

# Terms & Conditions

## Acceptance of Terms & Conditions

By submitting the sponsorship/exhibition application form, you acknowledge and accept the terms and conditions outlined below.

## Cancellation policy

ICNZ reserves 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 ICNZ, if the sponsorship or exhibition 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 Friday 31 January 2025.
- 100% of the total sponsorship/exhibition, if the cancellation request is received in writing after Friday 31 January 2025.

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 ICNZ for all claims, losses or expenses arising because 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 exhibition stand/s) will need to register for the conference. Please refer to the website for pricing details.

## Delegate details

Provision of delegate details is subject to privacy laws.

## Health & safety

We take the health and safety of our delegates, exhibitors and suppliers seriously. An exhibitor manual will be provided to exhibitors closer to the conference.

This will ask details around compliance when packing in your stand and working throughout the conference. Please note that all electronic equipment plugged in onsite must be tagged and tested. By agreeing to exhibit at the conference, you agree to adhere to our health and safety policy.

## Insurance & 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 ICNZ, Harding Conferences, Aotea Centre, Exhibition Hire 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, ICNZ, Harding Conferences, Aotea Centre, Exhibition Hire 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. ICNZ 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.

ICNZ reserves 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 provision of material for delegates these are to be provided by the sponsor and must be delivered to the venue using a customised delivery docket by 28 February 2025.

