



Aztec Shows Payment Policy

Aztec Shows LLP

IMPORTANT INFORMATION ~ PLEASE READ

Many thanks for making your booking with Aztec. The information below outlines our Payment Policy which you agree to by paying your deposit. **Please note all deposits are non-refundable or transferable to an alternative event.**

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.*

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 or within 1 calendar month of the show.

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 90431346

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 and sent by recorded delivery to, Aztec Shows LLP, 48 South Street, Rochford, Essex, SS4 1BQ or direct email to emma@aztecevents.co.uk and **must** be received at least one calendar month prior to the show. Please keep all receipts for proof of posting and copy of all emails. Deposits are non-refundable or transferable.

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 to another show.

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. As directed by the Government vat is due payable at the current rate of 20% on all services provided including tables, electric and individual marquees.

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

Emma Upson

Accounts 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 be displayed on the web site one month prior to the show.

**ALL BOOKINGS ARE SUBJECT TO AZTEC SHOWS LLP TERMS & CONDITIONS WHICH CAN BE VIEWED
ONLINE www.aztecevents.co.uk**