

IPWEA Australasian Fleet Conference 2021

Cancellation Policy

Policy – Delegates

Cancellations – 7 days prior to event. A \$125.00 + GST admin fee will apply

Substitute delegate – 3 days prior to event – no charge.

Wording for registration webpage and/or form:

Refunds and Cancellations: Registration fees will be refunded, less a \$125.00 administration charge, prior to 5pm on Tuesday 16 March 2021. After this date we regret that no refunds will be made, however substitute delegates will be accepted up to 5pm on Thursday 18 March 2021. Please note that cancellation fees will apply whether or not payment is received at the time of registration. By submitting the registration form, you are agreeing to these conditions.

Policy – Sponsors and Exhibitors

Background

Sponsors and exhibitors receive value for their participation prior to, during and after the event. Value is provided through exposure in pre-event promotions, EDMs, newsletters and on the IPWEA website and social media. Sponsors and exhibitors are acknowledged at the event and promoted in various media including banners, collateral (if applicable) and the event program. In the past we have communicated a public thankyou to our partners post event, again adding value to their participation.

Process

When sponsors / exhibitors wish to cancel, they should firstly be offered in kind benefits such as:

- A specific communication will be made to the fleet community thanking and acknowledging all paid sponsors and delegates
- Interview videos
- All principal sponsors to be given the opportunity to provide content for FLEET intouch
- All requests for sponsor / exhibitor refunds to be forwarded to Rob Wilson for review. RW will contact, or request one of the team to contact, the applicant prior to response.

Engagement with the applicant will be to communicate the issues and value provided as detailed above.

Wording for registration webpage and/or form:

Once a booking form has been received, any cancellation must be advised in writing. If the cancellation is received on or before 1 February 2021, a cancellation fee of 30% of the total fees will be retained / due. For cancellations after this date, the full amount of the total fees will be retained / due. These cancellation terms apply whether or not payment has been received at the time of cancellation.