

# Your Booking

Company Name: \_\_\_\_\_

AMR member ?            Yes            No

Company Representative \_\_\_\_\_

Best Contact Number \_\_\_\_\_

Email \_\_\_\_\_

Special dietary requirements: Vegetarian    Vegan    Other \_\_\_\_\_

Will your Company Representative lead a quiz team?    Yes    No

(we are planning on 10 quiz teams of 8 people each so the first 10 exhibitors which take up this option will be the team leaders)

Purchase Order number (if required) \_\_\_\_\_

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## Sponsorships:

Quiz Master            \$1000 + GST

First Prize Pack        \$1,000 + GST

Second Prize Pack     \$ 800 + GST

Third Prize Pack        \$ 600 + GST

Lucky Seat Prize Option 1—AMR to organise \$100 + GST

Lucky Seat Prize Option 2—You will organise

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## Exhibitor Booking:

Preferred Stand #        \_\_\_\_\_    2nd choice \_\_\_\_\_    3rd choice \_\_\_\_\_

Names of Any Additional Company Representatives Attending

(These will be charged as additional delegate registrations )

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I have read and accept the Terms and Conditions (overleaf)

# Terms and Conditions

1. **Payment at the time of booking is required.** An invoice will be generated for you which can be paid by Mastercard and Visa by logging into your account on the AMR website. Direct credit payments are also accepted; we do not accept cheques or American Express.
2. Payments for exhibitor bookings and sponsorships are non-refundable except in the unlikely event that the AMR cancels the convention. If this occurs, refunds will be made in full.
3. Exhibitor representatives are expected to participate in all breaks and networking events. [View the conference programme here.](#)
4. Accommodation costs are not included in the stated registration fee. Our preferred hotel for this convention is:

West Plaza Hotel, 110 Wakefield Street, Wellington

A special room rate of \$170 per night is available to delegates on the nights from 7—10 August. These rates will apply to a standard room with 1 Queen bed or a twin room with 1 Queen and 1 Single Bed. Accommodation bookings can be made with the West Plaza reservation team quoting code **AM32** at:

- Email: [reservations@westplaza.co.nz](mailto:reservations@westplaza.co.nz)
  - Phone: 0800 731 444
5. The deadline to register for the conference is 24 July 2024. After this date, and provided we have the space to accommodate you, you will be charged a late fee of \$50.00 to cover administration.
  6. Attendees are responsible for the actions of their staff and contractors. By registering, you certify for the AMR that you have appropriate insurance in place to indemnify you from damages and any other claims that may arise from your actions and the actions of your staff and contractors.
  7. AMR and the Harbourside Function Centre reserve the right to refuse service to any delegate deemed to be intoxicated or acting in an inappropriate manner.
  8. AMR has adopted a zero tolerance policy to alcohol-related incidents at the convention venue and conference hotel, regardless of whether these occur during function hours or not. Member companies will be subject to the disciplinary process for all incidents involving their representatives. Please ensure all staff participating in the convention are aware of this policy.
  9. Conference events commence on Thursday, 8 August 2024 at 3 pm. Should your delegate wish to participate in the tour programme, a separate registration is required—please book online at our website.