

TERMS & CONDITIONS

Everything in this registration pack is in line with the United Fire Brigades' Association's policies and therefore form the terms and conditions that you will agree upon when registering for this event. Please read this pack carefully as strictly no exceptions will be made.

CANCELLATIONS, CHANGES & PAYMENT

No changes are permitted to flights that have been confirmed and the full fare will be charged to you.

If there is a registration fee or you decide to purchase additional tickets, you will be sent an invoice by Gilpin Travel which can be paid by online banking to Gilpin Travel or paid by credit card. Please note that Gilpin Travel impose a strict 7 day payment on their invoices.

Should you have any reason or need to cancel your UFBA AGM & Conference Hui booking, your registration fee will be retained and you will be billed for any flights and accommodation bookings made on your behalf, unless you can provide written evidence as to your poor health, or extenuating circumstances that prohibit you from attending.

EXPENSE CLAIMS FOR UFBA DELEGATES AND EMERGING LEADER REPRESENTATIVES

The final date for expense claims to be received by the UFBA office is **3 December 2023**, absolutely no exceptions will be made, regardless of what category you come under. Please submit these as early as possible after Hui to avoid disappointment. This is to ensure that our finances are prudently managed.

Please ensure you provide full, itemised receipts to support your claims. Any costs unaccompanied by a GST receipt cannot be reimbursed.

UFBA Conference Hui claims submitted on forms other than UFBA expense claim forms will be returned to you, unprocessed. Only UFBA-funded attendees are entitled to submit claim forms.

UFBA will use discretion to only reimburse travel for the most cost effective method of transport regardless of how you choose to travel. Please do keep this in mind to avoid disappointment.

DISCLAIMER

Information in the registration pack is correct at the time of printing. Please note that some information may change, and this will be reflected in the online registration when a delegate/observer completes their registration.

PHOTOGRAPHY & VIDEOGRAPHY

The UFBA will be taking photos and video throughout the event. By registering, you acknowledge this and give consent to your image being used for future marketing and communications collateral by the UFBA. Imagery and videos will never be used by or sold to Third Parties not directly involved in the business of the UFBA. Images may be kept for historical purposes.

PAYMENTS & INVOICING

If you have not paid your registration fee and/or additional social function tickets and you decide to cancel your registration, you will still be required to pay your invoice.

Direct Credit / Internet Banking

The bank account details are:
Gilpin Corporate Travel
Account No: 06-0193-0293830-01
Swift Code: ANZ-BNZ-22

Please ensure your name and invoice number is included as the reference.

Credit Card

You have the option of paying by credit card when you register online (Visa and MasterCard only). A credit card fee of 2.6% will be applied to the total. Note that debits will show on your statements as being from Gilpin Corporate Travel Ltd, the trading name for Gilpin Groups and Events.

Please contact Gilpin Travel directly – (09) 361 4730 opt 5 or ufba@gilpin.co.nz

Please do not make any payments directly to the UFBA.

CODE OF CONDUCT

WHEN ATTENDING UFBA EVENTS

When attending UFBA events you are not only representing the UFBA but also Fire and Emergency New Zealand and your Brigade. We require professional conduct when attending our events. Inappropriate conduct will be taken very seriously.

Please remember that drinking in uniform in public OR in restaurants or bars is also prohibited. We have a cash bar at our social functions, and under no circumstance is additional alcohol to be brought into our function venues, as this is against our contractual obligations.