

## Advertising Terms & Conditions

1. All advertisements are subject to the approval of the publisher. Such approval shall be solely at the publisher's or editor's discretion.
2. Each advertisement must be submitted on the 'Advertising Order' form which also acts as a legally binding contract in conjunction with these 'Advertising Terms & Conditions'. A separate order for each edition is required.
3. Advertisers must clearly show on the 'Advertising Order' the full name and address of the person/company responsible for the advertisement, the issues required, the ad size, specific position request, the perceived value of the request as per the current 'Rate Card'.
4. Position of advertisements shall be at the sole discretion of the publisher / editor unless a 'premium' position has been agreed.
5. In the event of cancellation of pre booked space the full advertising fee will remain due together with any costs, unless an alternative advertiser is found.
6. All payments are non returnable
7. All submitted advertisements must conform to any rules and conditions as laid down by the Advertising Standards Authority
8. No form of verbal agreement will be accepted by the publisher.
9. Payment in full must be included with the booking form.
10. The publisher, editor, or employees accept no responsibility or liability whatsoever for typographical errors, misplaced copy or omission of advertising, although every precaution is taken.
11. The publisher/editor reserves the right to place the word 'advertisement' against any submitted copy that the publisher/editor deems to be an advertisement.
12. In the event of requested space not being available, the publisher will notify the advertiser and offer an alternative. Any over payment will be returned and a credit note issues.
13. Any dispute regarding an advertisement must be received, in writing, within 14 days of publication.
14. All advertisements must be submitted in the publisher's required format and must be of the highest standard. The publisher reserves the right to reject any supplied advertisement for any reason. Any required alterations will be charged at cost.
15. The publisher does not 'proof read' supplied material and therefore does not accept any responsibility for any errors that may be contained in the supplied material or in the reproduction thereof.
16. The advertiser is responsible for ensuring that all sent material is packaged correctly. The publisher accepts no responsibility for damaged material.
17. Submitted copy will not be returned unless specifically requested and the return postage is paid by the advertiser.