

THIRTEEN

MEDIA



WELCOME WEEK
MEDIA BOOKING FORM
2018





SHEFFIELD HALLAM STUDENTS' UNION



WELCOME MEDIA BOOKING FORM **2018**

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EXHIBITOR NAME:

AGENCY NAME:

INVOICE ADDRESS:

POSTCODE:

TELEPHONE:

EMAIL:

CONTACT:

POSITION:

ORDER NUMBER:

CLEAR FORM





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WELCOME MEDIA BOOKING FORM **2018**

MEDIA REQUIREMENTS:

CHANNEL	RATE	QTY	TOTAL
GOLD FREEBIES FAIR STALL	£1,200.00		
SILVER FREEBIES FAIR STALL	£800.00		
WIFI	F.O.C		
POWER	F.O.C		
FLYER DISTRIBUTION	£275.00	1000	
POSTERS SITES	£275.00	10	
EVENTS GUIDE FULL PAGE	£1000.00		
EVENTS GUIDE HALF-PAGE	£600.00		
SPONSORSHIP PACKAGE	£2500.00		

SUB TOTAL:

VAT (20%):

TOTAL:

DATE:

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CLEAR FORM





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WELCOME MEDIA BOOKING FORM **2018**

MEDIA REQUIREMENTS:

CHANNEL	RATE	QTY	TOTAL
DIGITAL SCREENS x 1 WEEK	£200.00		
DIGITAL SCREENS x 4 WEEKS	£600.00		
WEB BANNER x 1 WEEK	£200.00		
WEB BANNER x 4 WEEKS	£500.00		
WEB BANNER x PER TERM	£1300.00		

SUB TOTAL:

VAT (20%):

TOTAL:

DATE:

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TERMS AND CONDITIONS OF BOOKING 2017/18 :

1. General:

As a students' Union we may have policies that do not allow the advertisement or promotion of certain products, brands, services or companies.

- 1.1 Sheffield Hallam Students' Union reserves the right to refuse distribution of any material we believe to be unsuitable. Our decision will be final.
- 1.2 If you are unsure about your promotion or material then please send it to us for checking beforehand.
- 1.3 If you have not checked your promotion or material with us and we find it unsuitable for distribution then no refund will be given.
- 1.4 You may only advertise the company/brand/activity outlined in the booking form.

2. Adverts and Advertising:

- 2.1 Sheffield Hallam Students' Union reserves the right to refuse unsuitable copy/artwork.
- 2.2 Advertisers will receive a free copy if requested.
- 2.3 It is the advertisers responsibility that their product /brand/service or company is not in breach of the trade descriptions act 1968 or any other subsequent act. Furthermore its is their responsibility that information contained in the promotion is accurate and complies with the law. Sheffield Hall Students' Union will not accept any responsibility for misleading or inaccurate information supplied.
- 2.4 Where appropriate, proofs will be supplied.
- 2.5 Corrections and/or changes must be confirmed in writing.
- 2.6 Sheffield Hallam Students' Union will not accept any responsibility for any loss or damage resulting from error, late publication or non-publication or failure of any course. (A refund maybe possible depending on the circumstances but this is not guaranteed)
- 2.7 Artwork or material must be supplied to Sheffield Hallam Students' Union by the date required.

3. Payment:

- 3.1 Payment must be made within 30 days of receipt of invoice.
- 3.2 All cheques are to be made payable to Sheffield Hallam Students' Union



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TERMS AND CONDITIONS OF BOOKING 2017/18:

4. Cancellations:

- 4.1 All cancellations must be made in writing to Thirteen Media, reasons need not be given.
- 4.2 Where cancellations are made 30 days (or less) prior to the agreed promotional activity or publication 100% of the fee is payable.
- 4.3 Where cancellations are made 31 days or more prior to the agreed promotional activity or publication a full refund will be given provided that no expenditure has been made on our part regarding your campaign.

5. Artwork:

- 5.1 If you are supplying finished artwork please supply in the following format: JPEG, TIFF, PDF, EPS for clothing and GIFF for web.

6. Liability:

- 6.1 In the event for any reason Sheffield Hallam Students' Union shall cancel all or part of an event or publication or be unable to fulfil its obligations under the agreement the liability of Sheffield Hallam Students' Union will be limited to a refund of any payments made by the client.
- 6.2 Sheffield Hallam Students' Union cannot store any items/ or be held responsible for any items left on site.

7. Signatory:

- 6.1 Where the signatory does not have the authority to make payment and signs the booking form then Sheffield Hallam Students' Union reserve the right to pursue the signatory themselves for outstanding monies.

8. The Law:

- 8.1 It is your responsibility to fully read the terms and conditions. Please contact Thirteen Media if you have any queries.
- 8.2 Your bookings are only complete upon the receipt of confirmation from Sheffield Hallam Students' Union. Completing the booking form therefore does not mean the booking is complete.

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TERMS AND CONDITIONS OF BOOKING 2018 :

- **Once submitted this booking form is legally binding, please do not submit unless you are au-thorised to do so and your organisation is prepared to be bound by this contract.**
- **I/we have read the terms and conditions above and are aware of and agree to these and all other relevant conditions**
- **I/we hereby apply for the above mentioned package(s) as specified and agree prices, submitting this form does not constitute a confirmation of booking.**

NAME:

POSITION:

SIGNATURE:

DATE:

SUBMIT FORM



CLEAR FORM

