



MEETINGS 2025 BUYER PROGRAMME **TERMS AND CONDITIONS**

11 - 12 June 2025
Auckland Showgrounds
New Zealand

Please read the following Terms and Conditions of acceptance carefully.

Definitions

Business Events Industry Aotearoa (referenced in this document as BEIA) is the organiser of the exhibition which is owned by Business Events Industry Aotearoa.

“MEETINGS” or “event” or “exhibition” means the event that is to be held at Auckland Showgrounds, 11 - 12 June 2025.

“Hosted Buyer” means the meeting, events and business travel professional who has applied to be a part of the Hosted Buyer programme and has agreed to these terms and conditions. Hosted Buyers have been accepted by BEIA to attend MEETINGS as a Buyer of meetings, events and business travel products and services where complimentary accommodation, ground transfers and flights are provided by BEIA and sponsors.

“Prescheduled Appointments” (PSA) means the appointment matching programme operated by BEIA to co-ordinate the appointments of the Hosted Buyer and Exhibitors. This is based on several pre-selections against the Exhibitor and Hosted Buyer appointment preference.

“No Show” refers to a Hosted Buyer who without prior cancellation notice of at least 48 hours to the Hosted Buyer Manager does not attend any aspect of the MEETINGS programme that he/she is committed to. A Hosted Buyer who misses two or more prescheduled appointments and is reported by the relevant exhibitor/airline/hotel as not in attendance is also classified as a “No Show” and will be charged a “no-show” fee. This is based on a genuine pre-estimate of loss to BEIA and is not intended to operate as a penalty, as the Hosted Buyer Manager may not be able to re-assign the appointments to another Hosted Buyer, and steps will have been taken to provide and/or have available all services associated with the appointments.

“Travel” means transportation arranged by BEIA by either air or coach as appropriate for the use of Hosted Buyers.

Significant shortfall means the Buyer missed 20% or more of their prescheduled appointments.

APPLICATION

By agreeing to participate, you, as a representative of your company or business, are also agreeing to be bound by these Terms and Conditions and warrant that you are authorised to bind your company, organisation, or business to the same.

Following acceptance, should it become apparent that you are unable to attend, your participation will not automatically be transferable to another colleague in your company,

organisation, or business. You may recommend a substitute person from your company, organisation, or business; however, the Hosted Buyer Manager must first qualify that substitute person and acceptance is not guaranteed. Please note that Cancellation Fees may also apply, see the Cancellation section below.

HOSTED BUYER CATEGORIES

Buyers are accepted on the Buyer Programme as a New Zealand Hosted Buyer or Australian Hosted Buyer and are required to attend all elements of the Hosted Buyer programme according to their diaries and schedule.

New Zealand & Australian* Two Day Hosted Buyer	
Prescheduled appointments over the two days of MEETINGS	✓
An open diary to schedule extra meetings if desired	✓
Access to the online event portal	✓
Return economy airfares to Auckland from MEETINGS designated port *	✓
Accommodation for 3 – 4 nights including breakfast (if required)**	✓
Ground transfers from airport to hotels	✓
Daily transfers from hotels to Auckland Showgrounds and MEETINGS social functions	✓
MEETINGS Opening and Welcome Function – Tuesday 10 June 2025	✓
Host Hotel Breakfast Wednesday 11 June 2025	✓
Onsite daily catering at Auckland Showgrounds– Wednesday 11 and Thursday 12 June 2025	✓
MEETINGS Celebration – Thursday 12 June 2025 (optional)	✓

Australian Semi Hosted Buyer Inclusions	
Prescheduled appointments over the two days of MEETINGS	✓
An open diary to schedule extra meetings if desired	✓
Access to the online event portal	✓
Accommodation for 3 – 4 nights including breakfast (if required)**	✓
Daily transfers from hotels to Auckland Showgrounds and MEETINGS social events	✓
MEETINGS Opening and Welcome Function - Tuesday 10 June 2025	✓
Host Hotel Breakfast Wednesday 11 June 2025	✓
Onsite daily catering at Auckland Showgrounds – Wednesday 19 and Thursday 12 June 2025	✓
MEETINGS Celebration – Thursday 12 June 2025 (optional)	✓

One Day New Zealand Hosted Buyer Inclusions	
Prescheduled appointments over one day of MEETINGS	✓
An open diary to schedule extra meetings if desired	✓
Access to the online event portal	✓
Return economy airfares to Auckland from MEETINGS designated port *	✓
Accommodation for 1-2 nights including breakfast in Auckland (if required)	✓
Ground transfers to/from hotel to Auckland Showgrounds (if required)	✓
Hosted Buyer Wednesday registration includes a Welcome Function ticket – Tuesday 10 June 2025	✓

Hosted Buyer Thursday registration includes a MEETINGS Celebration ticket – Thursday 12 June 2025 (optional)	✓
Onsite Daily catering at Auckland Showgrounds on the day of attendance	✓

* Departure ports are subject to airline routes, domestically and Trans-Tasman. The cost to get to that port is at the Hosted Buyer’s expense. Any additional stops to and from Auckland from the home destination will be at the expense of the Hosted Buyer. **Australian departure taxes/levies also apply.**

** The first hosted night will commence on either Monday 9 June or Tuesday 10 June, and the last hosted night will be Thursday 12 June.

BEIA organises your participation in the above services but does not operate all the services itself. Accordingly, all third-party tickets, vouchers, bookings, reservations, and coupons are subject to the terms and conditions upon which they are issued by the relevant provider, and you agree to comply with and be bound by the same.

Airport Transfers are arranged for those Hosted Buyers travelling on MEETINGS 2025 Hosted Buyer flights.

What is not included in the Hosted Buyer Programme	
Travel insurance, including your personal property	x
Private transfers (those not arranged by BEIA)	x
Flight upgrades	x
Hotel upgrades and incidentals	x
Additional nights' accommodation	x
Personal extras	x
Excess baggage charges	x
Customs/regulatory charges	x
The cost of any medical or other personal services	x

IMPORTANT NOTE: Invitations to additional evening hospitality outside of the MEETINGS programme may be extended by your host hotel or any exhibiting partner prior to MEETINGS 2025. These invitations will be sent from exhibiting organisations to accepted Hosted Buyers directly. See the Personal Information and Privacy section for information on who your personal information will be shared with.

BUYER CONDITIONS

For all Hosted Buyers, the number of attendance days depends on your country of origin.

Australian Hosted Buyers: Required to attend MEETINGS 2025 from Tuesday 10 June – Thursday 12 June inclusive.

New Zealand Full Hosted Buyers: Full Hosted Buyers are required to attend MEETINGS 2025 from Tuesday 10 June – Thursday 12 June inclusive.

New Zealand Day Hosted Buyers: One Day Hosted Buyers are required to attend MEETINGS 2025 for the day they have registered to attend. Attendance at social events is optional.

The MEETINGS tradeshow is on Wednesday 11 and Thursday 12 June 2025.

As a condition for receiving complimentary services from BEIA, all Hosted Buyers will be required to:

- Commit to attending all appointments as confirmed in your individual preschedule appointment (PSA) diary. Hosted Buyers will be required to make a set number of Exhibitor appointment selections and rank in order of importance, completing the maximum number of appointment preferences by **13 May 2025**.
- Full Hosted Buyers (Australia and New Zealand) - attendance at all prescheduled appointments and attendance at the MEETINGS Opening and Welcome Function is compulsory. Attendance at the MEETINGS Celebration is optional.
- The Hosted Buyer is not permitted to re-arrange any appointments to free up personal time. If an appointment needs to be re-arranged once onsite, the Hosted Buyer Manager is to be advised.
- If the Hosted Buyer misses an appointment, the Hosted Buyer is to confirm another suitable time directly with the Exhibitor.

Prescheduled Appointment Programme

You agree to accept all conditions of the MEETINGS programme, including attendance of all scheduled appointments in the final appointment diary as provided to you by the Hosted Buyer Manager.

BEIA reserves the right to refuse future attendance at MEETINGS or to charge a “no show” fee if you miss any appointment.

TRAVEL AND ACCOMMODATION

For all New Zealand Hosted Buyers:

For Hosted Buyers who reside in New Zealand and who require flights, economy class air travel with Air New Zealand, or appropriate ground transportation from a designated location is complimentary. Flight itineraries presented to the Hosted Buyers will be final and confirmed. Any changes required after this will be charged to the Hosted Buyer. Where applicable, Air New Zealand will provide the Hosted Buyer with a return/round trip economy flight from designated point(s) of departure to Auckland either directly or connecting through appropriate ports. Travel will be arranged by BEIA on dates suitable for attendance at the event.

Air New Zealand will be extending a limited number of seats per flight for confirmed MEETINGS Hosted Buyers. Once an allocation is at capacity, the next available flight will be offered or coach transfers will be arranged.

Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. Air New Zealand lounge access is not an extended benefit as part of the Hosted Buyer programme. Upgrades are at the responsibility and the expense of the Hosted Buyer.

For Australian Hosted Buyers:

Air New Zealand will provide the Hosted Buyer with a return/roundtrip economy flight from designated point(s) of departure to Auckland or connecting through appropriate ports. The cost of flying to and from your designated port of departure will be at your own expense. In some

cases, this may not be your home port.

Travel will be arranged by BEIA on dates suitable for attendance at the event. The flight itinerary presented to Hosted Buyers will be final and confirmed. Travel changes requested by the Hosted Buyer are subject to availability and will be charged accordingly at the Hosted Buyer's expense. Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. Air New Zealand lounge access is not an extended benefit as part of the Hosted Buyer programme. Upgrades are subject to availability and at the responsibility and expense of the Hosted Buyer.

Please note Australian Hosted Buyers are responsible for their own travel insurance.

Travel Changes

Australian Hosted Buyer travel change requests will be considered subject to availability under the Post-Familiarisation programme. The Hosted Buyer will be responsible for all applicable fare differences including any domestic travel requirements to/from the host city. In addition, changes within 30 days of departure may be subject to a change fee of AUD\$100.00. Should the Hosted Buyer make changes that are later amended or cancelled, this will be treated as an additional change and fare difference will apply. This includes where a Hosted Buyer reverts to their original flights to the standard programme flights.

Fare difference and any change fees will be payable directly to Air New Zealand.

Excess Luggage

Checked baggage allowance is shown in the flight itinerary. Where checked baggage is permitted, each piece may weigh up to 23kg and carry on of 7kg. Excess baggage beyond your free allowance will be subject to space availability on the day of travel and will **incur additional charges which will be the responsibility of the Hosted Buyer.**

Departure Taxes/Levies

Australian Hosted Buyers are responsible for paying Australian Government departure taxes/levies and service fee. This is collected by BEIA on behalf of Air New Zealand at **NZ\$380.00 per person** and is payable by credit card (VISA or MasterCard only) at the time of acceptance on the Hosted Buyer programme.

Accommodation

Accommodation is provided on a room and breakfast only basis as agreed with the Hosted Buyer Manager for the three – four nights of the programme (arrival Monday 9 or Tuesday 10 June – departure Friday 13 June 2025). The number of nights will be determined by your confirmed flight schedule. The Hosted Buyer will be responsible for paying other hotel, personal, or incidental charges. It is expected that the Hosted Buyer will accept and attend the hosted breakfast courtesy of hotel management on Wednesday 11 June.

Accompanying Persons

Accompanying persons are not included in any offers regarding the Hosted Buyer programme.

New Zealand Electronic Travel Authority (NZeTA)

Please note that from 1 October 2019, visitors who were previously eligible to travel to New Zealand without a visa will be required to hold a New Zealand Electronic Travel Authority (NZeTA).

- **Australian Citizens travelling on an Australian Passport are exempt.** Australian Permanent Residents will need to apply for an NZeTA.
- Visitors will need to receive approval from NZeTA at least 72 hours prior to check-in for their flight to New Zealand.

- Visitors may also be required to pay an International Visitor Conservation and Tourism Levy (IVL). **Australian Citizens travelling on an Australian Passport are exempt from the IVL.**
- The NZeTA is the responsibility of the Hosted Buyer.

CANCELLATIONS AND NO-SHOWS

If circumstances arise whereby, you must cancel your participation at MEETINGS 2025, you must provide written advice as to the reason for your cancellation to the Hosted Buyer Manager and your cancellation will be acknowledged in writing.

It is important to note before agreeing to participate that the following cancellation fees apply to those participating in the Hosted Buyer programme. This applies based on a genuine pre-estimate of loss to BEIA and is not intended to operate as a penalty, as the Hosted Buyer Manager may not be able to assign your right to participate to another Hosted Buyer, and steps will have been taken to provide and/or have available all services associated with your participation.

Medical Cancellations

At the discretion of BEIA, any Hosted Buyer who cancels due to medical reasons must provide a medical certificate within 48 hours of notification or the buyer will be charged cancellation fees. All medical certificates are to be emailed to the Hosted Buyer Manager.

Employment related cancellations

Any Hosted Buyer who has resigned, been stood down or made redundant after their Buyer agreement has been submitted to the Hosted Buyer Manager, the Hosted Buyer is responsible for communicating such changes to their employment in writing to the Hosted Buyer Manager, prior to the commencement of MEETINGS 2025. It will be at the discretion of BEIA as to whether a replacement is necessary, or the original Hosted Buyer application becomes void.

New Zealand Hosted Buyer

For cancellations received on or after **Monday 28 April 2025 a cancellation fee of NZD\$350 + GST** will apply. These fees will apply also if flights and accommodation have yet to be confirmed. Flights and accommodation cancellation fees will be at an additional cost if booked.

Australian Hosted Buyer

For cancellations received on or after **Monday 28 April 2025, a cancellation fee of NZD\$500** will apply. These fees will apply also if flights and accommodation have yet to be confirmed. Flights and accommodation cancellations fees will be at an additional cost if booked.

New Zealand / Australian Hosted Buyer “No-show”

Both New Zealand and Australian Hosted Buyers who do not inform BEIA Hosted Buyer Manager of their cancellation prior to **Monday 9 June 2025** and do not attend the event, or are reported as a no-show by exhibitors, airlines or hotels will incur a no-show fee of **NZD\$550.00 + GST. Flights and accommodation fees will be an additional cost.**

“No Show” refers to a Hosted Buyer **who without prior cancellation notice of at least 48 hours to the Hosted Buyer Manager does not attend any aspect of the MEETINGS programme that he/she is committed to.** A Hosted Buyer who misses two or more pre-

scheduled appointments and is reported by the relevant exhibitor/airline/hotel as not in attendance is also classified as a “No Show”. This applies based on a genuine pre-estimate of loss to BEIA and is not intended to operate as a penalty, as the Hosted Buyer Manager may not be able to re-assign the appointments to another Hosted Buyer, and steps will have been taken to provide and/or have available all services associated with the appointments.

Cancellation Payment Terms

Payment must be made by Credit Card (Visa or MasterCard only) **within three business days** of receiving the Tax Invoice relating to the Cancellation Fee. Failure to pay within three days may incur additional charges. Please contact your Hosted Buyer Manager with your credit card details.

Personal Information and Privacy

To enable BEIA to provide you with the above services you agree that the personal information that you provide to BEIA (such as your name, position, company, email and contact details, and other personal details) may be distributed to third parties attending or providing services to BEIA in respect of your participation in MEETINGS 2025.

The personal information collected about you will be held by BEIA, 15-17 Hurstmere Road, Takapuna, Auckland 0740, New Zealand. Your personal information is being collected so BEIA can provide the above services to you. If you do not provide this information BEIA may not be able to provide these services to you and/or you may not be allowed to participate in certain activities. Your personal and medical information may be shared with BEIA and MEETINGS 2025 staff, suppliers and contractors, and any medical practitioner, ambulance officer, or other person involved or associated with any first aid or medical treatment or assistance that you may require (regardless of whether treatment is given). You have the right to access and request correction of any personal information about you held by BEIA.

By applying to be a MEETINGS Hosted Buyer you grant permission for your contact details to be shared with exhibitors upon acceptance to the Hosted Buyer Programme.

By attending the event or any associated event, you consent to BEIA and their partners using event photography and video in which you may appear for future marketing.

Liabilities

The parties agree and acknowledge that the goods and services supplied by BEIA and acquired by you as a representative of your company, organisation, or business under these Terms and Conditions of Acceptance are supplied or acquired in trade, and that the provisions of the Consumer Guarantees Act 1993 will not apply. Unless these Terms and Conditions of Acceptance expressly provide otherwise, to the fullest extent permissible by law all warranties, conditions or other terms implied by law are excluded.

BEIA and its officers, directors, employees, or agents make no representations or warranties on behalf of any MEETINGS 2025 supplier or event organiser.

To the fullest extent permitted by law, you as a representative of your company, organisation, or business accept liability for all your acts or omissions, or those of your contractors, agents or invitees and you indemnify BEIA and its officers, directors, employees or agents against all actions, suits, proceedings, claims, demands, costs, and expenses which may be taken or made against them, or become payable by them, arising from the services provided to you under the Terms and Conditions of Acceptance. This includes any legal costs and expenses and

any compensation costs and disbursements paid by BEIA and its officers, directors, employees, or agents on the advice of Counsel to compromise or settle any such claims. Notwithstanding this indemnity, you as a representative of your company, organisation, or business either warrant that you hold, or undertake to arrange, appropriate liability insurance.

Insurance and Force Majeure

You are responsible for arranging and paying for your own travel insurance, including for your property.

BEIA and its officers, directors, employees, or agents shall not be responsible for any loss or damage to property, nor for any loss or damage whatsoever sustained and arising from circumstances beyond the reasonable control of BEIA such as but not limited to fire, storm, tempest, seismic activity, lightning, national emergency, war, labour disputes, strikes or lock outs, civil disturbances, explosion, inevitable accident, communicable diseases; any circumstances outside of BEIA control (a "force majeure event").

Postponement or Abandonment

BEIA and its officers, directors, employees, or agents shall not be responsible for actions, suits, proceedings, claims, demands, costs, and expenses of any kind consequential upon the prevention, postponement, or abandonment of MEETINGS 2025 due to a force majeure event.

Buyer Name Badges and Materials

Name badges that are issued to Buyers are non-transferable and must be worn for the duration of MEETINGS 2025.

Security

Security services will be provided at MEETINGS 2025. However, you are advised that valuables should not be left unattended or unsecured at any time.

Health and Safety

MEETINGS 2025 may expose you to certain risks and hazards. You agree to attend safety briefings as required and to follow all signage, instructions, requirements, and directions of BEIA and any third parties providing services to you in relation to MEETINGS 2025.

If you do not, you may be required to leave a particular activity and/or MEETINGS 2025 without any entitlement to a refund.

Unsafe, dangerous, or otherwise threatening behaviour will not be tolerated. If you are part of a group which causes a disturbance, the group will be treated as one and BEIA has the right to remove the whole group. MEETINGS 2025 is a smoke free event and smoking in any of the buildings is prohibited. This also includes vaping.

General

Without limiting any other rights, it may have, if you do not adhere to these Terms and Conditions of Acceptance BEIA reserves the right to refuse your future attendance at MEETINGS.

The laws of New Zealand will govern Terms and Conditions of Acceptance and both parties submit to the non-exclusive jurisdiction of the Courts of New Zealand.

BEIA CODE OF CONDUCT

Code of Conduct

As members of the Business Events sector, you are already aware of how important it is to respect and look after each other. While you are enjoying MEETINGS, please remember the importance of being on time and taking personal responsibility for your safety and behaviour for the duration of your experience.

If at any time during the journey you breach our Code of Conduct or engage in illegal or inappropriate behaviour you may be removed from the MEETINGS programme.

Being on time

Coaches will not wait, planes will not be delayed, and activities will not be halted.

Luggage

You are responsible for your luggage throughout your journey and stay in Auckland.

Play by the rules.

Please follow the instructions of your hosts, any tour operators, coach drivers and accommodation providers. If you have any questions at any time, ask one of the team.

New Zealand Law

While in New Zealand you must comply with all the applicable laws and local customs of behaviour. BEIA reserves the right to remove any individual from the MEETINGS programme without penalty if unacceptable behaviour occurs.

Inclusions

Air travel, accommodation, transport, meals, activities and sightseeing as detailed on your itinerary. All other costs including items of a personal nature, such as phone calls, mini bar, room service, roaming or in room internet and laundry services will be at your own expense.

General Information

Receiving an invite or completing the registration form to become a Hosted Buyer at the exhibition does not automatically guarantee a place on the Buyer programme. Applicants will be notified by BEIA MEETINGS 2025 Hosted Buyer Manager if their application is successful.

Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these Terms and Conditions. All relevant boxes must be ticked on the online application form and all buyers must provide their own credit card details.

All sections of the application form must be completed. Failure to do so will result in the application not being processed and becoming void.

Any persons accompanying the Hosted Buyer (such as spouse or family) are not included in any offers regarding the Buyer programme and are not covered by any of the above. BEIA accepts no liability regarding these persons and by agreeing to this agreement, the Hosted Buyer accepts that there is no liability.