



## Terms and Conditions – The Association Specialists Pty Ltd

These terms comprise a binding written agreement between The Association Specialists Pty Ltd (CAN 002 729 606) of 50 York Street, Sydney 2000 (“TAS”) and you (“Participant”)

### Agreement

By agreeing to these Terms and Conditions you acknowledge that you are registering to attend an event managed by TAS and all fees associated with your participation at the event are payable in full as per TAS’s payment terms. You may register on behalf of others, however you are deemed to be liable for all associated fees for all event participants you register.

### Registration Confirmation

On completion of your registration, a confirmation email will be sent to your nominated email address. Please check your registration carefully. Should an error have been made, please contact TAS within 24 hours via email or phone +61 2 9431 8600 to withdraw or amend your registration. Should you not contact TAS within 24 hours, a cancellation fee will apply

### Registration Payment Terms

Payment of your registration fee and any selected additional items are due on completion of your registration. A tax invoice will be emailed to you with confirmation of your registration. A copy of your tax invoice is available via your dashboard at any time. All fees must be paid prior to commencement of the event to ensure admission, unless by prior arrangement

### Registration Cancellation Policy

Should your circumstances change and you are unable to attend the event you are registered for, you must contact TAS at [asum@theassociationspecialists.com.au](mailto:asum@theassociationspecialists.com.au) no later than **Wednesday 6 September 2017**. A cancellation fee of \$100.00 will apply to all registrations to cover costs incurred in relation to your registration. Should you cancel less after this date, no refund will be payable

### Accommodation Bookings

Should you book accommodation through TAS a confirmation email will be sent to your nominated email address. Please check your accommodation booking details carefully,



especially your arrival and departure dates. Should an error have been made, please contact TAS via email or phone on +61 2 9413 8600 as soon as possible to advise any changes.

#### Accommodation Deposit Payment Terms

Accommodation deposits are due on completion of your booking. If accommodation deposits are not paid by **Friday 1 September 2017** the booking will be deemed cancelled, unless you have been granted an extension in writing by TAS

#### Accommodation Cancellation Policy

Accommodation providers have their own cancellation policies that generally apply when cancellations are made less than 30 days prior to arrival. Please contact TAS as soon as possible if you wish to cancel or amend your booking, to ensure you are fully aware of any non-refundable deposits.

#### Credit Card Payments

TAS accepts credit card payments by Visa and Mastercard. Credit card details entered via your dashboard will be processed directly by the TAS credit card merchant. Your credit card details will not be stored by TAS.

#### International Credit Cards

Due to the increase in credit card fraud, international credit card payments will not be processed automatically using TAS's credit card merchant. Your payment will be processed by TAS's credit card merchant once TAS has reviewed your registration. You may be required to provide a copy of your current passport and a copy of the front and back of your credit card prior to your payment being processed. We apologise in advance for any inconvenience this may cause.

#### Refund Policy

Refunds are not payable if you simply change your mind. However, if your circumstances change please contact TAS immediately via email or phone +61 2 9431 8600 to amend your registration or associated requirements.

TAS will refund any fees paid to TAS as a result of amending your registration and/or associated requirements, after taking into consideration the relevant cancellation policy, within 7 business days of receiving a refund request.

Should an event be cancelled or postponed due to unforeseen circumstances, TAS will endeavour to process a full refund within 90 days of such circumstances being known.



Refunds will only be processed to the credit card or bank account of the individual, organisation or institution from which the payment was received. Should payment have been via cheque you will be contacted to confirm your current mailing address and a cheque will be mailed to you.

### Provisions

1. When we communicate with you we will generally do so by email or by phone. You hereby agree that email and phone communications are contractually binding in the same manner as duly signed and dated documentation sent by post.
2. Nothing in this agreement or on our website, [www.theassociationspecialists.com.au](http://www.theassociationspecialists.com.au) or any website owned, operated, licensed or controlled by TAS shall confer on any third party any benefit or obligation.
3. If any of these terms is at any time held by any jurisdiction to be void, invalid or unenforceable, then it shall be treated as changed or reduced, only to the extent minimally necessary to bring it within the laws of that jurisdiction and to prevent it from being void and it shall be binding in that changed or reduced form. Subject to that, each provision shall be interpreted as severable and shall not in any way affect any other of these terms.
4. No waiver by us, in exercising any right, power or provision in this agreement shall operate as a waiver of any other right or of that same right at a future time; nor shall any delay in exercise of any power or right to be interpreted as a waiver.
5. In the event of a dispute arising out of or in connection with these terms or any contract between you and us, then you agree to attempt to settle the dispute by engaging in good faith with us in a process of mediation before commencing arbitration or litigation.
6. We are not liable for any breach of our obligations resulting from clause beyond our reasonable control.
7. This agreement shall be governed by and construed in accordance with the law of Australia, and all international governance is expressly concluded.
8. You are deemed to have accepted these terms and conditions when you proceed with the registration process by ticking "I agree" and selecting continue via your dashboard, as per below.

Proceed if you wish to register for the event