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## SHOPPING CENTRE MANAGEMENT CONFERENCE TERMS & CONDITIONS

1. Completion and submission of the booking form is binding confirmation of your commitment to take the place/s booked at the fee agreed and of your acceptance of these booking terms and conditions including the cancellation policy.
3. On receipt of the booking form, Revo will issue a VAT invoice. VAT is charged at the current rate of 20%.
4. We reserve the right to re-sell any places which have not been paid for within 30 days of receipt of invoice.
5. Cheques and bank drafts drawn in pounds sterling on a UK bank, must be made payable to Revo and sent to the address below. Bank transfers should be made as follows: BCSC; NatWest; Sort Code: 60-17-21; Account no: 67410006.

Remittance notification should be sent to:

E: [accounts@revocommunity.org](mailto:accounts@revocommunity.org)

or posted to:

Revo, 3rd Floor, Suite 4, Merlin House, Mossland Road, Hillington Park,  
Glasgow, G52 4XZ.

Please ensure that the contact name, organisation and invoice number (if known) are clearly stated.

6. All cancellations must be notified in writing to [events@revocommunity.org](mailto:events@revocommunity.org). Cancellation charges will apply as follows:

Cancellation being received:

- Up to 6 weeks before the event, 50% of the full fee will be payable
- After 6 weeks before the event, no fees will be reimbursed and the invoice will remain payable in full

A substitution will be accepted at any time. Substitutions must be like for like.

7. Admission to the event may not be permitted if payment or BACS advice has not been received.
8. We reserve the right to terminate the agreement formed by these terms and conditions and treat the order as cancelled, and the terms and conditions relating to cancellation of places set out above shall apply, in any of the following events:
  - Any payment is not received by the due date;
  - The booker company is in breach of any of these terms and conditions; or

- The booker company becomes insolvent or unable to pay its debts or has an order or application or resolution made for its winding up or has a receiver or administrator appointed over it or makes an arrangement with its creditors or suffers any similar consequence of debt.
9. If the event is abandoned, cancelled or suspended in whole or in part by reason of war, fire, national emergency, labour dispute, strike, lock-out, civil disturbance, inevitable accident, the non-availability of the venue or any other cause not within the control of the organisers, we may at our entire discretion, repay the fee by the booker, or part thereof, but shall be under no obligation to do so. We shall be under no liability to the booker company in respect of any actions, claims, losses (including consequential losses), costs or expenses whatsoever which may be brought against or suffered or incurred by the booker company, as the result of the happening of such an event.