

AIME 2011 Hosted Buyer terms and Conditions

Please read these Terms & Conditions of Acceptance carefully

1. There are two different categories within the Hosted Buyer Program. These categories are:

- a. Fully Hosted Buyer
- b. Semi Hosted Buyer

All Fully Hosted Buyer invitations include the following benefits:

- Complimentary Flights, Accommodation and Transfers
- 22 appointments over two days
- Complementary attendance to Pre-Touring (compulsory for Internationals)
- Complementary attendance to Crown Breakfast (compulsory for Internationals)
- Complementary attendance to Welcome Reception (compulsory for all Fully Hosted Buyers)
- Complementary attendance to Club Night (not compulsory)
- Optional Post-Tour Program
- Complimentary attendance to the Business Events Forum (not compulsory)

All Semi Hosted Buyer invitations include the following benefits:

- 8 appointments per day
- Complimentary Accommodation and Transfers
- One day and two day attendance available
- Complementary attendance to Pre-Touring (not compulsory)
- Complementary attendance to Crown Breakfast (not compulsory)
- Complementary attendance to Welcome Reception (not compulsory)
- Complementary attendance to Club Night (not compulsory)
- Optional Post-Tour Program
- Complimentary attendance to the Business Events Forum (not compulsory)

2. A registration fee applies to all Fully Hosted Buyers.

Fully Hosted Buyers from Australia/New Zealand AUD\$240.00 per person incl GST

Fully Hosted Buyers from Asia AUD\$360.00 per person incl GST

Fully Hosted Buyers from outside the Asia Pacific region AUD\$600.00 per person incl GST

This fee must be paid upon acceptance of your invitation so that Reed Travel Exhibitions (RTE) may proceed in making your airfare, accommodation, seminar, transfer and function bookings.

3.. A \$100 registration fee applies to all Semi Hosted Buyers. This fee must be paid upon acceptance of your invitation so that Reed Travel Exhibitions (RTE) may proceed in making your accommodation, seminar, transfer and function bookings.

4. For Fully Hosted Buyers, air travel is complimentary and we will book your air travel using the most direct route in and out of the nearest international/national airport that we have secured airfares from. In some cases this may not be your homeport. The cost of flying to and from our designated port of departure will be at your own expense.

5. Certain airports in Australia are "common rated" to facilitate post touring however, your point of origin and return final destination must be identical. No one-way fares are permitted. Should extreme circumstances arise whereby you must return from a different port, then Events Corp will manage this with you.

Once RTE and Events Corp have booked your air travel, you are not permitted to make any further changes. All arrangements, once submitted are final. Any changes, including cancellation, requested once your flight has been booked will be at your own expense.

Hosted Buyers should not contact AIME travel partners (i.e. airlines and hotels) directly. All flight booking enquiries should be directed to Events Corp.

RTE takes no responsibility for any Hosted Buyer who may miss organised flights to and from AIME 2011. If you miss your flight for any reason that is not the fault of the airline, any additional expense required for you to travel to AIME is your own.

6. Complimentary local airport transfers for Fully Hosted Buyers are provided from Saturday 12 February 2011 to Thursday 17 February 2011 inclusive. Arrival transfers will be provided from Tullamarine airport to your hotel and departure transfers will be provided from either the Melbourne Convention and Exhibition Centre or your hotel to Tullamarine airport. Transfers are not provided to and from any other airport.

7. Complimentary accommodation provided to Fully Hosted Buyers covers the cost for the room only. All meals, mini bar and incidental costs are at the buyer's own expense.

Complimentary accommodation for Fully Hosted Buyers is applicable for the following dates – check in Saturday 12 February 2011 and check out Thursday 17 February 2010. All nights outside of these dates are at the buyer's own expense.

8. It is compulsory for all Fully Hosted and Semi Hosted Buyers to attend the following:

- AIME Welcome reception on Monday evening, 14 February 2011
- All Pre Scheduled Appointments (PSA's) that are part of your schedule
- All pre touring as outlined on their invitation email

If any buyer fails to attend the AIME Welcome reception the cost of this function will be receivable against them.

Please note that if any Hosted Buyer is invited to a function held by an exhibitor, when one of the official AIME events is being held, it is the responsibility of the buyer to tell the AIME organisers so that we can contact the exhibitor and have them re-schedule the event.

9. All Fully Hosted and Semi Hosted Buyers are not permitted to attend the AIME Master classes held during both days of the event. Hosted Buyers are welcome to attend the Hosted Buyer Business Events Forum held Tuesday morning.

10. If you wish to cancel your participation at AIME, then you must provide written notice to RTE. Your cancellation will not be effective until you have received a written acknowledgement from RTE.

In the event of cancellation, the following fees will apply:

- For cancellations made and acknowledged by RTE prior to and including 10 December 2010 – no fee is payable and we will refund the Hosted Buyer registration fee.
- For cancellations made and acknowledged by RTE on or after 11 December 2010 for all Fully Hosted Buyers – the applicable registration fee will be forfeited and in addition all costs incurred by RTE from the airline for your airfare (Fully Hosted Buyers only) will also be recoverable against you.
- For all Semi Hosted Buyer cancellations made and acknowledged to RTE on or after 11 December 2010 the applicable registration fee will be forfeited and in addition all costs incurred by RTE
- In the event that you "No Show" at AIME 2011, you will forfeit the applicable registration fee and cancellation fee as per the above. In addition all costs incurred by RTE for your airfare (if applicable), accommodation, transfers, functions and seminars will be recoverable against you.

"No Show" is defined as a Hosted Buyer, who without prior cancellation notice is not present for the commencement of the Hosted Buyer activities at AIME 2011.

These costs will be billed to your credit card. You will be sent an email detailing these charges prior to processing of payment by RTE.

11. It is compulsory that as a Hosted Buyer, you attend all pre scheduled appointments (PSA's) with exhibitors that are listed on your PSA schedule. You should be aware that Exhibitors will complete a PSA "No Show" form each day of AIME. Should a situation arise whereby you are unable to honour an appointment, please contact the exhibitor directly to arrange a more convenient appointment time.

All pre scheduled appointments will be monitored by AIME and failure to attend may result in your registration being rejected from future AIME or other Reed Travel Exhibitions events.

In the PSA selection process you will be required to select exhibitors who you wish to have appointments with. From this selection RTE will computer match your requests with requests from exhibitors. Please note that even though Hosted Buyer preferences are considered before exhibitor preferences during computer matching this does not guarantee that you will receive appointments only with exhibitors that you have selected. Your final schedule will involve a selection of your mutual preferences, buyer preferences and exhibitor preferences.

12. If one or more persons from the same organisation attends AIME as a Fully Hosted or Semi Hosted Buyer then those persons must conduct their own individual PSA schedules.

13. Your invitation is non-transferable. Should extreme circumstances arise whereby you must substitute another person from your organisation, RTE must first qualify that substitute person.

Please note that any costs incurred by RTE from the airline to cancel your original airfare and replace yourself with the new buyer (Fully Hosted Buyers only) will also be recoverable against you.

14. Hosted buyers from certain countries may require a Visa to enter Australia. It is the responsibility of each delegate to organise his or her own individual visa and to contact RTE for a visa application letter. For up to date information regarding countries that require a visa to enter Australia, please contact the Australian Consulate in your home country.

15. Travel insurance is the responsibility of each individual attendee and RTE have not and will not affect travel insurance for attendees. When negotiating your travel insurance please ensure time differences are taken into consideration. Travel insurance must be effective from the day of departure up to and including the day you arrive back at your homeport.

16. Excess baggage, customs fines and the like are the responsibility of each individual attendee. Please consult the Australian Customs Service should you require further information. RTE do not endorse or approve of export gifts given to attendees by exhibitors. It is the responsibility of each attendee to ensure that such gifts may be both legally removed from Australia and imported into your home country.

17. Accompanying persons are not included in any offers regarding the Hosted Buyer program. Partners are permitted at social functions if you purchase tickets for them. To purchase tickets to these functions via the AIME website aime.com.au.

18. By agreeing to these Terms & Conditions for the Hosted Buyer Program you are consenting, under all relevant data protection legislation, to the Organiser using your personal information, including email address for the following purposes, namely: for the Organiser's internal purposes which will include accounts processing, internal analysis of Hosted Buyers, inviting Hosted Buyers to other events organised by the organiser or its group, disclosure of information to third parties including disclosure to AIME exhibitors and sponsors, also to companies who manage security and registration onsite, disclosure to direct mailing contractors and disclosure or transfer of Hosted Buyer personal data to members of the Organiser's group worldwide to allow the group to further develop its business and its services to Hosted Buyers. Please contact the Organiser in writing if you do not wish your personal information to be used in this way.

19. AIME (AsiaPacific Incentives and Meetings Expo) is operated by Reed Exhibitions – Australia, a division of Reed Business Information (RBI) Pty Limited ABN 47 00 1146 921 (RBI). RTE (Reed Travel Exhibitions) is owned by RBI.