

THE FINANCIAL SERVICES FEDERATION

EVENT TERMS AND CONDITIONS

1. REGISTRATION AND PAYMENT

- 1.1 All prices are in New Zealand dollars and exclude GST unless stated otherwise.
- 1.2 The FSF reserves the right to decline registration for any reason. In which case any moneys paid will be refunded immediately.
- 1.3 Payment for non-members must be made at the time of registration.
- 1.4 Payment for members must be made prior to the date of the event.
- 1.5 Where any moneys are outstanding at the date of the event, the FSF reserves the right to refuse admittance.

2. CANCELLATION AND SUBSTITUTION

- 2.1 Where an Attendee is unable to attend the event, the Attendee may appoint a substitute from their organisation to attend in their place.
 - 2.1.1 Substitution is conditional on an FSF staff member being notified and providing confirmation of substitution.
- 2.2 Where an Attendee is unable to attend the event and wishes to cancel their registration, written notice must be provided to the Marketing, Communications and Events Manager or the Office Manager by emailing either hmckee@fsf.org.nz or sbentley@fsf.org.nz respectively.
 - 2.2.1 Written notice must be received no more than 10 business days prior to the event.
 - 2.2.2 No moneys will be refunded less than 10 business days prior to any event.
- 2.3 Where an Attendee wishes to cancel their registration, they are entitled to a refund less a cancellation administration fee. Attendees may contact fsf@fsf.org.nz for more information on cancellation administration fees.

- 2.4 The FSF reserves the right to cancel or alter any event, programme or venue, with or without providing notice of that cancellation or alteration.

3. HEALTH AND SAFETY

- 3.1 Attendees must take reasonable care for their own health and safety, and must comply, as far as they are reasonably able, with the Health and Safety Policy of the venue.
- 3.2 Any Attendee with concerns for their safety, or the safety of others, must notify an FSF staff member as soon as is reasonably practicable.
- 3.3 Attendees should advise the FSF of any special access requirements at the time of registration or as soon as is reasonably practicable.
- 3.4 The FSF does not tolerate anti-social consumption of alcohol. Responsible consumption is encouraged.
- 3.5 The FSF is not liable for the transport of Attendees to or from an event. Attendees are responsible for their own safe transport arrangements.

4. PRIVACY AND DATA

- 4.1 The FSF may organise a professional photographer for any event.
- 4.2 By registering for an event, the Attendee:
 - 4.2.1 Consents to being filmed and/or photographed and to having that media published.
 - 4.2.2 Agrees that the FSF owns any media created at the event.
 - 4.2.3 Authorises the FSF to use any media for any purpose it considers appropriate, which may include publicity, marketing, promotional or educational purposes. Media may be published on the FSF website or in any other social, print or press publication.
- 4.3 If an Attendee objects to the publication of any media in which they appear, they may give written notice to the FSF requesting removal of the publication.

5. COVID-19

- 5.1 As of 27 January 2022, every person attending any FSF in-person event or gathering must be fully vaccinated. Proof of vaccination is required for entry with a valid My Vaccine Pass (or similar approved vaccination certificate). Information on passes is available on the [health.govt.nz](https://www.health.govt.nz) website.
- 5.2 Those with Ministry of Health vaccination exemptions will need to provide this documentation to fsf@fsf.org.nz prior to the date of the event or gathering.
- 5.3 Guests are also required to follow any of the hosting venue's other COVID-19 requirements such as record keeping, whether scanning in using the COVID-19 tracer app, or any alternative record keeping policies. Depending on the Traffic Light system colour of the region this may also include other measures such as social distancing, number limits on attendees or use of masks.
- 5.4 Failure to present a vaccination certificate for any in-person FSF event or gathering will result in non-admittance and forfeiture of your fee.

If you have any questions about these Terms and Conditions, please contact fsf@fsf.org.nz.