



MEETINGS

a Business Events Industry Aotearoa event

MEETINGS 2021

BUYER PROGRAMME

TERMS AND CONDITIONS

ASB Showgrounds, Auckland

2nd – 3rd June 2021

Please read the following Terms and Conditions of acceptance carefully.

Definitions

Business Events Industry Aotearoa (referenced in this document as BEIA) is the organiser of the exhibition which is owned by Business Events Industry Aotearoa.

“MEETINGS” or “event” or “exhibition” means the event is to be held at ASB Showgrounds 2nd – 3rd June 2021.

“Hosted Buyer” means the meeting, events and business travel professional who has applied to be a Hosted Buyer and have agreed to these terms and conditions. Hosted Buyers have been accepted by BEIA to attend MEETINGS as a buyer of meetings, events and business travel products and services where complimentary accommodation, ground transfers and flights are provided by BEIA and sponsors.

“Pre-Scheduled Appointments” (PSA) means the appointment matching programme operated by BEIA to co-ordinate the appointments of the Hosted Buyer with exhibitors based on a preselected exhibitor and buyer appointment preference.

“No Show” refers to a Hosted Buyer who do not attend a pre-scheduled appointment and is reported by the relevant exhibitor/airline/hotel as not in attendance. A Hosted Buyer who misses two or more appointments per day of attendance or does not inform BEIA of a cancellation prior to 1st June 2021 will be considered a no show.

“Travel” means transportation arranged by BEIA by either air or bus as appropriate for the use of Hosted Buyers.

Significant shortfall means the Buyer missed 20% or more of their scheduled appointments.

APPLICATION

By agreeing to participate, you, as a representative of your company or business, are also agreeing to be bound by these Terms and Conditions and warrant that you are authorised to bind your company, organisation, or business to the same.

Following acceptance, should it become apparent that you are unable to attend, your participation will not automatically be transferable to another colleague in your company, organisation, or business. You may recommend a substitute person from your company, organisation, or business; however, the Hosted Buyer Manager must first qualify that substitute person and acceptance is not guaranteed. Please note that Cancellation Fees may also apply, see the Cancellation section below.

BUYER CATEGORIES

Buyers are accepted on the Buyer Programme as a New Zealand Hosted Buyer, Australian Hosted Buyer or Virtual Hosted Buyer. New Zealand, Australia and Virtual Buyers are required to attend all elements of the Buyer programme according to their diaries and schedule.

New Zealand and Australian Hosted Buyer – Full programme access
Virtual Hosted Buyer – will not include flights, accommodation, or transfers.

National and Australian Hosted Buyer

- Return Air New Zealand economy class airfares for Hosted Buyers who reside in New Zealand (Conditions may apply to your point of origin, see Travel Section below)
- 3 – 4 nights' accommodation and breakfast at one of our partner hotels. The number of nights will be determined by your confirmed flight schedule and at a hotel selected by the BEIA MEETINGS Management team.
- The first Hosted night will commence on either Monday 30th May or Tuesday 01st June and the last hosted night will be Thursday 02nd June.
- Airport transfers to/from Auckland Airport, to/from your Host Hotel and to/from ASB Showgrounds and welcome/gala functions.

2 Day Hosted BUYER Inclusions	New Zealand & Australian** Hosted Buyer
Curated appointments diary with PSA appointments over the 2 days of MEETINGS	✓
An open diary to schedule extra meetings if desired	✓
Access to the online event portal	✓
Return economy airfares to Auckland from MEETINGS designated port *	✓
4-5* accommodation in Auckland	✓
Ground transfers from airport to Hotels	✓
Access to register for a pre/post familiarisation programme	✓
MEETINGS Welcome Function Tues - 01 June 2021	✓
Onsite daily catering - Wed 02 & Thurs 03 June 2021	✓
MEETINGS Gala Function – Thurs 03 June 2021	✓

1 Day Hosted BUYER Inclusions	
	New Zealand 1 Day Hosted Buyer
Curated appointments diary with PSA appointments over the 1 day of MEETINGS	✓
An open diary to schedule extra meetings if desired	✓
Access to the online event portal	✓
Return economy airfares to Auckland from MEETINGS designated port *	✓
4-5* accommodation in Auckland if required	✓
Ground transfers to/from ASB Showgrounds if required	✓
Access to register for a pre/post familiarisation programme*	✓
Hosted Buyer Wednesday - Welcome Function Ticket Tues - 01 June 2021	✓
Hosted Buyer Thursday - Gala Function Ticket – Thurs 03 June 2021	✓
Onsite Daily catering	✓

** Departure ports are subject to airline routes, domestically and trans-Tasman. The cost to get to that port is at the Hosted Buyer's expense. Any additional stops to and from Auckland from the home destination will be at the expense of the Hosted Buyer. **Australian departure taxes/levies also apply.**

Note: NZ/AU Fully Hosted Buyers have the opportunity to participate in a pre or post familiarisation. These events are optional and please note the individual travel dates and times/terms and conditions before selecting. Two Day MEETINGS Fully Hosted Buyers will have first preference for these programmes.

Note: Airport Transfers are arranged for those Hosted Buyers travelling on MEETINGS 2021 Hosted Buyer flights.

BEIA organises your participation in the above services but does not operate all the services itself. Accordingly, all third-party tickets, vouchers, bookings, reservations, and coupons are subject to the terms and conditions upon which they are issued by the relevant provider and you agree to comply with and be bound by the same.

What is not included in the Hosted Buyer Programme	
Travel insurance, including your personal property	×
Private transfers (those not arranged by BEIA)	×
Flight upgrades	×
Hotel upgrades and incidentals	×
Additional nights' accommodation	×
Personal extras	×
Excess baggage charges	×
Customs/regulatory charges	×
The cost of any medical or other personal services	×

Wednesday night (2nd June) is a free night, so any meal cost on this night will be at your own expense. If you are offered hospitality by your host hotel or exhibiting partner you are welcome to accept their invitation.

Virtual BUYER Inclusions	Australian & International VIRTUAL Hosted Buyer
A curated appointment diary with up to 16 appointments	✓
An open diary to schedule extra meetings	✓
A 1-week period to conduct your meetings dates TBC	✓
Access to online event portal & MEETINGS exhibitors	✓
Access to invite for exclusive networking event – TBC	✓

BUYER CONDITIONS

For all Hosted Buyers, the number of attendance days is dependent on your country of original.

- New Zealand and Australian Hosted Buyers (if border restrictions are lifted) are required to attend MEETINGS from Tuesday 1st June to Friday 4th June 2021. MEETINGS 2021 show dates are 2nd & 3rd June 2021.

As a condition for receiving complimentary services from BEIA, all Hosted Buyers will be required to:

- Commit to attending all appointments as confirmed in your individual pre-schedule appointment (PSA) programme. Hosted Buyers will be required to make a set number of exhibitor appointment selections and rank in order of importance, completing the maximum number of appointment preferences by the **30 April 2021 deadline**.
- Attendance at all pre-scheduled appointments is compulsory. Networking and social function tickets are optional and attendance will be dependent on Hosted Buyer flight schedules. Hosted Buyers can choose to participate on our social and networking events.
- The Hosted Buyer is not permitted to re-arrange any appointments to free up personal time. If an appointment onsite needs to be re-arranged, the Hosted Buyer Manager is to be advised.
- If the Hosted Buyer misses an appointment, the Hosted Buyer is to confirm another suitable time directly with the exhibitor.

Virtual Hosted Buyer Conditions

- Attend all 16 pre-scheduled appointments and actively participate in the Pre-Scheduled appointment programme. Virtual Hosted Buyers will be required to make 32 exhibitor appointment preferences and rank in order of importance.
- Meet the minimum number of Pre-Scheduled appointments (PSA) across the 1-week period.
- If the Virtual Hosted Buyer misses an appointment, the Hosted Buyer is to confirm another suitable time directly with the exhibitor.

Pre-Scheduled Appointment Programme

You agree to accept all conditions of the MEETINGS programme, including attendance of all scheduled appointments per the final appointment diary as provided to you by the Hosted Buyer Manager.

BEIA reserves the right to refuse future attendance at MEETINGS or to charge a “no show” fee if you miss any appointment.

“No-show”

Both New Zealand and Australian Hosted Buyers who do not inform BEIA Hosted Buyer Manager of their cancellation prior to Monday 31st May 2021 and do not attend the event, or are reported as a no-show by exhibitors, airlines or hotels will incur a no-show fee of **NZD\$500.00 + GST. Flights and accommodation fees will be an additional cost.**

A “No Show” is defined as a Hosted Buyer who without prior cancellation notice of at least 48 hours to the Hosted Buyer Manager does not attend any aspect of the MEETINGS programme that he/she is committed to as set out above. This applies based on a genuine pre-estimate of loss to BEIA and is not intended to operate as a penalty, as the Hosted Buyer Manager may not be able to re-assign the appointments to another Hosted Buyer, and steps will have been taken to provide and/or have available all services associated with the appointments.

TRAVEL AND ACCOMMODATION

For all New Zealand Hosted Buyers:

For Hosted Buyers who reside in New Zealand and who require flights, economy class air travel with Air New Zealand is complimentary. The flight itinerary presented to the Hosted Buyers will be final and confirmed. Any changes required after this will be on charged to the Hosted Buyer. Air New Zealand will provide the Hosted Buyer with a return/round trip economy flight from designated point(s) of departure to Auckland either directly or connecting through appropriate ports. Travel will be arranged by BEIA on dates suitable for attendance to the event.

MEETINGS 2021 Networking and Social Function tickets are optional, and attendance may be dependent on Hosted Buyer flight schedules. Air New Zealand will be extending limited number of seats per flight for confirmed MEETINGS Hosted Buyers. Once the allotment is at capacity, the next available flight will be offered.

Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. Air New Zealand lounge access is not an extended benefit as part of the Hosted Buyer Programme. Upgrades are at the responsibility and the expense of the Hosted Buyer.

For Australian Hosted Buyers (subject to border restrictions):

Air New Zealand will provide the Hosted Buyer with a return/roundtrip economy flight from designated point(s) of departure to Auckland or pre/post-familiarisation programmes either directly or connecting through appropriate ports. Travel will be arranged by BEIA on dates suitable for attendance to the event. The flight itinerary presented to Hosted Buyers will be final and confirmed. Travel changes requested by the Hosted Buyer are subject to availability and will be charged accordingly at the Hosted Buyer's expense. Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. Air New Zealand lounge access is not an extended benefit as part of the Hosted Buyer Programme. Upgrades are at the responsibility and the expense of the Hosted Buyer.

Regional PRE/POST Familiarisations (AU/NZ Hosted Buyers)

Hosted buyers who requested the opportunity to experience a pre/post familiarisation within the MEETINGS registration, BEIA (Business Events Industry Aotearoa) will share your request with your #1 destination preference. These pre/post familiarisation programmes are an external programme, hosted and managed solely by the Regional Bureaux. Familiarisation positions are confirmed at the sole discretion of the host Bureaux and decision final. Terms and conditions apply. The Hosted Buyer does have to commit to participation on the MEETINGS programme – 2nd & 3rd June – ASB Showgrounds, Auckland.

Travel Changes

Australian Hosted Buyer travel change requests will be considered on a case-by-case basis. All travel changes 30 days prior to departure are subject to a fee of AUD\$100.00 in addition to the cost to change the travel arrangements. The Hosted Buyer will also have to pay the difference between the original fare and the new fare.

The change fee will be payable directly to Air New Zealand.

Excessive Luggage

Checked baggage allowance is shown in the flight itinerary. Where checked baggage is permitted, each piece may weigh up to 23kg and carry on of 7kg. Excess baggage beyond your free allowance will be subject to space availability on the day of travel and will **incur additional charges which will be the responsibility of the Hosted Buyer.**

Departure Taxes/Levies

Australian Hosted Buyers are responsible for paying Australian Government departure taxes/levies and service fee. This is collected by BEIA on behalf of Air New Zealand at **NZ\$320.00 per person** and is payable at the time of acceptance on the Hosted Buyer Programme. Note: Confirmed AU Hosted Buyers who paid departure taxes for MEETINGS 2020, will be rolled into your Hosted Buyer position for MEETINGS 2021 and payment will not be required. No refunds will be applicable.

Accommodation

Accommodation is provided on a room and breakfast only basis as agreed with the Hosted Buyer Manager for the three – four nights of the programme (Tuesday 01st June – Friday 04th June 2021). The number of nights will be determined by your confirmed flight schedule. The Hosted Buyer will be responsible for paying other hotel, personal, or incidental charges.

For Hosted Buyers who reside in Australia, economy class trans-Tasman air travel with Air New Zealand is complimentary. BEIA will book your return air travel using the most direct route in and out of the nearest airport. In some cases, this may not be your homeport. The cost of flying to and from your designated port of departure will be at your own expense.

Please note Australian Hosted Buyers are responsible for their own travel insurance.

Accompanying Persons

Accompanying persons are not included in any offers regarding the Hosted Buyer programme.

New Zealand Electronic Travel Authority (NZeTA)

Please note that from the 1st of October 2019, visitors who were previously eligible to travel to New Zealand without a visa will be required to hold a New Zealand Electronic Travel Authority (NZeTA).

- **Australian Citizens travelling on an Australian Passport are exempt.** Australian Permanent Residents will need to apply for an NZeTA.
- Visitors will need to receive approval from NZeTA at least 71 hours prior to check-in for their flight to New Zealand.
- Visitors may also be required to pay an International Visitor Conservation and Tourism Levy (IVL). **Australian Citizens travelling on an Australian Passport are exempt from the IVL.**
- The NZeTA is the responsibility of the Hosted Buyer.

CANCELLATIONS AND NO-SHOWS

If circumstances arise whereby you must cancel your participation at MEETINGS 2021, you must provide written advice as to the reason for your cancellation to the Hosted Buyer Manager and your cancellation will be acknowledged in writing.

It is important to note before agreeing to participate that the following cancellation fees apply to those participating in the Hosted Buyer programme. This applies based on a genuine pre-estimate of loss to BEIA and is not intended to operate as a penalty, as the Hosted Buyer Manager may not be able to assign your right to participate to another Hosted Buyer, and steps will have been taken to provide and/or have available all services associated with your participation.

Medical Cancellations

At the discretion of BEIA, any buyer who cancels due to medical reasons must provide a medical certificate within 48 hours of notification or the buyer will be charged cancellation fees. All medical certificates are to be emailed to the Hosted Buyer Manager.

Employment related cancellations

Any Hosted Buyer who has resigned, been stood down or made redundant after their Buyer agreement has been submitted to the Hosted Buyer Manager, the Hosted Buyer is responsible to communicate such changes to their employment in writing to the Hosted Buyer Manager, prior to the commencement of MEETINGS 2021. It will be at the discretion of BEIA as to whether a replacement is necessary, or the original Hosted Buyer application becomes void.

New Zealand Hosted Buyers

For cancellations received on or after Friday 16th April 2021, a cancellation fee of **NZD\$300 + GST** will apply. These fees will apply also if flights and accommodation have yet to be confirmed. Flights and accommodation cancellation fees will be at an additional cost.

Australian Hosted Buyers (in person)

For cancellations received on or after Monday 19th April 2021, a Cancellation fee of **NZD\$500 + GST** will apply, and the airline tax/levy forfeited. These fees will apply also if flights and accommodation have yet to be confirmed. Flight and accommodation cancellations fees will be at an additional cost if booked.

Virtual Hosted Buyer

Virtual Hosted Buyers may cancel their attendance on the PSA schedule with no penalty on or before Friday 16th April 2021.

Cancellations received from Monday 19th April 2021; Virtual Hosted Buyers will incur a cancellation fee of **NZD\$200 + GST** will apply.

Cancellation Payment Terms

Payment must be made by Credit Card (Visa or MasterCard only) within three business days of receiving the Tax Invoice relating to the Cancellation Fee. Failure to pay within three days may incur additional charges. Please contact your Hosted Buyer Manager with your Credit Card details.

Personal Information and Privacy

To enable BEIA to provide you with the above services you agree that the personal information that you provide to BEIA and/or the Event Director (such as your name, position, company, email and contact details, and other personal details that may be distributed to third parties attending or providing services to BEIA in respect of your participation in MEETINGS 2021.

The personal information collected about you will be held by BEIA, 15-17 Hurstmere Road, Takapuna, Auckland 0740, New Zealand. Your personal information is being collected so BEIA can provide the above services to you. If you do not provide this information BEIA may not be able to provide these services to you and/or you may not be allowed to participate in certain activities. Your personal and medical information may be shared with BEIA and MEETINGS 2021 staff, suppliers and contractors, and any medical practitioner, ambulance officer, or other person involved or associated with any first aid or medical treatment or assistance that you may require (regardless of whether treatment is given). You have the right to access and request correction of any personal information about you held by BEIA.

By attending the event or any associated event, you consent to BEIA and their partners using event photography and video in which you may appear for future marketing.

Liabilities

The parties agree and acknowledge that the goods and services supplied by BEIA and acquired by you as a representative or your company, organisation, or business under these Terms and Conditions of Acceptance are supplied or acquired in trade, and that the provisions of the Consumer Guarantees Act 1993 will not apply. Unless these Terms and Conditions of Acceptance expressly provides otherwise, to the fullest extent permissible by law all warranties, conditions or other terms implied by law are excluded.

BEIA and its officers, directors, employees, or agents make no representations or warranties on behalf of any MEETINGS 2021 supplier or event organiser.

To the fullest extent permitted by law, you as a representative of your company, organisation, or business accept liability for all your acts or omissions, or those of your contractors, agents or invitees and you indemnify BEIA and its officers, directors, employees or agents against all actions, suits, proceedings, claims, demands, costs, and expenses which may be taken or made against them, or become payable by them, arising from the services provided to you under Terms and Conditions of Acceptance. This includes any legal costs and expenses and any compensation costs and disbursement paid by BEIA and its officers, directors, employees, or agents on the advice of Counsel to compromise or settle any such claims. Notwithstanding this indemnity, you as a representative of your company, organisation, or business either warrant that you hold, or undertake to arrange, appropriate liability insurance.

Insurance and Force Majeure

You are responsible for arranging and paying for your own travel insurance, including for your property.

BEIA and its officers, directors, employees, or agents shall not be responsible for any loss or damage to property, nor for any loss or damage whatsoever sustained and arising from circumstances beyond the reasonable control of BEIA such as but not limited to fire, storm, tempest, seismic activity, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, communicable diseases; any circumstances outside of BEIA control (a "force majeure event").

Postponement or Abandonment

BEIA and its officers, directors, employees, or agents shall not be responsible for actions, suits, proceedings, claims, demands, costs, and expenses of any kind consequential upon the prevention, postponement, or abandonment of MEETINGS 2021 due to a force majeure event.

Buyer Name Badges and Materials

Name badges that are issued to Buyers are non-transferable and must be worn for the duration of MEETINGS 2021.

Security

Security services will be provided at MEETINGS 2021. However, you are advised that valuables should not be left unattended or unsecured at any time.

Health and Safety

MEETINGS 2021 and familiarisation activities may expose you to certain risks and hazards. You agree to attend safety briefings as required and to follow all signage, instructions, requirements, and directions of BEIA and any third parties providing services to you in relation to MEETINGS 2021.

If you do not, you may be required to leave a particular activity and/or MEETINGS 2021 without any entitlement to a refund.

Unsafe, dangerous, or otherwise threatening behaviour will not be tolerated. If you are part of a group which causes a disturbance, the group will be treated as one and BEIA has the right to remove the whole group.

MEETINGS 2021 is a smoke free event and smoking in any of the buildings is strictly prohibited. This also includes vaping.

General

Without limiting any other rights, it may have, if you do not adhere to these Terms and Conditions of Acceptance BEIA reserves the right to refuse your future attendance at MEETINGS.

The laws of New Zealand will govern Terms and Conditions of Acceptance and both parties submit to the non-exclusive jurisdiction of the Courts of New Zealand.

BEIA CODE OF CONDUCT

Code of Conduct

As members of the Business Events sector, you are already aware of how important it is to respect and look after each other. While you are enjoying BEIA MEETINGS please remember the importance of being on time and taking personal responsibility for your safety and behaviour for the duration of our experience.

Being on time

Buses will not wait, planes will not be delayed, and activities will not be halted.

Luggage

You are responsible for your luggage during your journey. This includes putting it on and off the bus.

Play by the rules.

Please follow the instructions of your hosts, any tour operators, coach drivers and accommodation providers. If you have any questions at any time, ask one of the team.

New Zealand Law

While in New Zealand you must comply with all the applicable laws and local customs of behaviour. BEIA reserves the right to remove any individual from the MEETINGS programme without penalty if unacceptable behaviour occurs.

Inclusions

Air travel, accommodation, transport, meals, activities and sightseeing as detailed on your itinerary. All other costs including items of a personal nature, such as phone calls, mini bar, room service, roaming or in room internet and laundry services will be at your own expense.

Code of Conduct

If at any time during the journey you breach our code of conduct or engage in illegal or inappropriate behavior you may be removed from the MEETINGS programme.

General Information

Receiving an invite or completing the registration form to become a Hosted Buyer at the exhibition does not automatically guarantee a place on the Buyer programme. Applicants will be notified by BEIA MEETINGS 2021 Hosted Buyer Manager if their application is successful.

Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these terms and conditions. All relevant boxes must be ticked on the online application form and all buyers must provide their own credit card details.

All sections of the application form must be completed. Failure to do so will result in the application not being processed and become void.

Any persons accompanying the Hosted Buyer (such as spouses or family) are not included in any offers regarding the Buyer programme and are not covered by any of the above. BEIA accepts no liability regarding these persons and by agreeing to this agreement, the Hosted Buyer accepts that there is no liability.