



# REGISTRATION FORM / TAX INVOICE

Hallmark Editions Pty Ltd ABN 43 102 605 434

## Local Government Sustainable Development Beyond 2030 Solutions, Directions and Trends

Wednesday 13 and Thursday 14 September, 2006 Dockside, Darling Harbour, Sydney

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

Email: [registration@halledit.com.au](mailto:registration@halledit.com.au)

Fax: (03) 9530 8911

Phone: (03) 8534 5000

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 the above)

Organisation \_\_\_\_\_

Address \_\_\_\_\_

Suburb \_\_\_\_\_

Postcode \_\_\_\_\_

Ph \_\_\_\_\_

Fax \_\_\_\_\_

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

x Conference and Environs Awards and Dinner 14 September  
(\$795 inc GST) = [      ]

x Conference only (\$695 inc GST) = [      ]

x Dinner only &/or accompanying partner  
(\$115 inc GST) = [      ]

x Conference documentation (for non-attendees)

NB Attendees will receive conference proceedings FREE of charge

(\$150 inc GST) = [      ]

### TOTAL AMOUNT

= [      ]

### 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    Diners

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

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

Exp \_\_\_\_\_

Signature \_\_\_\_\_

#### PLEASE FORWARD ME AN INVOICE

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

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

#### ACCOMMODATION:

Please see [www.halledit.com.au/conferences/sdb2030/accom](http://www.halledit.com.au/conferences/sdb2030/accom)  
for details of accommodation options.

**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. The administration fee for a shared registration is \$100, and the total Conference Fee will be \$795 inc GST. Entry to the Convention 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 Pty Ltd 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 given 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. 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 Pty Ltd for any reason.

**INDEMNITY** Hallmark Conferences + Events Pty Ltd 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 Pty Ltd 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.

**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 or if you wish to be removed from our mailing list, please contact (03) 8534 5000 or tick the following box