



## **UKSG Conference Brochure Advertising Terms and Conditions**

1. UKSG reserves the right to reject or cancel any advertisement that in its opinion is not appropriate to the standards of the publication.
2. Verbal instructions will be accepted over the telephone but will be valid for a maximum of 24 hours only, within which time a copy of the signed advertising order form must be received to confirm the verbal instructions.
3. Every booking has to be confirmed in writing by signing a standard advertising order form.
4. A signed advertising order form constitutes acceptance of these terms and conditions.
5. Advertisement copy for must be supplied by the Advertiser or its agent in accordance with the mechanical data supplied by Auris Associates Ltd at the time of booking.
6. Complete artwork must be provided by the Advertiser by the copy deadline stated on the signed advertising booking form
7. The Advertiser is responsible for ensuring that copy is accurate and does not breach UK Advertising Standards.
8. In the event of an Advertiser failing to provide copy by the copy deadline, UKSG, will be entitled to recover 100% of the space cost agreed.
9. Advertisement rates are subject to revision at any time.
10. New rates do not apply to bookings accepted prior to the change and remain the same for the existing contracts.
11. Advertisement rates are exclusive of value added tax, which will be added at the prevailing rate(s) when the advertisement is invoiced.
12. Payment terms are strictly 21 days from date of invoice. UKSG reserves the right (without prejudice to the Publisher's other rights and remedies) to charge interest on overdue account balances at a rate of 2% of the outstanding balance per month, or part of, that the account is overdue.
13. 42 days notice is required for all cancellations. Cancellations received within 42 days of the artwork deadline date will be charged at 100% of the agreed space cost.
14. All order cancellations must be received in writing.