

# Trade Association Forum Ltd

## Terms and Conditions of Membership

These Terms and Conditions form the basis of the contract through which the Trade Association Forum will deliver a service to you as a Trade Association Forum member. On becoming a member of TAF, you are automatically agreeing to these Terms and Conditions and you are providing us with the appropriate consent to handle your personal information in accordance with the General Data Protection Regulations.

TAF's registered office is Maple House, High Street, Potters Bar, Hertfordshire, EN6 5BS.

The Forum is governed by its Memorandum and Articles of Association.

The Trade Association Forum is the pre-eminent umbrella body for trade associations and other types of membership body in the UK. Membership is open to any type of membership body within the UK.

### 1. Membership Benefits

Membership of the Forum will provide you with:

- Full access to the TAF website.
- Full access to the Trade Association Forum's training platform(s).
- The opportunity to attend member only events and other events which may be free of charge or at preferential rates.
- Access to a variety of advice on issues around the day to day running of your organisation.
- Access to additional products and services delivered by external partner providers, which may also be at preferential rates.
- Copies of some Surveys and other publications.
- Networking opportunities.

The Trade Association Forum reserves the right to change the benefits that apply to membership at any time and without prior notice.

Any external partner providers of any benefit which may be included within your membership will have absolute discretion in relation to the provision of such services, and membership of TAF does not guarantee that the external partner provider will accept an application from a member for the provision of services. Services supplied

from an external partner provider will be subject to the provider's own Terms and Conditions, and the Forum does not accept any liability for loss or damage suffered as a result of a fault, error or omission in the provision of these services.

The Trade Association forum reserves the right to change our external partner providers without prior notice and our decision on such services provided is final.

## **2. The Membership Contract**

When you submit your application, you are making an offer to subscribe to the Trade Association Forum which, if accepted by us, will result in a legally binding contract.

At the point of your membership renewal, your renewal payment is confirmation of the continued acceptance of this contract. You may not transfer any of your rights and obligations under these Terms and Conditions to another person or organisation without prior written agreement from the Trade Association Forum.

For all applications, the contract between us will be confirmed when we acknowledge receipt of your subscription payment.

## **3. Cooling off Period**

There is a fourteen working day cooling off period for new members, effective from the day the application is dated. This will allow for cancellation of any subscription payment without any penalty. If you wish to cancel your new member subscription, you must notify the Trade Association Forum within these fourteen working days in writing, by letter or by e mail. The Trade Association Forum is not liable for any of your associated costs with this cancellation.

## **4. Right to Refuse Membership**

The Trade Association Forum reserves the right to cancel your membership if we are unable to obtain your subscription payment.

If you are accepted into membership, but it subsequently turns out that any or all of the information provided by you was misleading or false, the Trade Association Forum reserve the right to revoke the membership with immediate effect, without the right of appeal.

## **5. Renewal, Cancellation and Refunds**

Your Trade Association Form membership is a rolling agreement which will automatically renew upon our membership year renewal date. You will receive a renewal notice either just before or upon the anniversary of the Forum's Membership

Year which is currently 1<sup>st</sup> April.

If you wish to cancel your membership, you must inform us of your intention to do so at least six months before the renewal date, currently 1<sup>st</sup> April of each year. This notice must be provided directly to the Trade Association Forum in writing, either by letter or by e mail.

Once renewal of your membership has occurred, it is still be possible to cancel your membership with immediate effect, but the Trade Association Forum is not obliged to offer any refund if proper notice has not been given under these Terms and Conditions.

## **6. Liability**

The Trade Association Forum's liability does not extend to any membership related benefits, goods or services provided by any external partner provider. We specifically exclude liability for any loss or damage suffered by you as a result of your involvement in whatever manner with an external partner provider.

## **7. Information Services**

You agree to exercise diligence and care when using the information and guidance provided to you as part of your membership benefit. All services are subject to copyright law and may not be reproduced unless express permission is given by the Trade Association Forum.

The Trade Association Forum uses best endeavours to ensure that all information and guidance provided by us is as up to date as possible. However, you should not rely solely on the information provided as basis for making all business, legal or other decisions. It is advised that you seek appropriate independent advice before making any such decisions.

The content of all Trade Association Forum information, guidance and other publications reflect the opinion of the author unless stated otherwise.

## **8. Data Protection and Use of Personal Data**

Any data you supply, whether personal or otherwise, will be used to process your membership subscription. As a member of the Trade Association Forum this data will also be used for marketing, statistical and analytical purposes and to administer your membership. You will receive membership communications and from time to time, we may let you know about promotions with our external partner providers. It is your responsibility to ensure that the Trade Association Forum has the correct details for your organisation. If you believe that any of the information we hold on you or your organisation is incorrect or out of date, please provide us with the accurate information.

The Forum will never pass on your data to any third party.

## **9. TAF website**

The Trade Association Forum will make every effort to ensure that the information on our website is accurate. However, we cannot guarantee this and accept no liability for any information given via our website or those which are linked to it.

Even when data encryption is used, the security of information transmitted via the internet cannot be guaranteed. The Trade Association Forum is not liable for any losses, whether whole or in part, incurred or sustained by users who transmit information by electronic means.

Please see our published Use of Website Terms and Conditions for further information.

## **10. Events**

Members may be invited to book places at events, training and seminars organised by us or our partners, to enable members to gain information and make the best use of networking opportunities.

Once a booking has been accepted by the Trade Association Forum, then a legally binding agreement is formed subject to the full Terms and Conditions for event bookings published on our website. All fees are payable in advance of the event taking place and the Trade Association Forum reserves the right to refuse entry to any delegate in the event of non-payment. Organising and financing associated travel and accommodation costs are the sole responsibility of the delegate.

Members whose subscription is outstanding at the time of booking will be charged an administration fee of £150 + VAT which may, at the Trade Association Forum's discretion, be offset against the subscription payment once it has been received. In all other cases, this administration fee is non-refundable.

The Trade Association Forum reserves the right to amend any event programme, date, venue or speakers from those advertised if it becomes necessary.

Please see the Trade Association Forum's Event Booking Terms and Conditions for further information.

## **11. Variation**

These Terms and Conditions are effective from 1 January 2021. Please note that these Terms and Conditions may be subject to change at any time. The Terms and Conditions will be published on our website and the latest version will be binding upon you.

**12. Governing Law and Jurisdiction**

These Terms and Conditions are governed by English law. You hereby irrevocably submit to the exclusive jurisdiction of the English courts notwithstanding the jurisdiction where you are based.

If any court or competent authority decides that any of the provisions of these Terms are invalid, unlawful or unenforceable to any extent, the term will, to that extent only, be severed from the remaining terms, which will continue to be valid to the fullest extent permitted by law.

**13. Entire Agreement**

These Terms and Conditions override any contrary terms or conditions published by us previously in relation to any membership subscription between you and us.

**14. Trade Association Forum Branding**

Use of the Trade Association Forum Member Badge is permitted for all paid up members for the duration of the membership year. Upon renewal, the right continued use of the Member Badge is secured.

Trade Association Forum’s external partners may use the Trade Association Forum branding only with the express permission of the Trade Association Forum.

All usage of the Member Badge and Trade Association Forum’s logo is subject to the Trade Association Forum’s Branding Guidelines.

In the event of your resignation or failure to pay a subscription, you forfeit your right to use the logo and you agree to remove all claims of Forum membership from your website and advertising material.

**15. Queries, Comments and Complaints**

The Trade Association Forum will endeavour to respond to any complaint or query received within three working days. This may be in the form of an acknowledgement whilst further investigations or research are carried out. If you have any queries, comments, or complaints about your membership, please contact us on:

**Telephone:** 020 3869 8650 (lines are open Monday to Friday 9am-5pm, excluding all public holidays and the Forum’s Christmas holiday shutdown)

**Email:** [myiannacou@taforum.org](mailto:myiannacou@taforum.org)

**Post:** Trade Association Forum Ltd, Maple House, High Street, Potters Bar, Hertfordshire, EN6 5BS