

# BOOKING TERMS & CONDITIONS OVERVIEW

Below is an overview of booking terms – we strongly recommend that you take time to peruse them. Please contact us on 01702 549623 for full T&C's.

1. Your payment process must be set at the time of booking. If you are paying your deposit by cheque we require a post dated cheque dated one calendar month prior to the show date at the time of booking. If you are paying by credit or debit card you agree to us using your current card to make the final payment one calendar month prior to the show. We do not send out reminders payments are taken on the require date without further notice. Cheques cannot be accepted 15 days prior to a show date.

VAT IS NOT APPLICABLE TO SPACE HIRE UNDER CURRENT LEGISLATION BUT SHOULD THERE BE A CHANGE IN THE RULING, AZTEC RESERVE THE RIGHT TO INVOICE EXHIBITORS FOR THE APPROPRIATE AMOUNT. HOWEVER WE DO HAVE TO CHARGE VAT ON HIREABLE EQUIPMENT SUCH AS TABLES AND POWER. A SEPARATE VAT SECTION IS SHOWN ON THE BOOKING FORM FOR THESE ITEMS.

2. You are required to keep within your space allocated. A 6ft x 6ft or a 3m x 2m space includes one table. Demonstration space cannot be allocated on the day of the fair and any exhibitor using this space for selling and not demonstrating will not be permitted this space again.

**IF YOU REQUIRE ELECTRICITY this must be booked in advance – please bring your own PAT tested extension lead.**

3. We reserve the right to ask you to remove any goods not listed on your booking form or considered unsuitable.

4. Please cover your table with a tablecloth, which must reach the floor and make an effort to decorate your stand in an appropriate manner. All stallholders are requested not to pack away unit the advertised closing time. Boxes or trolleys are not to be taken through the hall while the fair is open.

5. Check on arrival that your table is correctly and safely opened, as Aztec Shows is not liable for any damages or breakages. Stallholders are reminded of the importance of obtaining their own insurance.

6. At no time must the aisles be blocked by goods. You must not move your table forward or place any goods or tables of any kind in the public walkways.

7. To comply with the Trading Standards regulations all stallholders must ensure that all goods are clearly priced. Please wear your WRISTBANDS at all times during the fair.

8. **Cancellations:** Cancellations will be accepted up to ONE calendar month before the fair but will be subject to a £15 administration charge. Any booking cancelled with less than ONE calendar month's notice before the fair for whatever reason will forfeit the total stall fee paid even if we re-let the stall. Cancellations may be advised by phone but must be confirmed in writing. **All deposits are non-refundable.**

**Failure to attend:** Please note that all fairs must be pre-paid. If for any reason you have not paid in full for a fair and subsequently fail to arrive, the stall rent will still be due and an invoice will be issued and forwarded to you for the amount outstanding.

9. We do not guarantee that you will be the only Exhibitor selling goods the same or similar to your own. We do not offer exclusivity.

10. The maximum electricity load that you are permitted to draw is dependant on that has been booked. If you exceed this load you may be instructed to disconnect lights on the day if the venue's circuit becomes overloaded. Aztec Shows cannot be held responsible for any loss of power.

11. Exhibitors are responsible for the safety of your stand and refer you to section 4 above. Exhibitors are totally responsible for every object displayed by them including liability for all claims arising out of handling of objects. **You must have your own public liability insurance.** Exhibitors shall indemnify Aztec Shows LLP against all claims, damages or expenses arising from any incident, which may occur at a fair. Acceptance of the above shall be condition of entry to the event. Aztec Shows LLP will not assume any responsibility whatsoever for any loss, damage, abandonment or cancellation of any event.

**By booking a space at the show the Exhibitor confirms that he/she has read and understood and agrees to the above Conditions, and to agree that the Conditions will be incorporated into the Contract to the exclusion of any other terms and conditions save as clearly stated on the booking form. By booking the event, the Exhibitor further confirms that these Conditions shall likewise govern any future bookings made by him/her with the Organiser save as clearly stated on the booking form for the future booking.**

Aztec Events Tel. 01702 549623