

# The ARF National Roads Summit 2006 & John Shaw Dinner

**Tuesday 30 and Wednesday 31 May 2006**

Dockside, Cockle Bay Wharf, Darling Harbour, Sydney



## REGISTRATION FORM/TAX INVOICE

Hallmark Editions Pty Ltd ABN 43 102 605 434

**FOUR EASY WAYS TO REGISTER: email, phone, fax or mail**

**Email:** registration@halledit.com.au **Phone:** (03) 8534 5000 **Fax:** (03) 9530 8911 **Mail:** PO Box 84, Hampton, Vic 3188

### ATTENDEES

Delegate 1: Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Delegate 2: Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Delegate 3: Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

Delegate 4: Name \_\_\_\_\_

Position \_\_\_\_\_

Email \_\_\_\_\_

### CONTACT DETAILS (Please fill in this section as well as above)

Organisation \_\_\_\_\_

Address \_\_\_\_\_

State \_\_\_\_\_

Postcode \_\_\_\_\_

Ph \_\_\_\_\_

Fax \_\_\_\_\_

Please tick box  
Summit John Shaw  
Dinner

### CONFERENCE FEES (Please indicate number of attendees)

[ ] x ARF Member (\$1150 inc GST) = [ ]

[ ] x Non Member (\$1250 inc GST) = [ ]

[ ] x John Shaw Dinner (\$144 inc GST) = [ ]

[ ] x Dinner Only (\$155 inc GST) = [ ]

**Total** = [ ]

### PAYMENT METHODS Payment must be received before the event.

#### CHEQUE ENCLOSED

All cheques crossed and payable to Hallmark Editions Pty Ltd (Hallmark Editions Pty Ltd is GST registered, ABN 43 102 605 434) Send cheques to: Hallmark Conferences + Events, PO Box 84, Hampton, Vic 3188. Please enclose your registration form.

#### PLEASE DEBIT MY CREDIT CARD

VISA  Mastercard  Bankcard  Amex

Card Holder's Name \_\_\_\_\_

Card Number \_\_\_\_\_

Exp \_\_\_\_\_

Signature \_\_\_\_\_

#### PLEASE FORWARD ME AN INVOICE (No invoices will be raised within one week prior to conference - 23 May 2006)

Purchase Order No: \_\_\_\_\_

**PLEASE NOTE:** THIS REGISTRATION FORM SERVES AS A TAX INVOICE WHEN COMPLETED. PLEASE RETAIN A COPY FOR YOUR RECORDS.

### SUBSTITUTING DELEGATES

If you are unable to attend on both days, you are welcome to share your registration with ONE OTHER colleague from the same organisation. Entry to the Summit will be by delegate badge only. You must inform Hallmark Conferences + Events if you are substituting delegates. Maximum 2 delegates may attend from the one registration.

**CONFIRMATION DETAILS** An invoice to Government agencies only will be sent within 5 working days after registration. Places for registered attendees are not confirmed until payment of invoice is received. Once payment is received, confirmation details will be sent within 10 business days. Please contact the Registration Officer at Hallmark Conferences + Events if invoice or confirmation has not been received within this time.

**CANCELLATION POLICY** A substitute delegate is always welcome. Otherwise, a full refund, less a \$50 admin service charge, will be received for cancellations received in writing (fax or letter) up to two weeks before the event. Documentation and a 50% refund will be sent for cancellations received one week prior to the event.

**PRIVACY DISCLOSURE** The collection of your personal information is governed by privacy laws. Your information is collected for the purposes of processing your registration or to respond to your request to receive information about this Convention and other events by Hallmark Conferences + Events, and to market the products and services of the Convention and our business associates. You may request to gain access to any of your personal information that we have collected. If you do not wish to have your information used for marketing purposes, please contact (03) 8534 5000 or tick the following box

No refunds can be given for cancellations within one week of the event. Every effort will be made to contact each attendee should an event be rescheduled or cancelled by Hallmark Conferences + Events for any reason.

**INDEMNITY** Hallmark Conferences + Events reserves the right to change the venue and/or speakers of any event due to circumstances beyond our control. In the event of changes to venue or speakers, or cancellation of the event, Hallmark Conferences + Events is indemnified against any or all costs, damages, expenses, including legal fees, which are incurred by the attendee/s. In the case of venue change, all reasonable efforts will be made to inform attendees.