

SUMMARY OF TERMS AND CONDITIONS OF SALE

Membership Subscriptions

- Invoices issued December for the following year
- Statements issued in March
- If payment not received within invoice terms, membership may be revoked and withdrawn from all TTA listings, website members' area, use of TTA logo etc.
- Minimum period of membership 12 months
- Payment in full within invoice terms or quarterly direct debit
- Payment plans available subject to approval
- Certificates / ID cards to be issued on receipt of payment

Event Bookings

- Full payment on booking within terms of invoice prior to event
- No refund for seminar / training events
- Cancellation of tables - 60 days prior, 100% refund; 30 days prior, 50% refund; 14 days prior, no refund.
- No refunds on reduction of numbers for full table bookings

Sponsorship

- All sponsorship to be confirmed in writing
- Full payment required within terms of invoice prior to the launch date/event
- Official Awards sponsorship launch date to be set (e.g. 27th October)
- Maximum sponsorship to be applied to individual events if available

Advertising / Press Releases

- Applies to Tilezine, Website, Technical Publications
- Full payment prior to insertion of advert
- No refunds given

Technical Inspections

- Full payment before inspection arranged
- Non-refundable
- Extraordinary costs to be agreed and confirmed in writing with client before inspection carried out

Meeting / Training Rooms

- Full payment on booking
- 50% refund on cancellation within 7 days of the booking date
- No refund for costs incurred for catering

Pendulum Testing

- Full payment on booking
- No refunds

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