

Aztec Garden Shows Ltd Catering Concession Payment Policy

IMPORTANT INFORMATION ~ PLEASE READ

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

Your invoice will be emailed to you containing payment details. Please print, sign and return either by email to pam@aztecevents.co.uk or by post to Aztec Events South House 48 South Street. Rochford Essex SS4 1BQ. This will confirm that you have seen and understood our Payment Policy and Terms of Booking. Please ensure that you keep a copy for your records. Full terms and conditions can be viewed on line www.aztecevents.co.uk

1. Payment for Booking

Card Payments: If you have made your deposit by debit/credit card we will take your interim payment for each show booked, three calendar months prior to the relevant show using this card **without** any reminder or contact from us. Your final outstanding balance will be taken automatically two months prior to the relevant show **without** any reminder or contact from us. Please contact us if your card expires before these dates. If you wish to make the remaining payments by cheque please forward your post-dated cheques for each show by return.

Cheque Payments: If you have made your deposit by cheque and have supplied post-dated cheques. Your post-dated cheques will be processed as dated. Your booking is still not confirmed until the payments 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 Payments: Direct cash bank transfer payments can be made. If you have arranged to make your payment by bank transfer, it is your responsibility to ensure the outstanding interim payment and final balance reaches our account by the due dates.

Bank Details: Barclays Bank Sort Code 20 – 70 – 93 Account Number 20917737

2. Late Payments

If your payment is not made on (or before) the due dates shown on your catering invoice then your booking will automatically be **cancelled** and any deposits/interim payments will **not** be **refundable or transferable** to another event.

3. Cancellations

Cancellations **must** be made in writing either by post sent by recorded delivery to **Pam Upson**, Aztec Garden Shows, 48 South Street, Rochford, Essex, SS4 1BQ and keep copy of receipt for proof of payment, or direct email to pam@aztecevents.co.uk and **must** be received one calendar month prior to the show.

PLEASE NOTE: All deposits/interim payments are non- refundable or non- transferable to other events.

4. Insurance

All Exhibitors must have present at the event a copy of their own public liability insurance and any other relevant licenses.

Exhibitors shall indemnify Aztec against all claims damages or expenses arising from any incident that may occur at the show.

5. Value Added Tax (VAT)

Currently VAT is not applicable on space booked at this event. However any changes made by the government introducing VAT on space will be charged at the current rate.

6. IMPORTANT CONDITIONS OF BOOKING

- All foods must be suitably stored and chilled as required
- You are only permitted to sell produce as detailed on your invoice
- Your unit will be open and ready to trade from 9.30am – 5pm on each show day
- **CHAIRS / TABLES:**
 - You must provide tables, chairs and bins for your units. Failure to do so result in your unit being unable to trade and no fee's refunded. These must be kept clean throughout the duration of the show you are fully responsible for this.

RUBBISH / WASTE DISPOSAL

- The service area both by your units and where public are sitting is the responsibility of each relevant caterer. This area must be kept clean and presentable.
- Tables must be regularly cleared and cleaned.
- All bins must be emptied and the contents discarded into the skip on a regular basis.
- Rubbish must be cleared from the rear of your units both during the show and at the end of the show and placed in skip provided.
- We will charge a clearance fee if rubbish is left after the show and no further bookings will be accepted from your company. You agree to this condition.
- Oils and Fats **MUST NOT** be disposed or left on site. It is your responsibility to discard away from the site by the appropriate means. Failure not to comply with this ruling will result in any future shows booked with Aztec Garden Shows cancelled with no money refunded.
- **STAFFING**
 - All of your staff must be suitably dressed, although uniforms are not required
 - All Staff must comply with Hygiene standards
- **UNIT POSITION**
 - You will be sited on arrival by a MEMBER OF AZTEC
 - Aztec have the final say in your position within the show.
- Aztec Garden Shows **do not** offer Exclusivity at any shows or guarantee in advance of the show where your unit will be sited.
- **UNACCEPTABLE BEHAVIOUR**
 - Violence or threatening behavior towards any member of the Aztec Shows team or members of the general public or other exhibitors will not be tolerated. Failure to comply will result in immediate expulsion from the event and the appropriate authorities will be notified. No refunds will be given.
- **You understand and accept these Conditions of Booking.**

7. Safe and Legal Check List

Copy of all requirements as listed below must be returned at the time of booking. Confirmation of booking will not be sent out until we have the appropriate paper work and certificates.

1. **HYGIENE CERTIFICATE**
2. **FOOD HYGIENE RATING THIS MUST BE OF A 4 STAR RATING AT ALL EVENTS WITH THE EXCEPTION OF HYLANDS HOUSE WHICH MUST BE A 5 STAR RATING**
3. **AUTHORITY WHICH YOU ARE REGISTERED WITH**
4. **PUBLIC LIABILITY CERTIFICATE**
5. **GAS SAFETY CERTIFICATE**
6. **ELECTRICAL CERTIFICATE**
7. **FOOD SAFETY MANAGEMENT SYSTEM IN PLACE**
8. **RISK ASSESSMENT**
9. **GENERATORS.** The generator must be positioned in an appropriate place: in a well-ventilated, outdoor location out of public areas and traffic routes not adjacent to tents, marquees etc. with the exhaust discharging in a safe direction • It must be cordoned off from unauthorised access including: the public (especially children) Use of petrol generators at open-air events • There must be suitable signage such as: keep out no smoking or naked flame electrical hazards fire hazards • A fire extinguisher of the correct type (Powder or CO2) must be provided. Any generator Aztec Garden Shows considers to be unacceptable for use at the show or which is causing a disturbance to other exhibitors or public, the owner will be asked to turn the generator off. Any exhibitors refusing to turn off their generator will be removed from the show without any refunds. If in doubt please speak to the office before booking. All generators are to be turned off between the hours of 21.00hrs & 08.00hrs. At some venues electric hook ups are available at an extra cost.

By signing this form you agree to the Catering Payment Policy and Aztec Garden Shows Terms and conditions of Booking. Booking is not accepted until all forms are signed and deposit has been processed by Aztec and confirmation has been sent out either by email or post. Aztec Garden Shows Ltd reserve the right to cancel any booking which does not comply with the terms and conditions of booking.

Full Name

Company

Signed Date Of Booking