



SATO A Workshop and Event Terms & Conditions

This document outlines SATOA's terms and conditions for participating in the workshops and events held by the Association. This document serves as a contract with every member and will be adhered to.

- In order to participate in an event and / workshop, the company in questions' membership fee must be paid in full. The only exception is when introducing potential new members and then a surcharge of 50% will be applied.
- To participate in the workshops and / or events, the member company must have no outstanding debts owed to the Association.
- Bank fees have to be paid by the member company.
- Members may participate in either 4 or 6 workshops per year (Jan – Dec) depending on their membership tier, with additional workshops on waitlist. Tourist Boards are the exception, and may participate in all workshops if requested.
- Each workshop shall have no more than 3 tour operators participating. This will be on a 'first paid, first in' basis.
- Once written confirmation has been received by the secretariat for workshops, this is considered a contract agreement. If the member cancels their participation more than 30 days before the event, a cancellation charge of £100 will be imposed. If the member cancels their participation less than 30 days before the event, full cancellation fees will apply.
- If written confirmation is received and the member fails to attend the event, they will be liable for the full charge.

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Signed

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Date

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Print Name