

## **APL Manufacturers Conference – Terms and Conditions of Attendance**

### **Payment Terms**

- Full payment for attendance is required by the due date outlined on the invoice.
- Failure to make payment by the due date may result in cancellation of the delegate's registration.
- Any extra nights accommodation or upgrades requested will be added to the conference fee invoice.

### **Cancellation Policy**

- All cancellations must be submitted in writing to the event organisers (APL).
- Cancellations received on or before 11 July 2025 will be eligible for a full refund.
- No refunds will be issued for cancellations received after 11 July 2025.

### **Substitution Policy**

- Delegates may nominate an alternative person to attend the conference in their place at no additional cost, provided written notification is received prior to the event and is mutually agreed by APL.

### **Travel and Incidentals**

- All travel arrangements, including airfares, shuttle services, and transfers to and from the Park Hyatt Auckland, are the responsibility of the delegate and are not included in the conference fee. It is recommended that delegates book fully flexible and refundable flight options.
- Delegates are also responsible for all incidental costs incurred during their stay, including but not limited to minibar charges, room service, laundry, personal travel, and any hotel charges not expressly covered by the conference programme. A credit or debit card will be required by the hotel for these charges on arrival.

### **Force Majeure (including COVID-19 and Other Events)**

APL Window Solutions shall not be liable for any failure or delay in performing its obligations under this agreement if such failure or delay is due to circumstances beyond its reasonable control, including but not limited to natural disasters, extreme weather events, protests, government restrictions, pandemics, public health emergencies, acts of terrorism, labour disputes, or acts of God.

If it becomes commercially impracticable for the conference to proceed where:

- Government authorities issue travel warnings against non-essential travel to Auckland or from a majority of delegates' locations

Then APL will:

1. Negotiate in good faith to amend the event terms where possible (e.g., adjusting commitments, allowing partial attendance)
2. Postpone the event to future dates
3. Terminate the conference if neither adjustment nor postponement is achievable.

APL will not be liable for costs incurred by delegates for the cancellation or postponement of the event in these incidences.

### **Liability Disclaimer**

- Delegates participate in the conference at their own risk. APL Window Solutions accepts no liability for any loss, damage, injury, or inconvenience sustained by delegates during the event.

### **Photography and Media Consent**

- By attending the conference, delegates consent to being photographed or recorded and agree that such media may be used by APL Window Solutions for promotional purposes without compensation or further approval.