



Chartered Institute  
of Fundraising Scotland  
Institiud Tional-airgid  
Clàraichte na h-Alba



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**SCOTTISH  
FUNDRAISING  
CONFERENCE**

## **SCOTTISH FUNDRAISING CONFERENCE EXHIBITOR TERMS & CONDITIONS**

1. Chartered Institute of Fundraising Scotland will issue an invoice once a registration has been completed. Invoices should be paid within 30 days of invoice being received. If any invoices are outstanding prior to the event, Chartered Institute of Fundraising Scotland reserve the right to turn exhibitors away from the event and refuse entrance until payment has been received.
2. With all options, no discounts or refunds will be paid where exhibitors choose not to take advantage of the included meals, receptions etc.
3. If your exhibition passes are to be split among a number of people, you must state who will be attending each element of the event when registering for your package.
4. Without exception all exhibitors attending the event must be registered via the online booking system.
5. In the unlikely event that we have to cancel the conference our liability shall be restricted to repayment of booking fees.
6. You share the Chartered Institute's ambition to create a culture where everyone is not just safe, but able to truly thrive. You have read carefully and understand the Code of Behaviour for Training and Events. You hereby agree to abide by its requirements and commit to upholding the standards of conduct required.

## **AMENDMENT & CANCELLATION POLICY**

The following cancellation charge applies to Exhibition Stand Bookings:

All bookings are full and final, and therefore are non-refundable.

If an exhibitor is forced to cancel their exhibition stand the Chartered Institute of Fundraising Scotland will make every effort to resell the exhibition space and if this proves successful, part or all of the fees paid (minus £50 + VAT administration charge) will be refunded.

Cancellation within 30 days of the event are subject to NO REFUND.