

# Privacy/T&C

Protecting your privacy and your personal information is an important aspect of the way Sane Event Group Pty Ltd (Event Manager to COSBOA) implements our activities, online and offline. The information that you provide to us is not sold to any third party data compilation services. Sane Event Group & the 2016 National Small Business Summit website are not set up to automatically collect personally identifiable information from any visitor to our website. We will only collect personal information from you with your prior knowledge and consent. Personal information that may be gathered may include name, address, email or credit card information in the case of event registration purchases. The information you volunteer to us is used only to fulfil your requests. All personal information you may provide will only be used for the purpose for which you have provided it and will not be added to any other mailing list - unless you have given specific permission as part of the requested service. Your email address is confidential. We will not use or disclose your email address to any third party without your explicit consent. By requesting an event registration, you consent to the collection of your contact information which will not be disclosed, excluding credit card details for payment processing only.

# Registration Terms & Conditions

All registrations will be acknowledged in writing with confirmation of delegate requirements according to the submitted registration form and upon receipt of full payment. Should you be unable to attend, a substitute delegate is welcome at no extra charge if the COSBOA Event Manager, Sane Event Group is notified in writing by COB Wednesday 22 June 2016. Name changes after this date will be permitted at a cost of \$25. Alternatively, a full refund (less \$150 for full registrations, \$100 for day registrations, and \$50 for booth staff registrations, to cover administration costs) will be made for cancellations received in writing by COB Wednesday 22 June 2016. No refunds will be issued for cancellations received after this date. In addition, full cancellation fees will apply for social functions cancelled after COB Wednesday 22 June 2016. All changes and cancellations must be made in writing to [nsbs@saneevent.com.au](mailto:nsbs@saneevent.com.au).

No changes or cancellations will be accepted verbally.