

SUMMARY OF TERMS AND CONDITIONS OF SALE

Membership Subscriptions

- Invoices issued in 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- If payment not received within invoice terms, membership may be revoked and withdrawn from all TTA listings, website members' area, use of TTA logo etc.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 or 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.