

## **CHU, Macquarie Bank, SCA (Vic) 2021 Symposium Delegate Terms and Conditions**

### **Terms & Conditions: Important registration information**

A minimum requirement of the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium attendance is that all companies must be a current member of the state to achieve CPD points.

### **Delegate Type**

The CHU, Macquarie Bank, SCA (Vic) 2021 Symposium Day one, is exclusively open to SCA (Vic) Sponsors and Member Principals, who hold the position of General Manager, CEO, Director or Principals of a Strata Management Company. Day two is open to SCA (Vic) Sponsors, Principals, SCA (Vic) members and non-members.

### **Close of registration**

Close of Early Bird registration (with full accompanying payment) is Thursday, 19 August 2021. Standard registration (with accompanying payment) must be received at least 14 business days prior to the commencement of the Symposium; no later than 5:00PM AEST Thursday, 26 August 2021.

### **Registration**

Only the person listed as attending and therefore named on the Symposium name badge may attend. You cannot purchase a Full Two Day Delegate Ticket and then send (2) two different people on each day and/or share (1) one name badge.

### **Cancellation policy and transfers**

Delegate cancellations received after Friday, 27 August 2021 will incur 100% of the applicable registration price. Only 75% of the delegate registration fee will be refunded prior to Friday, 27 August 2021. Cancellations are only applicable in exceptional cases and at the discretion of SCA (Vic). Transfer of registrations will be accepted until Thursday, 26 August 2021 subject to the outlined "Delegate Type" criteria.

To receive group of 3 registration discount, all 3 or more delegate names must be advised at time of registration; it is not possible to cancel any of the 3 or more delegates, but transfers may be permitted in accordance with these terms. **Note: All cancellations or transfers must be received in writing to SCA (Vic) via email to [education.vic@strata.community](mailto:education.vic@strata.community).**

### **COVID -19 Cancellation Policy**

If the Symposium is cancelled by either party at any time due to the event not being permitted in the form originally planned under any State or Federal Government law, regulation or direction in force at the time of the event relating to the COVID-19 pandemic, SCA (Vic) will retain the fees to use towards a new event date. If the delegate is unable to attend the new date, SCA (Vic) will refund all monies paid, provided the delegate advises SCA (Vic) within a reasonable period of time prior to the event. If a new event date is not achievable then SCA (Vic) will refund 100% of the Symposium registration monies paid by the delegate.

**Name badges**

Your name badge is your passport to access all events and meals included in your registration. Please ensure your badge is visible at all times and worn only by the correct person. We can't warrant a professional badge printed if the transfer is not received by Thursday, 26 August 2021.

**Privacy**

The Information Privacy Act 2009 provides that, before your name and contact information can be published on the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium list, for distribution to fellow delegates or any other party, you must give your consent. If you DO NOT wish to have your name, address and details included in the list of delegates please indicate by emailing [admin.vic@strata.community](mailto:admin.vic@strata.community)

SCA (Vic) takes reasonable steps to ensure your personal information is not exposed to misuse, loss or unauthorised access. At any event held by SCA (Vic), your image may be photographed or filmed at any time throughout the event. We may use, publish or reproduce your image or recording of you in any form of published communication material to promote our services and to report on its events through its publications and resource material such as our Annual Report, Inside Strata magazine, eBulletins, website and direct email campaigns etc.

Your consent to the use of your image in full or part for any SCA or SCA (Vic) related purpose is taken to be given by attending this event. Should you not wish to have your image photographed or filmed, please contact us on [admin.vic@strata.community](mailto:admin.vic@strata.community).

**Program disclaimer**

SCA reserves the right to alter, amend, vary or otherwise change the program at any time as circumstances dictate without further notice to registered delegates. Every effort will be made to provide a program of equivalent standard and value.

Accommodation Disclaimer: A number of rooms are secured for SCA but are subject to availability. No guarantee can be given as to availability of the desired rooms or general availability. SCA does not accept liability for these rooms and any inquiries are to be made directly with the hotel.

**Policy on "Suitcasing" and "Outboarding"**

In order to protect our valued exhibitor and Symposium partners, and the investments they have made in participation in the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium, we are enforcing a strict "suitcasing" and "outboarding" policy.

### **Suitcasing**

Suitcasing will not be tolerated at all. Any Strata Services who is not a Sponsor of the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium is NOT permitted to openly market products/services during the Symposium. Delegates are permitted to converse, hand out business cards/networking with other delegates. Delegates may not, however hand out any form of marketing material for products/services of their organisation and/or verbally market services and/or make appointments to meet with delegates during the Symposium period. Clothing branded in any way with identifying organisation logos or text is not permitted to be worn during the Symposium or its functions. This is applicable only to service providers and not strata managers. Breaking these terms may mean ejection from the Symposium, a fine equal to the cost of a Symposium sponsorship, the penalty of suspension from the next event and potential loss of membership.

### **Unofficial Events “Outboarding”**

SCA (Vic) will not permit any organisation whether a sponsor or not of the symposium, to host any event, any kind of invitation only to private event within the Symposium dates **(from 9 September 2021 to 10 September 2021)** that has not been booked and advertised through SCA (Vic). Breaking these conditions carries the penalty of suspension from the following year’s Symposium and potential loss of membership.

### **Insurance disclaimer**

Registration fees do not include insurance of any kind. It is strongly recommended that at the time you register for the CHU, Macquarie Bank, SCA (Vic) 2021 Symposium and book your travel you take out an insurance policy of your choice. The policy should include (1) loss of fees/deposit through cancellation of your participation at the Symposium; and (2) loss through cancellation of the Symposium. SCA (Vic) cannot take any responsibility for any participant failing to arrange his or her own insurance. SCA (Vic) does not provide insurance coverage for any accidental injuries, loss or damage for delegates at the events.

### **Force Majeure**

Where there is an agreement between SCA (Vic) and a Sponsor or registrant, it is automatically null and void if any events offered are cancelled due to an act of God including, but not limited to, hurricane, earthquake, flood, volcanic eruption, tornado, famine, terrorism, or war. In the event of cancellation due to an act of God neither party shall be liable for any further payments.

## CHU, Macquarie Bank, SCA (Vic) 2021 Symposium Sponsor Terms and Conditions

Sponsors are accepted at the discretion of Strata Community Association (Vic) and sponsors participate on the understanding that:

- Bronze Sponsor booths must be confirmed and paid in full before 18 August, 2021

**Sponsors will need to provide the following by Wednesday 18 August:**

- Your high-resolution jpeg or png logos
- Hyperlink for logo
- All deadlines for logos, artwork and signage must be met. SCA (Vic) cannot guarantee the accuracy of delivery of any materials delivered outside of the agreed deadlines
- Provision of banner and any other promotional material (including any relevant freight cost) are the responsibility of the sponsor
- Colour reproduction will, when printed, be as close to the specified colours as practical
- Sponsorship does not include accommodation
- Any variations required to the floor plan will be at the discretion of the organiser; it is subject to change any time.
- Additional items including any furniture are at the sponsors' expense. For additional items to hire, the contracted trade stand builder details will be given to you upon confirming your registration.
- Platinum Sponsors - Only 4 representatives are to be at the sponsor booth at any one time. Different times can have different representatives however SCA (Vic) must be informed of additional name which require additional ticket purchases.
- Gold Sponsor - Only 3 representatives are to be at the sponsor booth at any one time. Different times can have different representatives however SCA (Vic) must be informed of additional name which require additional ticket purchases.
- Silver Sponsor - Only 2 representatives are to be at the sponsor booth at any one time. Different times can have different representatives however SCA (Vic) must be informed of additional name which require additional ticket purchases.
- Bronze Sponsor - Only 1 representative is to be at the sponsor booth at any one time. Different times can have different representatives however SCA (Vic) must be informed of additional name which require additional ticket purchases.

### **Cancellation Policy**

- Any paid cancellations received prior to 27 August 2021 will incur a 30% charge of your applicable booking.
- Cancellations received after 27 August 2021 are not-refundable.
- All cancellation must be made in writing to [education.vic@strata.community](mailto:education.vic@strata.community)

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