

Event Waitlist Policy

Purpose

Due to the high demand and limited availability of spaces at Waikato Chamber of Commerce events, we have implemented a waitlist process to effectively manage the registration process. This enables us to accommodate those who may not initially secure a spot fairly and efficiently.

The process is as follows:

Event Registration Process

- Upon registration opening, spaces will be allocated on a first-come, first-served basis.
- Once all spots are filled, individuals will have the option to join the waitlist.

Waitlist Procedure

- Joining the waitlist does not guarantee participation in the event.
- Waitlist positions are assigned on a first-come, first-served basis.

Notification

- If a registered participant cancels their attendance, the next person on the waitlist will be notified via email or phone call.
- Notifications will be sent as soon as a spot becomes available.
- It is the responsibility of the individual on the waitlist to respond promptly to the notification to confirm their participation.

Confirmation and Deadline

- Individuals on the waitlist who receive a notification must confirm their attendance within a specified timeframe.
- Failure to confirm within the given deadline will result in the spot being offered to the next person on the waitlist.

Monitoring and Updates

- The waitlist will be regularly monitored, and updates will be provided if any changes occur.
- Individuals may inquire about their position on the waitlist at any time by contacting our event team.

Event Day

- Individuals who successfully secure a spot from the waitlist must check in at the event venue according to the provided instructions.

Non-Transferable

- Waitlist positions are non-transferable. If unable to attend, individuals should inform the event organisers so that the spot can be offered to the next person on the waitlist.

Fairness and Transparency

- We strive to maintain fairness and transparency throughout the waitlist process.
- Any concerns or inquiries regarding the waitlist procedure can be addressed by contacting our event team.
- By joining the waitlist, individuals agree to abide by the terms and conditions outlined in this policy. We appreciate your understanding and cooperation.

If you have any questions or require further assistance, please contact the Waikato Chamber of Commerce Events team at events@waikatochamber.co.nz

Policy last updated: April 2024