

## **2021 PWYW Tauranga Half Marathon Workplace Shout Terms and Conditions**

1. The event will not refund any entry fees paid by individuals of workplaces prior to a workplace officially signing up to the Workplace Shout. Any refund arrangement is between the entrant and their workplace.
2. The event will not refund any entry fees paid by individuals prior to them being made aware that their workplace was involved in the event. Any refund arrangement is between the entrant and their workplace.
3. Once a code has been provided to a Workplace, it is the responsibility of the Workplace to check the supplied entrant list to ensure each use is valid. The event will invoice for all uses of the code as per final report at 5.00pm Monday 5th April.
4. Distance change fee of \$5.00 applies for all distance changes requested by Workplaces. This fee is added as a separate line item to the final event invoice. Please note: Workplaces who commit to paying full RRP for their event entries are exempt from distance change fees.
5. On Monday 5th April at 5.00pm a list of all the current entrants and their distances will be emailed to you. This list is also available to view at any time using the reporting link provided to each Workplace.
6. On the afternoon of Thursday 8th April or pre lunchtime on Friday 9th April, race numbers for your Workplaces will be dropped to your Workplace. The race numbers will be accurate as per the list supplied as at 5.00pm Monday 5th April.
7. Should entrants in your Workplace wish to make distance changes post 5.00pm Monday 5th April they will need to take their race number (dropped to their Workplace on the Thursday or Friday) to either the Saturday or Sunday pre-race registration venues. Our registration team will assist them in person at these registration venues. Distance changes made for Workplaces at either Saturday or Sunday pre-race registration venues will incur a \$5.00 fee. This fee is added as a separate line item to the final event invoice. Please note: Workplaces who commit to paying full RRP for their event entries are exempt from distance change fees.
8. On Monday 12th April our registration team will prepare an event invoice payable on or by April 20th.