



KIWIHOST

WORKSHOP REGISTRATION.

Please complete one form per workshop booking.

COMPANY NAME: _____

BRANCH: _____ **CONTACT PERSON:** _____

POSTAL ADDRESS: _____

PHONE: _____ **FAX:** _____

EMAIL: _____ **ORDER NO:** _____

KIWIHOST WORKSHOP: _____

WORKSHOP DATE: _____ **COST: \$** _____

(plus GST)

PARTICIPANT/S NAME/S: _____

NOMINATING MANAGERS/SUPERVISORS NAME: _____

Cancellations may be notified by phone but must be confirmed in writing by fax, post or email.

- 1. Registrations cancelled up to 10 days prior to the workshop will receive a full refund.*
- 2. Registrations cancelled less than 10 days prior will be subject to a 50% cancellation fee, with the remaining 50% transferable to another workshop or for another participant.*
- 3. Cancellations made less than 48 hours prior to the workshop cannot be transferred.*
- 4. No refunds or credits can be given for fully paid participants who, without notice, do not attend.*
- 5. However, substitutions are acceptable up to the commencement of the workshop.*

All public workshops require a minimum number of participants in order to be successful. This provides for optimum participation and interaction, which increases learning opportunities and maximises your investment. Should we not reach the minimum number of participants and have to postpone the workshop a KiwiHost representative will contact you five days before the workshop to discuss the alternatives so that you can select the most appropriate solution.

SIGNED: _____ **NAME:** _____

Any questions or concerns please call KiwiHost 0800 801 233

Fax to 0800 801 238 or e-mail to mail@kiwihost.co.nz