



ROTARY DISTRICT 9800 CONFERENCE LAUNCESTON 2009 **REGISTRATION & BOOKING CONDITIONS**

Groups Tasmania is the official registration and booking office for the Rotary District 9800 Conference Launceston 2009.

REGISTRATION CONDITIONS

- 1. Registration:**
Registration fee(s) will be as shown on the registration form. Registration is conditional upon payment having been received, cleared or confirmed, as the case may be.
Registrants must ensure that all details on the registration form are exact and accurate as this information will form the data base utilised by the Conference Secretariat. The Conference Secretariat takes no responsibility for any inaccuracy or error arising from the registration form.
- 2. Closing dates:**
Registrations will close on 12 February 2009. Early-Bird registrations close on 15 December 2008. Acceptance of registrations after 12 February 2009 will be at the sole discretion of the Conference Secretariat. Early-Bird registrants will have their names entered in the draw for a prize.
- 3. Refunds:**
In the event of cancellation, full refund of registration fee(s), less an administration fee of \$30.00 per person, will be granted up to 12 February 2009 provided that notice of cancellation in writing is received by 12 February 2009. Applications for refunds after 12 February 2009, will be considered if based on compassionate grounds, but will be at the sole discretion of the Conference Secretariat whose decision will be final.
Registrants acknowledge that no insurance cover is included in the registration fee. Registrants may wish to take out their own insurance to cover loss of registration fees in the event of cancellation.

CLUB BOOKING CONDITIONS

Groups Tasmania is accepting block bookings on behalf of clubs so that their members can be accommodated at the same property. To secure these rooms a \$50.00 per room deposit is required within 30 days of confirmation. Failure to send deposit to Groups Tasmania within this time frame will result in the room allocations being released and available for re-sale to another club.
Subject to notification prior to 30 November 2008, no penalty will be incurred for the release of any rooms, and any deposits held will be refunded or transferred over to remaining bookings.
Cancellation of any rooms after 30 November 2008 will result in a cancellation fee of \$25 with the balance transferred over to an existing booking.
Any rooms that are not allocated to a club member after 12 February 2009 will be automatically cancelled and there will be no refund on the deposit.

Groups Tasmania is also arranging the Spirit of Tasmania, airline bookings, pre/post conference touring and travel insurance. Group airfares (Virgin Blue) require a \$50.00 per seat non-refundable deposit within 7 days of confirmation. Travel insurance will require full policy payment to start the coverage.
No additional deposit is required for any other service Groups Tasmania offers.
All arrangements must be paid for and finalised with name/rooming lists prior to 12 February 2009.

INDIVIDUAL BOOKING CONDITIONS

Once registrations open Groups Tasmania will accept individual club member's booking requests.
When a member from a club who has prearranged a block accommodation booking registers, they will automatically be allocated into one of these rooms. The clubs will be asked to provide a full list of those who had previously paid a \$50.00 deposit to hold the accommodation booking. If you wish to stay at your club's accommodation property, but had not previously paid a \$50.00 deposit, then the accommodation will only be confirmed subject to availability and a \$50.00 deposit will be required.
Those who are booking rooms which have not been prearranged by their club will be responsible for a \$50.00 per room deposit. Deposits will be required within 7 days of confirmation.
Groups Tasmania is also arranging the Spirit of Tasmania, airline bookings, pre/post conference touring and travel insurance. Airfares will require full non-refundable payment within 7 days of confirmation. Travel insurance will require full policy payment to start the coverage.
No additional deposit is required for any other service Groups Tasmania offers.
Cancellations prior to 12 February 2009 will result in a \$25.00 per person administration fee.
All arrangements must be paid for and finalised prior to 12 February 2009. Cancellations after this date will incur more severe cancellation fees on a sliding scale, with no refunds available within 7 days of the forward travel date.
 Groups Tasmania **strongly recommends Travel Insurance.**

Groups Tasmania advises all club members that acceptance of booking details and payment of deposit also indicates their acceptance to the above booking conditions.

GROUPS TASMANIA - STANDARD BOOKING CONDITIONS

- **Groups Tasmania** is a registered travel agent, an accredited tourism business, a participant of the Travel Compensation Fund and a member of the Tasmanian Convention Bureau.
Travel Agent Licence Number- TAS 144. ABN 73 414 536 817.
- **Groups Tasmania** organises tours and acts solely as agent for the persons providing services on these tours.
- **All costings** provided by Groups Tasmania are in Australian Dollars, include GST and are correct at time of submission but are subject to availability of services. Groups Tasmania reserves the right to alter these costings due to changes in the itinerary due to unavailability of services or alteration of itinerary to meet passenger's requirements. Costings will not be guaranteed until booking is made and deposit received by Groups Tasmania.
All cheques are to be made payable to Groups Tasmania and forwarded onto 12 Nichols Street, Kings Meadows, TAS 7249.
Other payment options are available and will be noted on tax invoice.
- **Groups Tasmania** reserves the right to alter or change the accommodation, carriers, coaches or attractions at any time for any reason. Groups Tasmania reserves the right to cancel or alter the itinerary and/or tour without notice as may be found necessary for any reason whatsoever including, but not limited to, road, weather or traffic conditions, non-performance of suppliers, industrial action, operational conditions and requirements. All additional expenses incurred as a result of delays, cancellations or alterations will be the sole responsibility of the passenger.
- **Any special passenger** requirements must be notified to Groups Tasmania at the time of booking. Some tour services may include meals or include physical activities. Special passenger requirements may include, but not limited to, dietary requirements, mental disability and physical disability. Passengers with disabilities are recommended to be accompanied by a companion who is capable of, and totally responsible for, providing any necessary assistance.
Smoking is not permitted inside any tour coach, frequent stops will provide the opportunity for those who wish to smoke. Groups Tasmania will consider all passengers to be of good general fitness unless otherwise advised.
- **Passengers** are entitled to carry one suitcase with the total length, width and height not exceeding 140cm and maximum weight of 20kg. Passengers are also allowed 2 pieces of cabin baggage, with each item not exceeding 105cm and 7kg. Groups Tasmania does recommend passengers have at least one travel bag to carry valuables and personal items. Groups Tasmania does not assume liability or accept claims for loss of or damage to luggage due to breakage, theft or wear and tear through hotel or group carrier handling.
 Groups Tasmania **strongly recommends Travel Insurance.**
- Due to Tasmania's temperate climate it is recommended passengers bring comfortable casual clothing with some warmer articles for the evenings. Strong comfortable shoes are highly recommended.
- Tasmania has some of the world's most stringent quarantine regulations. Please help us retain Tasmania's disease-free status by ensuring that when you visit us you are not carrying or importing any restricted items. The introduction of a pest or disease into a production area can result in expensive controls being implemented and loss of markets, which can cost primary industries and the community millions of dollars.
Some items that are not allowed into Tasmania are; fruit, vegetables, cut flowers, plants, bulbs, corms, nursery stock, livestock, fish and fish products, grape vines (including cuttings and bud wood), honeycomb, seed for sowing, skins and hides, native birds and wildlife. There are also many others items that are not allowed and some that are allowed with permits. For more information please visit www.dpiw.tas.gov.au or call 1800 084881.
- In all matters relating to the making of arrangements for transportation by air, rail, ship, coach or car, for accommodation, meals, sightseeing tours and entertainment, Groups Tasmania acts only in the capacity as an agent for the carriers, accommodation and other suppliers noted in tour literature describing the services purchased. As an agent and because it maintains no control over the personnel, equipment, or operations of any supplier's services Groups Tasmania assumes no responsibility for and cannot be held liable for any loss, accident, delay, inconvenience, damage or injury occasioned to any person or property as a result of any tour inclusion undertaken during the tour whatsoever or howsoever the same may be caused whether as a result of negligence or otherwise. Some tour inclusions may include activities such as trekking, climbing, caving, exploring and swimming. The passenger unreservedly accepts that these activities involve varying degrees of risk.
 Groups Tasmania **strongly recommends Travel Insurance.**

Groups Tasmania advises all club members that acceptance of booking details and payment of deposit also indicates their acceptance to the above booking conditions.