

TERMS AND CONDITIONS



EVENTS

1. The AMA will aim to process your booking and send confirmation within 5 working days.
2. Payment is required within 30 days of the date of invoice, unless stated otherwise.
 - Please call 0044 (0)1223 578078 to pay with a credit / debit card.
 - Cheques should be made payable to Arts Marketing Association.
 - For BACS payments, email hannah@a-m-a.co.uk
3. If payment is not received within the stated period, we reserve the right to cancel the event booking. We will notify you if we intend to take this course of action.
4. The booking may be transferred to another person within the same organisation at any point, but must be done so at the relevant rate. A booking made at the member rate cannot be transferred to a non-member without their either joining the AMA or receiving an additional invoice for the difference between the two rates.
5. Delegates will receive a 100% refund or a credit note (as applicable) if the AMA office receives written notification of cancellation of the booking at least 14 days before the event takes place.
6. Delegates will receive a 50% refund or credit note (as applicable) if the AMA office receives written notification of cancellation at least 7 days before the event takes place.
7. No refund or credit note will be issued for cancellations received within 6 days of the date of the event.

NEW MEMBERSHIP

1. The AMA will aim to process your membership application within 5 working days.
2. Payment is required within 30 days of the date of invoice.
 - Please call 0044 (0)1223 578078 to pay with a credit / debit card.
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3. Your membership will be activated on the date of invoicing as a gesture of good faith. However, in the unlikely event that this invoice remains unpaid after 30 days, we reserve the right to suspend your membership benefits until the invoice is paid. We will notify you if we intend to take this course of action.
4. Your membership covers the named individual(s) from your organisation to attend AMA events at the member rate. Membership cannot be transferred between colleagues to enable them to attend events at the member rates.

5. Membership can be cancelled and a credit or refund will be issued (as applicable) if the AMA receives written notification of cancellation within 14 days of receipt of your subscription form.

6. If the AMA receives written notification of cancellation of membership after 14 days, a credit note or refund will be issued (as applicable) for the months of membership remaining.

MEMBERSHIP RENEWAL

1. For your membership to run consecutively from the last day of the previous period, payment is required within 30 days of the date of invoice.

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2. You can notify us in writing that you wish to renew. In this instance, payment is required within 30 days of the date of renewal, and your new membership card will be sent to you upon receipt and processing of your payment.

3. In the unlikely event that the invoice remains unpaid after 30 days, we reserve the right to suspend your membership benefits until the invoice is paid. We will notify you if we intend to take this course of action.

4. Your membership covers the named individual(s) from your organisation to attend AMA events at the member rate. Membership cannot be transferred between colleagues to enable them to attend events at the member rates

ONLINE PURCHASES

No contract will exist between you and the AMA for the purchase of any event, publication, service or membership until you have received written confirmation from the AMA (by email, post or fax).

The AMA does not hold any credit / debit card data. All credit / debit card sales made online are passed through WorldPay.com to enable maximum security of your details. All transactions are encrypted using 128 bit Secure Socket Layer (SSL) architecture (dependent on browser support), and are signed using Thawte digital certificates.

FULL TERMS AND CONDITIONS

Full terms and conditions regarding the use of this website (including our privacy policy) can be found at the bottom of any page of the site or by clicking www.a-m-a.org.uk/terms.asp

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