

Aztec Garden Shows Ltd Payment Policy

IMPORTANT INFORMATION ~ PLEASE READ

Thank you for booking with Aztec Garden Shows Ltd. The information below outlines our Payment Policy – we do aim to work very closely with our customers, so please do not hesitate to contact us if you have any questions.

Card Payments

If you have paid your initial deposit (which is non refundable or transferable) by debit or credit card, the outstanding balance **will be automatically taken from the same card one calendar month prior to each event date**. If you do not wish for us to use the same card, please contact us with an alternative.

If the card used to pay the deposit expires prior to the final payment date, please contact us with alternative payment details prior to due date.

Bank Transfer (BACS)

If you would like to pay the outstanding balance by BACS please ensure that it reaches our account (details below) prior to the due date (one month before the show date).

Bank Details

Bank: Barclays Bank

Account Name: Aztec Garden Shows Ltd

Sort Code 20 – 70 – 93

Account Number 20917737

Late Payments

It is important that final payments are made on time. If the final payment is not made by the due date (one calendar month prior to the event booked), unfortunately your booking may be cancelled with no deposit refunded.

Cancellations

If you wish to cancel the stand space booking after acceptance by Aztec Shows, or alternatively if you fail to meet any of the payment obligations (whether as to the amounts or the dates of payment) detailed when booking, then Aztec Garden Shows Ltd reserves the right (without being obliged to do so and without prejudice to any other right or remedy available to Aztec Shows) to apply the following cancellation/termination charge and to resell or reallocate such stand space:

- Between acceptance and one calendar month prior to the event will result in loss of deposit.
- Between one calendar month and the date of event, cancellation charge of total outstanding balance.

If you wish to cancel the stand space booking, then written notice must be forwarded to and received by Aztec Shows not later than the time scales referred to above. Aztec Shows shall not be obliged to accept your notice of cancellation.

Aztec Shows may resell or reallocate the cancelled stand space but shall be under no obligation to reimburse any part of the cancellation charge.

Cancellations **must be** made in writing either by post (address below) or email to info@aztecevents.co.uk and must be received at least one calendar month prior to the event.

Deposits are non-refundable and non-transferrable.

Please note..

Set up information (including set-up times etc) will be available on www.aztecevents.co.uk one month prior to the show.

Please note no exhibitor can gain entry onto the event without full payment.

Currently, no VAT is charged on trade space. However, any changes made by the government introducing VAT on trade space will be charged at the current rate. Extras (including tables and power) will be charged VAT at current rate.

Please ensure you have booked tables and electric as required, this is your responsibility and will not be available at the event without prior notification. Tables are not available for hire for outside spaces.

Contact us

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

Tel. 01702 549623 Monday – Friday 9am – 5pm

Email info@aztecevents.co.uk

Address Aztec Garden Shows Ltd, 48 South Street, Rochford, Essex, SS4 1BQ

Kind Regards,

Aztec Shows Events Team

ALL BOOKINGS ARE SUBJECT TO AZTEC GARDEN SHOWS LTD TERMS & CONDITIONS
Aztec Garden Shows Ltd

VAT Registration No: GB782749579