

All About Dogs Payment Policy 2018

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 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 your 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 20917737

Late Payments

If your payment is not made on the due date (see below) 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 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 to the show will be treated as a cancellation and any deposit paid will be lost.

Multi show discounts

If you have received a multi-show discount on your bookings and then do not attend a show, discounts already received will become liable and discounts calculated on any future shows will be removed.

Cancellations

Cancellations **must** be made in writing either by post or direct email to pam@aztecevents.co.uk and **must** be received one calendar month prior to the show.

Deposits are non-refundable or transferable.

*** Please note VAT is not applicable at this time on space. However any changes made by the government introducing V.A.T on space will be charged at the current rate. Please make sure you have booked tables and electric as applicable, this is your responsibility.**

Set up times and information will be emailed to you one month prior to the show.

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

Pam Upson

Accounts Manager 01702 549623

ALL BOOKINGS ARE SUBJECT TO AZTEC GARDENS TERMS & CONDITIONS