

Payment terms and conditions

Corporate services

1. Membership invoices are issued on receipt of a signed Corporate Code of Practice and other required documentation. Full payment must be received by the Association within 30 days, unless otherwise stated.
2. Conference sponsorship and exhibition space invoices are issued on receipt of a signed sponsorship and/or exhibition space agreement. Most invoices are issued in January with 60 day terms. Full payment must be received within the terms, whether 30 or 60 days.
3. Invoices relating to events must be paid prior to the event it relates to.
4. The Association reserves the right to cancel any membership or planned activity if the invoice is not paid within the time specified on the invoice. Late payment interest may be charged and court action taken to recover any outstanding debt.
5. Cancellation fees apply as follows:
 - a. Membership - If you cancel a confirmed* membership the following fees apply
 - i. Cancellations within 14 days of invoice date: 0% of fee is charged or you will receive a refund
 - ii. Cancellations between 15 and 30 days of invoice date (inclusive): 25% of fee + VAT is charged
 - iii. Cancellations between 31 and 60 days of invoice date (inclusive): 50% of fee + VAT is charged
 - iv. Cancellations beyond 60 days of invoice date: no refund is given/100% of fee is charged
 - b. Conference sponsorships and exhibition spaces – marketing for the Charity Retail Conference in any one year will start in the New Year. If you decide to cancel a confirmed* sponsorship or exhibition space, the following fees apply:
 - i. Cancellations between 1 Jan and end of Feb: 50% of fee plus VAT is charged
 - ii. Cancellations from 1 March, 100% of fee plus VAT is charged
 - c. Other marketing activities – includes advertising, non-Charity Retail Conference sponsorships, non-Charity Retail Conference exhibition spaces etc - cancellation of a confirmed* marketing activity, will incur the following fees:
 - i. Less than 4 weeks before marketing activity is due - 100% of fee + VAT
 - ii. 4-8 weeks before marketing activity is due - 50% of fee + VAT
 - iii. Over 8 weeks before marketing activity is due - 25% of fee + VAT.

* 'confirmed' here means that I have evidence to say you have accepted the membership/sponsorship e.g. by email or signed form.