CORPORATE PACKAGES

TERMS & CONDITIONS

Purchasing a Corporate Package grants you and your workmates access to a minimum of 10* tickets. Not all tickets need to be redeemed; however corporate packages are non-refundable.

How to buy a Corporate Package?

Sign in Race Roster and pick the corporate package of your choice: Bronze, Silver or Gold. Proceed to payment online. Note that this purchase will entitle your company to 10 tickets.

Upon purchase, you will receive a promo code to share with your colleagues so they can register and join the team you're creating. The code can be entered on the first or last page of registration in the section titled 'Enter promo code or gift code'.

Please note that if you (team admin) would like to register to ride in the United Energy Around the Bay, you will also need to redeem one of these codes.

What if I have more than 10 interested co-workers?

Your Corporate Package includes 10 entries, but your **promo code allows unlimited team members to join**. Any additional ticket will be invoiced to you by Bicycle Network in September at the latest.

More than 10 participants – how do I pay?

If your team has more than 10 participants:

Bicycle Network will issue an invoice for the additional participants by Friday
19 September 2025.

^{*} Standard number of tickets provided per package. Not all tickets need to be redeemed. Extra tickets can be purchased.

 To ensure postage of your Rider Packs, please pay the full remaining balance by Friday 26 September 2025.

Rider Packs will be shipped to your **Team Captain** for distribution once full payment is received.

Start a Corporate Team

Once your Corporate Package is purchased and team created in the process, you're ready to start building your team using the promo code emailed to you.

Your team will need a captain, so the first person to register redeeming the promo code should create the team and act as **Team Captain**. We recommend you do so before sharing the promo code. Please note you may restrict team access using an access code if desired.

How to ensure everyone gets a free jersey?

To guarantee a free jersey for every participant in your corporate package, all participants must be registered by 10 August 2025.

This allows enough lead time for production and delivery.

Jerseys are included for all participants in Bronze, Silver, and Gold packages who register by this date.

What if our team is larger — can we get more marquee space?

Yes! We understand your team members won't all be riding or arriving at the same time, but we still want to ensure you have a welcoming base on event day.

Gold Corporate Packages include 1 x 3x3m marquee with basic furniture. If your team exceeds 40 participants, we'll increase your marquee allocation as follows:

- 41–60 participants → 6x3 marquee
- **61+ participants** → 9x3 marquees

Additional furniture and lounge seating will be provided to match.

Final marquee arrangements will be based on registrations received by **Friday 19 September 2025** and full payment received by **Friday 26 September 2025**.

How to secure postage for your Corporate Package?

Silver & Gold packages

Postage your team's jerseys and rider packs is **included automatically**. However please note, completed full payment, including any extra participants, by **26 September 2025**.

Bronze packages

Bronze teams must have **20+ participants** as well as complete full payment, including any extra participants, by **26 September 2025** to get their team's jerseys and rider packs posted.

Packages will be sent to the **Team Captain** for distribution to team members.

What if we're less than 10 participants or not interested in a Corporate Package?

No problem —you can enter the event as a company-sponsored team without buying a corporate package.

If you'd prefer to (register and) pay on behalf of your team members, here's how:

- Visit our <u>Race Roster registration platform</u>.
- Sign up for as many individual entries as you need.
- Proceed to payment within 15 minutes spots are not held beyond that time.

Tip:

Use this [Google Form Template] to collect your team's details in advance. Once all info is ready, you can register everyone in one go and pay with a single transaction.

Key Dates & Deadlines

Date	Description
10 August 2025	Free Jersey registration deadline (to guarantee a free jersey)
18 September 2025	Final date to add new participants or additional products via team promo code/invoicing

19 September 2025	Additional participant invoice issued
19 September 2025	Registration closes (for payment by invoice)
26 September 2025	Final payment due (to qualify for postage)

* After 19 September, any additional team members can still be added, but must be paid directly online and will not be included in postage.