



Craft & Gift Shows Payment Policy 2012

IMPORTANT INFORMATION ~ PLEASE READ

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

Card Payment

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 Payment

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

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 incur the late payment charge being applied.

Late Payment charges

If your payment is not made on the due date you will become liable to a £15.00 late payment charge. If payment still remains outstanding with two 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. Your position at the show will revert to one of our late booking slots, so will therefore be at the back of the show.

Paperwork

Your invoice and paperwork will be emailed to you. Please ensure we have your correct email address.

Cancellations

Cancellations **must** be made in writing either by post or direct email to christine@aztecevents.co.uk and **must** be received one calendar month prior to the show. Cancellations within one month of show forfeit all monies paid.

Deposits are non refundable or transferable.

Payment due dates:

		Due
Southend	12 & 13 February	12 January
Brentwood	26 & 27 February	26 January
Newark	29 & 30 October	29 September
Brentwood	05 & 06 November	05 October
Wood Green	12 & 13 November	12 October
Southend	12 & 13 November	12 October
Norfolk	19 & 20 November	19 October
Brentwood	04 December	04 November

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

We do aim to work with you, but we need to maintain our Payment Policy.

Regards

Christine Breeden

christine@aztecevents.co.uk
Accounts Manager Aztec Garden Shows 01702 549623

Full Terms and Conditions Apply

POWER REQUIREMENTS

Please ensure you have booked enough power for your stand

Inside Stands	Pre booked	At Show
1000w	£20.00	£40.00
13amp	£50.00	£75.00
16amp	£75.00	£125.00
32amp	£125.00	£175.00

If at the show you draw more than you have booked you will have to pay the increased fee as shown above.

Please call us **immediately** if you need to amend your booking.

VAT to be added to prices