

# Aztec Shows LLP Payment Policy

## IMPORTANT INFORMATION ~ PLEASE READ

Thank you for booking with Aztec Shows LLP. 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 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.

**Deposits are non-refundable and non-transferrable.**

### 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.

#### Bank Details

Bank: Barclays Bank

Account Name: Aztec Shows LLP

Sort Code 20 – 70 – 93

Account Number 90431346

**Deposits are non-refundable and non-transferrable.**

### 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), your space will be released and treated as a cancellation with no deposit refunded.

### Cancellations

---

If you wish to cancel the stand space booking after acceptance by Aztec Shows LLP, 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 Shows LLP

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 LLP not later than the time scales referred to above. Aztec Shows LLP shall not be obliged to accept your notice of cancellation.

Aztec Shows LLP 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](mailto: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..

---

A link regarding information relating to set up (including set-up times etc) will be emailed to you one month prior to the show on completion of final balance payment. In addition, the information will be available to download from [www.aztecevents.co.uk](http://www.aztecevents.co.uk) one month prior to the event.

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](mailto:info@aztecevents.co.uk)  
Address      Aztec Shows LLP, 48 South Street, Rochford, Essex, SS4 1BQ

Kind Regards,

*Aztec Shows Events Team*

ALL BOOKINGS ARE SUBJECT TO AZTEC SHOWS TERMS & CONDITIONS

Aztec Shows LLP

VAT Registration No: GB710809848