

PARTICIPANT DETAILS – please print

First Name _____	Surname _____
<i>(Please Note: The above details will be used on your conference nametag)</i>	
Organisation _____	Position _____
Address _____	
City _____	Phone _____
Fax _____	Email _____
MEMBER of _____	(please state organisation) or NO <input type="checkbox"/>

REGISTRATION FEES (please circle your selection)

	Early <i>(if registered by 12 March 2010)</i>	Late <i>(if registered after 12 March 2010)</i>
<i>Full Registration – includes conference dinner</i>		
Member	\$695	\$795
Non Member	\$795	\$895
<i>Single Day Registration – does not include conference dinner</i>		
Monday Member	\$275	\$325
Monday Non Member	\$325	\$375
Tuesday Member	\$275	\$325
Tuesday Non Member	\$325	\$375
Wednesday Member	\$250	\$300
Wednesday Non Member	\$300	\$350

SITE VISITS – Tuesday 13th April 2010

<i>Please choose ONE option only</i>	<i>Please tick</i>
Building Site Visit _____	<input type="checkbox"/>
Plumbing Site Visit _____	<input type="checkbox"/>

CD OF CONFERENCE PAPERS

Please tick here if you would like a copy *(these will be sent directly to you after the conference)*

PARTNER REGISTRATION

First Name _____	Surname _____
Social Programme ONLY \$120	

SOCIAL PROGRAMME

Number of tickets required

SUNDAY

Golf Competition @ \$60 per person

Networking Function – one ticket included in full registration

Extra tickets available @ \$25 per person

MONDAY

Networking Function – one ticket included in full registration

Extra tickets available @ \$25 per person

TUESDAY

Conference Dinner – one ticket included in full registration.

Extra tickets available @ \$120 per person

ACCOMMODATION

Note: Accommodation will be booked on your behalf, however all accommodation and other charges must be settled by the guest on departure. A deposit of \$160 inc GST is required to secure your booking. If you are using a purchase order to settle your account, please make sure the hotel accepts this method of payment prior to leaving for the conference.

Arrival _____ Departure _____ No of Nights _____

Special Requirements _____

Please state preferred hotels from the list below:

First Choice _____

Second Choice _____

Millenium Hotel Rotorua – premium room

Millenium Hotel Rotorua – lake view room

Sudima Hotel Rotorua – standard room

Room Rate Per Night

\$160 inc gst

\$175 inc gst

\$149 inc gst

Please note that accommodation bookings will not be taken two weeks prior to the conference.

SUMMARY OF FEES PAYABLE (including GST)

Tax Invoice GST No. 16-202-412

Full Registration	\$
Single Day Registration - state day	\$
Partner's Social Registration	\$
Sunday – Golf	\$
Sunday – Networking Function (extra tickets)	\$
Monday – Networking Function (extra tickets)	\$
Monday – Optional Dinner	\$
Tuesday – Conference Dinner	\$
Partners Social Function(s)	\$
Accommodation: Deposit Only	\$160.00
TOTAL PAYABLE	\$

PAYMENT DETAILS

Please send your cheque with this registration form. Cheques payable to "Building Officials Institute of NZ"

Payment by VISA/Mastercard

Card Number _____

Expiry Date _____

Name on Card _____

Signature _____

TOTAL PAID \$ _____

SUBSTITUTIONS/CANCELLATIONS

Should you be unable to attend the event, notice of cancellation must be received in writing to the address below by 6 March 2010 for a full refund/credit. Following this date an administration fee will be deducted/charged, however a substitute attendee may be made in place of the previously registered delegate. There will be no refund for a cancellation made within 24 hours of the event or a "no show" on any of the day. Any cancellation of accommodation within two weeks of the conference will be refunded at the discretion of the hotel.

When completed please send this form to: Building Officials Institute Conference, PO Box 11 424, Wellington. Or fax 04 473 6209