

Dear Exhibitor,

We hope you are looking forward to your 2026 season with ICHF.

This is a reminder that full stand payment is required no later than 6 weeks prior to each show.

Please note that, in line with our Terms & Conditions, late payment surcharges will now be applied as follows:

- 6 weeks prior to the show: Minimum surcharge of £50 applied to any outstanding balance
- 4–6 weeks prior to the show: Surcharge increases to £75
- 2–4 weeks prior to the show: Surcharge increases to £100
- Less than 2 weeks prior to the show: Surcharge increases to £150 (or 10% of the total stand cost, whichever is greater)

These surcharges are necessary to cover the additional administrative and operational costs incurred when payments are received close to the event date.

To avoid additional charges please arrange settlement of your outstanding invoice as soon as possible.

If you have already made payment, please disregard this message. Should you have any questions or require a copy of your invoice, we are here to help.

Thank you for your prompt attention, and we look forward to welcoming you to the show.

Kind regards,

**Simon Burns**

**CEO**

ICHF Media Group

ICHF Events – Makers Central – Crafting Live

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# ICHF Events

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