

CANCELLATIONS, CHANGES TERMS & CONDITIONS

Payments & Tax Invoice

You can pay for your registration and accommodation on-line by Credit Card, (Visa or Master Card only), by direct deposit (payment details are included on your tax invoice).

Please note if paying by credit card additional charges apply

- Credit Card payments are processed via our secure gateway
- Credit Card payments incur a 3.5% fee which will be **added** to your registration fee
- Your credit card statement will show a debit for this registration to "Tihi Limited".

Accommodation

A deposit equivalent to one night's accommodation must be received at time of registration. Full payment will be required by 1 February 2011. You can pay your deposit on-line by Credit Card, (Visa or Master Card only), by direct deposit (payment details are included on your tax invoice) only. Rooms will not be confirmed until the deposit has been received.

Please note if paying by credit card additional charges apply

- Credit Card payments are processed via our secure gateway
- Credit Card payments incur a 3.5% fee which will be **added** to your registration fee
- Your credit card statement will show a debit for this registration to "Tihi Limited".

The balance will be payable on day of arrival or before departure from the hotel.

You may pay the entire amount on-line at time of registration.

Changes, Cancellations and Refunds Policy

If cancellation of registration is necessary once confirmed, the following terms and conditions will apply.

- Cancellations received **on or before the 15th February** will incur an administration fee of \$25.00 NZD gst inclusive per registrant.
- No refund will be issued for registration cancellations received **after the 15th February** but registration may be transferred to another delegate. (**refer notice of transfer below**)
- Any accommodation cancellations received on or before 15th February will incur an administration fee of \$25.00 NZD gst inclusive.
- Any accommodation cancellations received after the 15th February will incur an administration fee equivalent to one night's accommodation at the rate shown at time of booking for that specific property. Accommodation may be transferred to another delegate. (**Refer notice of transfer below**) without charge however and admin fee will not apply.
- Accommodation cancellations made on or after 1 March will result in cancellation fee equal to the total cost of the full accommodation booking (plus the 3.5% service fee for payments made by credit card and/or direct deposit).
- Registration will not be confirmed until payment is received.
- Accommodation will not be confirmed until deposit is received.
- Registrations are not allowed to be shared.
- All refunds will be processed after the Conference.

NOTICE OF CANCELLATION MUST BE RECEIVED IN WRITING,
NOTICE OF TRANSFER MUST BE RECEIVED IN WRITING to;

Emere Wano

events@tihi.co.nz

F +64 6 759 6947

Once you have completed your registration you will be sent a confirmation by email.