

Terms & Conditions

Registrations

On-Line

You can register for events on-line, providing credit card details over our secure site. Upon registering you will receive confirmation of your attendance.

By Telephone

You can register directly by contacting the Association on 0800 353 2540. Credit card details can be taken at the time of registering, or if you prefer to pay by cheque or on invoice, we will still register you.

By Email

You can register via email to mea@mea.org.nz. Once registrations are received you will receive email confirmation.

Fully Booked

If an event becomes fully booked you will be advised and placed on the wait-list and you will be notified either confirming the wait list has cleared, or if places are still full. If the seminar waiting list is large enough the event may be rescheduled to be repeated at another date.

Rates

Member and non-member rates are advised on all promotional activity. If you are unsure as to your membership status contact the Association on 0800 353 2540.

Cancellation Policy

If you are unable to attend an event, it is important to advise us of your cancellation. In some cases we have members on a wait-list. There is no charge for cancellations in the timeframes noted. Our Refund Policy is noted on all our promotional material.

However if you register for an event and you do not show someone else is missing out and we will be implementing our normal cancellation policy and no-shows will be charged \$50.00 + GST for members, and \$100.00 + GST for non-members. Cancellations will be accepted 24 hours prior to the event.

Forum Policy

No refunds given for cancellations with less than one days notice. [Christchurch events]

No refunds given for cancellations with less than seven days notice. [Auckland events]

Half or Full Day Workshops

No refunds given for cancellations with less than seven days notice.

Longer Programmes

Please refer to each programmes promotional flyer for information.

Member Events – No Charge

Members attend at no charge. These events are a membership benefit. If members wish to bring guests to these sessions, guests will be charged back to the member company at the normal non-member rate.

Member Events - Charged

Members attend at the member rate. Members who wish to bring guests who are not members – the member is invoiced for all the guests in his party at the member rate.

Non members who register individually pay at non-member rate.

Event Cancellation

If, for some reason the Association cancels an event you will be contacted. If payment has been made an option will be given for a refund, or to hold in credit to be used at another event.

Invoice/Receipt

Invoices/receipts will be available on the day of the event, or posted to attendees the day after the event.

Payment

Pre-paying: a registration will secure attendance and is preferred. This can be done on-line, however we will also accept payment on the day and with prior arrangement we can also arrange to invoice your company directly.

The company is responsible for their staff attending chargeable events and payment of the account. Any cost incurred in collecting overdue accounts will be added to the balance of the account.

Parking

For all attendees at NZMEA events there is free on-site parking at Mancan House Conference Centre which is available on a "first come" basis. At the end of the last days hire, the car-park will be locked. If your vehicle is still in the car-park it will be secured overnight with access the following morning. There will be an after-hours call out fee of \$100 + GST charged by Mancan staff to come in and unlock the gates.

Change of Venue

In the unlikely event there is a change of venue all attendees will be contacted.

For further information on the registration process or regarding our events calendar, please contact the Association on 0800 353 2540 or mea@mea.org.nz.

Restricted Attendance

The Association reserves the right to restrict attendance at Association events. If a restriction is applied a full explanation will be given.