



Business South Inc

Otago Chamber & Southern Employers

Business South Incorporated (“Business South”)

Community Events Form and Calendar Policy (“Policy”) – Version 1.0

13th February 2024

1. Introduction

The following Policy represents our commitment to ensuring a safe and positive environment for members of the business community at events advertised by Business South on behalf of a third party.

By submitting an event for advertisement on the Business South website via the Community events form, you are agreeing to this Policy and its terms.

2. Event submission rejection

2.1 All events submitted will be reviewed for approval before being added to the Business South website.

2.2 Business South may decline an event submission if it is believed the event does not comply with any of the following:

- a) The event must be relevant to Small, Medium, and/or Large Businesses in the Otago/Southland regions of New Zealand.
- b) We reserve the right to reject any event proposal deemed to contain controversial or offensive content
- c) The event must have a contactable event manager via email and/or phone
- d) The event submitted must be legitimate. A Business South Staff member may reach out to the event manager if it is not clear from the information provided that the event is legitimate from the information submitted.

3. Event Registrations

- 3.1 Event Organisers are responsible for taking registrations for their event, if registrations are required.
- 3.2 If registrations are required, the Event Organiser must provide a method for registering. This may be available as;
 - a) A link to a webpage where a registration form is available.
 - b) Contact information such as a phone number or email address written in the Event Description field.
 - c) Other written instructions in the Event Description field, for example, “Show up to *address* and speak to *person*”.

4. Event Cancellation

- 4.1 If an event is cancelled or postponed by the Event Organiser, the Event Organiser must inform Business South of the cancellation/postponement prior to the original date of the event.
- 4.2 The event Organiser is responsible for informing participants of the cancellation/postponement of events.

5. Responsibilities of Business South

- 5.1 While Business South will advertise approved events on their website, this does not mean the event is sponsored by or associated with Business South
- 5.2 Business South will not require or ask for any reimbursement for advertising an event on their website.
- 5.3 Any political events approved are not an endorsement by Business South of political agendas or parties.
- 5.4 If the event that takes place is majorly different to the event submitted in the form, Business South will decline all future event submissions from the event organiser.
- 5.5 Business South Reserves the right to decline or remove any event from this calendar without notice and for any reason.