed between the parties.

The conference committee reserve the right to charge interest on all outstanding debts or for any collection costs relating to outstanding invoices.

Promotional material

If your sponsorship package entitles you to placement of material in the conference bag, inserts are to be provided by the sponsor and must be no bigger than what has been specified.

These must be delivered to the Millennium Hotel Queenstown, by Friday 16 March 2018 to be placed inside the conference bag.

Contact

If you wish to discuss other packages outside those listed please contact:

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Harding Consultants
We guarantee you the applause

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