



Aztec Shows Payment Policy 2016

IMPORTANT INFORMATION ~ PLEASE READ

Many thanks for making your booking with Aztec. The information below outlines our Payment Policy.

Payment for Booking

Card Payments: If you have made your deposit by debit/credit card we will take your remaining payment for each show booked, one calendar month prior to the show using this card **without** any reminder or contact from us. Please contact us if your card expires before this date. If you wish to make the remaining payments by cheque please forward your post-dated cheques for each show by return.

Cheque Payments: If you have made your deposit by cheque and have supplied post-dated cheques, your post-dated cheque will be processed as dated one calendar month prior to the show date. Your booking is still not confirmed until the payment has been cleared. If your cheque is returned unpaid an immediate card payment will be required to secure your booking. It will not be possible to make the late payment by cheque.

Bank Transfer Payments: Direct cash bank transfer payments can only be made one month prior to the show date. After this time a card payment is required. If you have arranged to make your payment this way, it is your responsibility to ensure the outstanding amount hits our account by the due date. Failure to do so will result in losing any discount or loyalty price that may have been given.

Bank Details:

Barclays Bank Sort Code 20 – 70 – 93 Account Number 20917737

Late Payments

If your payment is not made on (or before) the due date you will lose your loyalty or any special price and the full advertised price will be due. If payment still remains outstanding with three weeks left to the show, whilst we will aim to keep your booking we may not be able to offer you the same stand allocated at the time of booking particularly if you have a prime location stand.

Any bookings that remain unpaid with two weeks remaining to the show will automatically be treated as a cancellation and any deposit paid will be lost.

Cancellations

Cancellations **must** be made in writing either by post or direct email to pam@aztecevents.co.uk and **must** be received at least one calendar month prior to the show.

Multi-Show Discounts: If applicable, the cancellation of an event will result in any appropriate multi-show discounts being lost! This means that any multi-show discounts applied to future bookings will be removed and any discounts already received will become void resulting in the exhibitor being liable for the difference.

PLEASE NOTE: All deposits are non- refundable or transferable

Value Added Tax (VAT)

Currently VAT is not applicable on space booked at this event. However any changes made by the government introducing VAT on space will be charged at the current rate.

If you have any questions please do not hesitate to contact us.

Regards

Pam Upson

Accounts Manager 01702 549623

PLEASE NOTE: Please ensure that you have booked tables and electric as applicable, this is your responsibility. Set up times and information will displayed on the web site one month prior to the show.

ALL BOOKINGS ARE SUBJECT TO AZTEC GARDEN SHOWS TERMS & CONDITIONS