



Melbourne, Australia
21-22 February 2017

Asia-Pacific Incentives & Meeting Expo

AIME 2017

Hosted Buyer Program

Terms & Conditions of Acceptance

Part of:



ibtm events
connections mean everything

Organised by:



Reed Travel Exhibitions

Owned by:



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ABN 47 000 146 921

AIME 2017 Hosted Buyer Program Terms & Conditions

Please read these Terms & Conditions of Acceptance carefully

1. Buyer Categories

Buyers are accepted on to the Hosted Buyer Program in one of three categories. AIME will assign the final category based on the applicant's request, geography and available places. These criteria also determine the number of accommodation nights offered. Hosted Buyers are expected to attend all elements of the Hosted Buyer Program according to their schedule.

The categories are:

Fully Hosted Buyer – Full Program access

International and Asia buyers 4 nights and Australia & New Zealand buyers 3 nights' Accommodation & Flights
AIME will book and pay for your flights, accommodation and transfers.

Semi Hosted Buyer– Full Program access

International and Asia buyers 4 nights and Australia & New Zealand 3 nights' Accommodation
AIME will book and pay for your accommodation and transfers.

Appointment Only & Victorian Buyers – Full Program access

AIME will not provide flights, accommodation or transfers.

BUYER CATEGORY BENEFITS & INCLUSIONS			
COMPLIMENTARY	Fully Hosted	Semi Hosted	Appointment Only (includes Victorian buyers)
Personal appointment schedule: minimum appointments per day of attendance & one Destination Presentation	12	12	10
Flights to and from AIME designated departure ports+	Yes+	No	N/A
4*/5* Accommodation in Melbourne	Yes	Yes	N/A
Transfers from the airport and hotels to MCEC and networking events	Yes	Yes	N/A
Melbourne City Experience – Sunday 19 Feb (if arriving by Sunday 1000)	Yes	Yes++	No
Hosted Buyer & Media only Event – Sunday 19 Feb (if arriving by Sunday 1800)	Yes	Yes++	No
Knowledge Sessions– Monday 20 Feb (if arriving by Monday 0900)	Yes	Yes++	Yes++
Hosted Buyer Lunch – Monday 20 Feb	Yes	Yes++	Yes++
AIME Welcome Event – Monday 20 Feb	Yes	Yes++	Yes ++ if attending Tues or Tues & Wed

+ Departure ports are subject to airline partner and major ports. The cost to get to that port is at the Buyer's own expense. Deviations are at the Buyer's own expense. Reimbursement on flights may be available for buyers whose port is not included in AIME's list.

++ Attendance at these events depends on date and time of arrival.

N.B. For Australian buyers two and one day attendance options are available on request.

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2. Registration Fees

Registration fees apply and vary depending on the Buyer category and the region they are travelling from:

BUYER CATEGORY	REGION	REGISTRATION FEE (INC GST)
Fully Hosted	Australian Buyer (Three Days/Two Days/One Day)	AUD\$270
	New Zealand Buyer (Three days)	AUD \$270
	Asia Buyer (Four Days)	AUD \$450
	International Buyer: Europe/US/UAE/SA (Four Days)	AUD \$670
Semi Hosted	Australian & New Zealand Buyer	AUD \$160
	Asia & International Buyer	AUD \$160
Appointment Only & Victorian Buyers	All Regions & Victoria	AUD \$80
All	Hosted Buyer Administration Fee is taken at registration and is non-refundable.	AUD \$5

The buyer will receive an email notification once they are accepted onto the AIME 2017 Hosted Buyer Program. The credit card will then be charged the Registration Fee (less \$5 Administration Fee) immediately.

NB: A buyer's place on the Hosted Buyer Program is not confirmed until the registration fee has been paid.

2.1. Fully Hosted (with travel booked by AIME's official travel management company)

Hosted Buyers will receive from Reed Exhibitions Australia Pty Ltd complimentary:

- Return / Round-trip economy travel from selected ports. Return travel will be booked into/from the same port.
- Accommodation (room only), at one of Reed Exhibitions Australia Pty Ltd official 4 or 5 star hotels.
NOTE: Breakfast is not included in your accommodation.
- Return/Round-trip transfers from Melbourne Airport and the hotel to the Exhibition venue during the Exhibition dates.
- Attendance at AIME Knowledge Program.
- Entry to AIME.
- Pre-scheduled appointments with Exhibitors of their choice and Destination Presentations in a personalised diary.
- Entry to official AIME's complimentary networking events.
- Refreshments in the AIME Hosted Buyer lounge.

2.2. Fully Hosted Buyers (with a flight reimbursement – available from selected ports only)

Hosted Buyers will receive from Reed Exhibitions Australia Pty Ltd complimentary:

- Flight reimbursement towards the cost of round-trip economy travel from selected ports. Maximum reimbursement amount will be agreed and communicated as part of the Hosted Buyer's qualification process.
- Accommodation (room only), at one of Reed Exhibitions Australia Pty Ltd official 4 or 5 star hotels.
NOTE: Breakfast is not included in your accommodation.
- Return/Round-trip transfers from Melbourne Airport and the hotel to the Exhibition venue during the Exhibition dates.
- Attendance at AIME Knowledge Program.
- Entry to AIME.
- Pre-scheduled appointments with Exhibitors of their choice and Destination Presentations in a personalised diary.
- Entry to official AIME's complimentary networking events.
- Refreshments in the AIME Hosted Buyer lounge.

2.3. Semi Hosted Buyers (without flights)

Hosted Buyers will receive from Reed Exhibitions Australia Pty Ltd complimentary:

- Accommodation (room only), at one of Reed Exhibitions Australia Pty Ltd official 4 or 5 star hotels.



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NOTE: Breakfast is not included in your accommodation.

- Return round-trip transfers from Melbourne Airport and the hotel to the Exhibition venue during the Exhibition dates.
- Attendance at AIME Knowledge Program subject to arrival time.
- Entry to AIME.
- Pre-scheduled appointments with Exhibitors of their choice and Destination Presentations in a personalised diary.
- Entry to official AIME's complimentary networking events.
- Refreshments in the AIME Hosted Buyer.

2.4. Appointment Only Hosted Buyer (without flights and accommodation)

Hosted Buyers will receive from Reed Exhibitions Australia Pty Ltd complimentary:

- Entry to AIME.
- Attendance at AIME Knowledge Program subject to arrival time.
- Pre-scheduled appointments with Exhibitors of their choice and Destination Presentations in a personalised diary.
- Entry to official AIME's complimentary and networking events.
- Refreshments in the AIME Hosted Buyer lounge.

2.5. Appointment Only & Victorian Buyer

"Appointment Only Buyer" means the meetings, events and incentive travel professionals who have applied to be 'appointment only' buyers and will book and pay for their own travel and accommodation.

"Victorian Buyers" are buyers who are based in or around Melbourne and therefore do not require travel or accommodation. Reed Exhibitions Australia Pty Ltd will not provide travel and accommodation to Victorian Buyers (except on request and at AIME's discretion). They will receive:

- Entry to AIME.
- Attendance at AIME Knowledge Program (subject to arrival date and time).
- Pre-scheduled appointments with Exhibitors of their choice and Destination Presentations in a personalised diary.
- Entry to official AIME's complimentary and networking events.
- Refreshments in the AIME Hosted Buyer lounge.

2.6. Hosted Buyer Conditions

The number of attendance days is dependent on the Hosted Buyer's country of origin and applicable offer.

The AIME show team has the final decision on your attendance duration and category.

As a condition of receiving the complimentary services from Reed Exhibitions Australia Pty Ltd, Hosted Buyers will be required to:

- Actively participate in the Pre-Scheduled Appointment Program; Hosted Buyers will be required to make 35 Exhibitor Appointment Preferences and rank in order of importance, completing the number of appointment selections within the stated timeframe given by the AIME team.
- Meet the minimum number of Pre-Scheduled Appointments (PSA) per day of attendance at the exhibition (excluding Destination Presentation sessions).
- Note that Fully Hosted and Semi Hosted Buyers meet a minimum of twelve (12) Pre-Scheduled Appointments (PSA) per day of attendance at the Exhibition.
- Note that Appointment Only and Victorian buyers meet a minimum of ten (10) Pre-Scheduled Appointments (PSA) per day of attendance at the Exhibition.
- Select one mandatory Destination Presentation over the course of the Exhibition.
- Note that attendance at all scheduled appointments and Destination Presentations is compulsory. Hosted Buyers are expected to attend all functions including Knowledge sessions and networking events as scheduled in their diary.
- Rearrange directly with the Exhibitor if an appointment is missed.
- Note that all Pre-Scheduled Appointments must be attended on an individual basis
- Note that appointments, Destination Presentations and education will be in English unless otherwise stated.
- Wear smart casual business attire as a condition of entry to the Exhibition.

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2.7. Failure to comply

Any person that fails to comply with the requirements stated above may result in a review of the person's Hosted Buyer status and/or exclusion from the AIME Hosted Buyer Program and future ibtm events Hosted Buyer Programs without refund of any sums that may have already been paid by that person. A significant shortfall by the Hosted Buyer on the minimum commitment with respect to attending appointments and Destination Presentation sessions shall be treated by the show team as a no show and no show fees will apply (see "No Show" section below). Attendance at the above will be monitored on site by the show team.

3. Travel and accommodation

3.1. The Show Team will supply the Hosted Buyer (Fully Hosted with travel) with:

A return/roundtrip from designated point(s) of departure to Melbourne Airport or relevant train/bus station either directly or connecting through appropriate ports. Travel will be arranged on dates suitable for attendance at the Exhibition. Please note that these arrangements are non-transferable. The travel times will be allocated to ensure maximum time at the Exhibition. Travel changes requested by the Hosted Buyer (Fully Hosted with travel) are subject to availability and cancellation of travel may incur a fee (see "Cancellations" section below). Any additional costs in reaching the agreed departure port will be the responsibility of the Hosted Buyer. All travel provided by the Show Team shall be standard economy fare except as determined by AIME. No upgrades or use of frequent flyer miles are organised by AIME.

3.2. Travel changes

Travel change requests will be considered on a case by case basis. Reed Exhibitions Australia Pty Ltd reserves the right to make charges for travel changes. All travel changes are subject to a fee of AUD\$70 in addition to the cost to change the travel arrangements payable to the Reed Exhibitions Australia Pty Ltd. Prior to the 1 December 2016 there may be no charge, unless you have confirmed your flights. The Show Team will notify the buyer the total costs to be incurred before proceeding with travel change. All travel change charges will be charged to the credit card submitted at the point of registration.

3.3. Individual travel arrangements

Each Hosted Buyer (Semi Hosted/Appointment Only without travel) who is arranging their own travel will provide their travel details to the Show Team by 30 January 2017. Hosted Buyer's own travel must allow maximum attendance time at the Exhibition that completes the obligations with regards to Pre-Scheduled Appointments and Destination Presentations.

3.4. Fully Hosted Buyers with reimbursement agreed

If a buyer wishes to make his/her own travel arrangements, please contact the show team directly using the email aimehb@reedexhibitions.com.au. The AIME team will consider reimbursement requests on an individual basis. There will be additional terms and conditions if these arrangements are confirmed.

3.5. Return transfers

The Show Team will provide the Hosted Buyer (where applicable) with return transfers from Melbourne Airport to the venue and from the venue to their accommodation (booked by AIME) in Melbourne as per the transportation schedule. In the case of Semi-Hosted buyers transfers are subject to receipt of travel details by 30 January 2017.

3.6. Accommodation details

The Show Team will provide the Hosted Buyer with the offered number of nights' accommodation in Melbourne (depending on the package offered) during the Exhibition. This will be on a room only single occupancy basis. The Show Team will not be responsible for extra room costs incurred during the stay. Any incidentals (e.g. minibar/laundry/breakfast) must be settled by the Hosted Buyer on check out. Any room upgrades or complimentary incidentals will be solely at the discretion of the hotel management.

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4. Cancellations & 'No Shows'

4.1 Cancellation of attendance

- If a Hosted Buyer (all categories) cancels their attendance after 1 December 2016 and by 31 December 2016, they will forfeit the registration fee paid.

Fully Hosted Buyers

Fully Hosted Buyers may cancel their attendance to the exhibition with no penalty on or before 1 December 2016, unless a flight has been booked in agreement with the Hosted Buyer. If the Hosted Buyer has agreed to the terms of a flight, the cost of the flight will be charged. After 31 December additional charges apply as follows:

- Cancellations received after 31 December 2016 and before 15 February 2017 will incur a fee of AUD\$800 (Australia and New Zealand) or AUD\$1200 (outside Australia and New Zealand).
- Cancellations received on or after the 15 February 2017 will incur a no show fee of AUD\$1500 (Australia & New Zealand) or AUD\$2000 (outside Australia & New Zealand).

Fully Hosted Buyers with reimbursement agreed

Reed Exhibitions Australia Pty Ltd will not reimburse flight costs for a buyer on reimbursement who cancels their participation. The above cancellation fees apply.

Semi-Hosted Buyers

- Cancellations received after 31 December 2016 will incur a fee of AUD\$400 (Australia and New Zealand) or AUD\$500 (outside Australia and New Zealand).
- Cancellations received on or after the 15 February 2017 will incur a fee of AUD\$500 (Australia and New Zealand) or AUD\$600 (outside Australia and New Zealand).

Appointment Only & Victorian Buyers

- Cancellations received after the 31 December 2016 will incur a fee of AUD\$100

All cancellations must be received by the show team by email (aimehb@reedexhibitions.com.au) as per the dates above and must be acknowledged by the show team to be effective. In case of cancellation charges, these will be debited from the credit card details supplied on the Hosted Buyer's application. No charges will be made without prior notification to the Hosted Buyer.

4.2 Medical cancellations

Any buyer who cancels due to medical reasons must provide a medical certificate within one week of notification or the buyer will be charged cancellation fees (see above). All medical certificates must be in English, not hand written, and with an official stamp and signature.

4.3 Replacements

Accepted invitations to Hosted Buyers are non-transferable. In instances where a Hosted Buyer needs to cancel their participation prior to 13 January 2017, they may request that a colleague from their organisation attends as a replacement on the condition that the replacement completes the application form and is accepted by the show team. In this instance, a cancellation fee may not apply to the original buyer unless the flight has been confirmed. If the substitution is made after the cancellation date, cancellation charges or charges to change confirmed travel arrangements will apply. If the substitution is not accepted, the usual cancellation charges will apply to the original Hosted Buyer. Any additional charges incurred by Reed Exhibitions Australia Pty Ltd due to the replacement buyer will be passed on to the cancelling Hosted Buyer.



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4.4 Significant shortfalls

A significant shortfall by the Hosted Buyer on their minimum commitment with respect to attending appointments and Destination Presentation sessions shall be treated by the show team as a “no show” and the Hosted Buyer will incur a “no show” fee of AUD\$500 (Australia, New Zealand) or AUD\$1500 (outside Australia and New Zealand). Appointment only or Victorian Buyers will incur a fee of AUD\$100.

4.5 'No Show'

Hosted Buyers who do not inform the show team of their cancellation prior to 15 February 2017 and do not attend the exhibition, or are reported as a no show by exhibitors, airlines, or hotels will incur a no show fee of AUD\$1500 (Australia & New Zealand) or AUD\$2000 (outside Australia & New Zealand). Appointment only & Victorian Buyers will incur a fee of AUD\$100.

4.6 Fees

- Cancellation of attendance fees, no show fees and travel change fees shall be payable by the Hosted Buyer.
- Cancellation of attendance fees, no show fees and flight cancellations fees shall be payable by the Hosted Buyer within 14 days of the closing date of AIME 2017.

Reed Exhibitions Australia Pty Ltd shall take payment from the Hosted Buyer's credit card (details of which must be provided by the Hosted Buyer on registration) 14 days after the closing date of AIME 2017 if the payment has not been made by other means. Reed Exhibitions Australia Pty Ltd will provide the Hosted Buyer with a receipt in respect of such credit card charges. The Hosted Buyer may request an invoice if required.

4.7 Agreement

The Hosted Buyer agrees that the above charges are a reasonable pre-estimate of the loss suffered by Reed Exhibitions Australia Pty Ltd in the event of the Hosted Buyer breaching these terms and conditions.

5. Exclusion of liability

5.1 Responsibility

- Reed Exhibitions Australia Pty Ltd takes no responsibility for Hosted Buyers who miss their flight/travel arrangements.
- For the insolvency or failure of any airline company, hotel, ground handling company or other supplier; For flight/travel cancellation or delay.
- If the Hosted Buyer is refused permission to board the aircraft or other mode of transport, or is refused entry to any country.
- For any delay or loss of baggage or excess baggage charges - any subsequent dispute shall be directly between the Hosted Buyer and the airline.
- For hotel expenses (excluding the cost of the hotel room only) which must be settled with the hotel prior to departure.

Any replacement travel arrangements and other costs incurred in relation to the above will be at the expense of the Hosted Buyer or airline, where appropriate.

5.2 Insurance

The Hosted Buyer **must obtain their own adequate travel insurance coverage for their stay** and it is recommended in particular that Hosted Buyers take out adequate travel, baggage and medical insurance to cover the instances referred to in paragraph 4.1 and also their attendance at the event and any pre or post event tours.

5.3 Individual requirements

Visa requirements, travel permits, other licences and inoculations will be the sole responsibility of the Hosted Buyer, including any necessary costs incurred.

5.4 Loss, damage or delay

Reed Exhibitions Australia Pty Ltd, its agents, its employees, and its subcontractors shall not be liable for any loss, damage or delay if resulting from any of the following would make it impossible or inadvisable for Reed Exhibitions Australia Pty Ltd to hold the exhibition at the time and place provided. Reed Exhibitions Australia Pty Ltd, its agents, its employees, and its subcontractors shall also not be liable for any loss, damage or delay if resulting from any of the following would make it



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impossible to get the Hosted Buyers to the Exhibition or to provide flights, hotels, transfer appointments, events or other services to Hosted Buyers.

Acts or threats of war; hijack; terrorist activity; civil commotion; industrial disputes; fuel shortages; natural disasters or adverse weather conditions; strikes or lockouts intervention or regulation; military activity; any other circumstances outside Reed Exhibitions Australia Pty Ltd's or its subcontractors' control. Reed Exhibitions Australia Pty Ltd reserves the right to re-schedule the exhibition at another date and/or at an alternative site.

5.5 Loss of profit, business or revenue

Reed Exhibitions Australia Pty Ltd shall not be liable to the Hosted Buyer in contract, tort or otherwise for any loss of profit, loss of business or revenue, loss of anticipated savings or any indirect or consequential loss or damage, costs or expenses arising out of or in connection with the Hosted Buyers attendance at the exhibition.

5.6 Death or personal injury

Reed Exhibitions Australia Pty Ltd shall not be liable for the death or personal injury of any Hosted Buyer save where such liability cannot be excluded under Australian law.

5.7 Reed Exhibitions Australia Pty Ltd's liability to the buyer

Reed Exhibitions Australia Pty Ltd's liability to the Hosted Buyer or in respect of their attendance at the exhibition under these terms and conditions whether in contract, tort or otherwise shall not exceed AUD\$2000.

6. Melbourne City Experience

Melbourne City Experience tours are organised by Melbourne Convention Bureau.

- Tours are subject to change at the discretion of the organisers
- The organisers of Melbourne City Experience and the AIME show team reserve the right to determine if a buyer may participate in a tour
- If a hosted buyer is no longer able to participate in a tour that they have been approved for, they must notify the AIME hosted buyer team on aimehb@reedexhibitions.com.au by 3 February 2017.

7. Post event tours

- Hosted Buyers are accepted by the host destination on the basis that they meet the criteria determined by the host destination.
- After the buyer has been approved to attend AIME, the tour host will qualify the application and AIME will notify the buyer on the tour host's decision separately.
- All tours are subject to a qualification process – registering an interest in the application does not guarantee a place on the tour.
- Places are limited by number, country of origin, buyer type and flight schedules. Buyers can only apply and be considered for one tour.
- Travel is co-ordinated by AIME and the host destination.
- Accommodation and the full tour itinerary is the sole responsibility of the host destination for the duration of the trip.
- If you need to cancel your Hosted Buyer participation in a Post Event Tour with AIME, then you must inform us by 20 January 2017 by email to aimehb@reedexhibitions.com.au.
- Cancellations received on or before 20 January 2017 do not incur a fee, unless the flight has been agreed and confirmed. If the flight has been confirmed or booked on a published fare, the cost of the flight will be charged.
- Cancellations received after 20 January 2017 will incur a cancellation fee depending on the post tour you are attending in addition to the AIME cancellation fees if you are also cancelling your AIME attendance.
- Please check Post Event Tour itineraries on the AIME website regarding the cancellation fee for each Post Event Tour. In case of cancellation and no show charges, these will be debited from the credit card detailed on the Hosted Buyer's application.



8. General information

- 8.1 Completion of an online or other application form applying to become a Hosted Buyer at the exhibition does not automatically guarantee a place on the Hosted Buyer Program.** Applicants will be notified by the show team if their application is successful. The show team's decision is final. Only one application form may be completed by each proposed participant and only the first application form will be accepted. Applicants must be aged 18 or over.
- 8.2 Successful applicants will only be accepted as Hosted Buyers if they have read and agreed to these terms and conditions and admissions policy and have ticked the relevant boxes on the online application form and have provided valid credit card details.**
- 8.3 All sections of the application form must be completed. Failure to do so will result in the application not being processed.**
- 8.4 All applicants for the Hosted Buyer Program are required to supply valid credit card details as part of the application. A small fee of AUD\$5 will be deducted and is required to validate the credit card details provided. A receipt is provided. The fee is non-refundable.**
- 8.5 Persons accompanying the Hosted Buyer (such as spouses or family) are not included in any offers regarding the Hosted Buyer Program and not covered by any of the above. In particular Reed Exhibitions Australia Pty Ltd accepts no liability in regards of these persons and by agreeing to this agreement the Hosted Buyer accepts that there is no liability.**
- 8.6 These terms and conditions and any dispute, controversy, proceedings or claim of whatever nature arising out of or in any way relating to them, the validity and performance hereof or their formation (including any non-contractual disputes or claims), shall be governed by and construed in accordance with Australian law (save that the conflicts of law principles will be expressly excluded). The parties hereby irrevocably acknowledge and agree that the Australian courts shall have exclusive jurisdiction in respect hereof.**
- 8.7 By agreeing to these terms and conditions, you are consenting under all relevant data protection legislation to the show team communicating with you by telephone, fax, email and by post and using your personal information for internal processing and for disclosure to third parties such as travel operators, hotels and exhibitors in connection with your attendance at the Exhibition. In addition, we may use your details to invite you to other events organised by Reed Exhibitions Australia Pty Ltd or its group to offer you other relevant products and services supplied by Reed Exhibitions Australia Pty Ltd's group or third parties.**

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9. Definitions

In these terms and conditions, the following words have the below meanings unless the context otherwise requires:

"AIME" or "exhibition" means the exhibition to be held at Melbourne Convention & Exhibition Centre from 21-22 February 2017 which is owned by the Melbourne Convention Bureau and organised by Reed Exhibitions Australia Pty Ltd.

"Show team" means the AIME personnel responsible for organising the exhibition at Reed Exhibitions Australia Pty Ltd of Tower 2, 475 Victoria Ave, Chatswood, NSW 2067 Australia.

"Exhibitors" means exhibitors who have contracted with Reed Exhibitions Australia Pty Ltd to take stand space at the exhibition.

"Hosted Buyer" means the meetings, events and business travel professional who has applied to be a Hosted Buyer and has agreed to these terms and conditions and has been accepted by the show team to attend the exhibition as a buyer of meetings,



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events and business travel products and services where complimentary accommodation, transfers and flights are provided by Reed Exhibitions Australia Pty Ltd and shall include "Fully Hosted Buyers," "Semi Hosted Buyers" and "Appointment Only Buyers."

"Pre-Scheduled Appointments (PSA)" means the appointment matching program operated by Reed Exhibitions Australia Pty Ltd to co-ordinate the appointments of the Hosted Buyer with exhibitors based on preselected exhibitor appointment preferences. "Pre-Scheduled Appointments" shall be conducted accordingly during the exhibition.

"Self Scheduled Appointments (SSA)" means the appointment making tool operated by Reed Exhibitions Australia Pty Ltd to co-ordinate additional appointment requests of Hosted Buyers with exhibitors during the exhibition and "Self Scheduled Appointments" shall be conducted accordingly.

"Destination Presentation" means sessions hosted by destination exhibitors. Each Destination Presentation session will last for 35 minutes.

"No Show" refers to a Hosted Buyer who does not make the required number of appointments and is reported by the relevant exhibitor/airline/hotel as a "No Show", or a Hosted Buyer who misses two or more appointments per day of attendance or does not inform the show team of a cancellation prior to 17 February 2017.

"Travel" means transportation arranged by Reed Exhibitions Australia Pty Ltd by air, rail or bus as appropriate for the use of Hosted Buyers. For the avoidance of doubt, it does not include transportation by private vehicle or any transportation not arranged by Reed Exhibitions Australia Pty Ltd.

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