

ASSOCIATION FOR INDUSTRIAL ARCHAEOLOGY
Terms and conditions of booking (TCB) for the AIA Annual Conference

1. The fee for the **complete stay** includes accommodation, all meals, including the conference dinner, light refreshments during the conference, lectures and administration charges from Friday evening to Thursday morning.
2. The fee for the **weekend package** as 1 above but up to and including lunch on Sunday.
3. The fees for the **additional programme** as 1 above, except for refreshments and lunches. The costs of **visits** include transport, entry fees, donations and lunches.
4. Non-residential fees exclude bed and breakfast but otherwise include all meals lectures visits etc. as in conditions 1 2 & 3.
5. Should there be before or during the Conference any significant increases in or extensions to the scope of VAT or other new taxation the organisers reserve the right to increase the fees payable to cover the extra cost.
6. All applications must be accompanied by full payment of all fees. Those booking through an institution may make a provisional reservation of a place while payment is awaited but payment must arrive before the date from which late booking fees are applicable or the booking cannot be guaranteed and the late booking fee will be charged. Applications made after the date from which late booking fees are applicable must be accompanied by the full fee payable plus £15.00 late booking fee. Acceptance of late applications is at the discretion of the Conference Secretary. Until the full fee has been paid no application can be regarded as binding on the Association.

Delegates resident outside the United Kingdom may pay the fees due by a cheque in Sterling. Payment must be in Sterling. Alternative payments only by prior agreement with the conference secretary.
7. No refunds can be made for cancellations received after the date from which late booking fees are applicable. For cancellations made in writing prior to that date there will be a sliding scale of refunds based on any charges made by the host establishment. A handling charge of £10.00 will be deducted from refunds. Delegates are strongly recommended to take out holiday cancellation insurance cover. The Conference Secretary may waive or vary these conditions and may make refunds at his/her discretion provided written notice of cancellation has been received.
8. The published programme is subject to alteration. Should it prove necessary to change or cancel all or part of the conference the liability of the Association is limited to returning any monies paid for the affected events or visits if any offered alternative is unacceptable.
9. All bookings will be on a first come first served basis. The organisers reserve the right to refuse excess bookings for visits on which transport or site accommodation is limited or to offer alternative arrangements. Delegates should indicate on the booking form their visit preferences in order or it will be assumed they have no preference. The organisers also reserve the right to exclude from any event or visit any delegate whose clothing or footwear is judged inadequate or unsuitable for the activities planned. Delegates should note the advice in the programme notes as to the amount of walking. Further guidance on footwear and clothing will be given in the joining instructions.
10. Please note that it is the responsibility of all delegates to wear suitable clothing and footwear. Programme notes contain advice as to the amount of walking involved for each visit and further guidance on footwear and clothing will be given in the joining instructions.
11. Applicants must choose from the options shown on the booking form. Special arrangements can only be made in exceptional cases and any requests for such arrangements must be made well in advance of the Conference to the AIA Conference Secretary.
12. A separate booking form must be completed and signed by each applicant. The completion of the booking form implies assent to these terms and conditions on the part of the applicant. Completed photocopies of the Booking Form are acceptable.

John McGuiness (AIA Conference Secretary)