

# KCLSU

## Media Booking Form

### Contact information

Contact name:	Job title:
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Company/organisation:
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Telephone:
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Email:	Website:
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Company's physical address:
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Purchase order number (required):
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**Note:** When making online payments, please ensure you add your company name as a reference.

## enewsletter

Featured logo and link (live link) (£300+VAT)

Please state which month of the year you would like to book:

## Facebook

(£100+VAT)

Please state which month of the year you would like to book:

## Twitter

(£50+VAT)

Please state which month of the year you would like to book:

## Web banner

(£250+VAT)

Please state which month of the year you would like to book:

## Campus stalls

(£300+VAT)

Please state which month of the year you would like to book:

Signed:

Dated:

Please read the terms and conditions carefully. By returning the form, you agree to pay for the media. You can return the completed form by post or email.

# Terms and Conditions

1. Only these terms and conditions and KCLSU's rate card shall be binding upon KCLSU and the client. KCLSU shall not be bound by any conditions, appearing on the client's insertion orders, agency forms, copy instructions, or otherwise which conflict with the provisions appearing in this contract and KCLSU's applicable rate card. All terms and conditions are subject to change by KCLSU without notice.
2. A 50% deposit is payable upon receipt of invoice, which will be issued once a signed booking form has been received.
3. Regarding Welcome Fair stalls specifically, the balance is due in full by 5pm 12 September 2015. The booking will not be confirmed until we have full payment and remittance advice has been emailed to our Sales and Events Co-ordinator. Once received, KCLSU will issue a stallholders guide and details about set up at the event.
4. Stall cancellations will be refunded on a sliding scale:
  - Stall cancelled before 7 August (6 weeks notice) = 60% of total payment refunded
  - Stall cancelled before 21 August (1 month notice) = 40% of total payment refunded
  - Stall cancelled before 4 September (2 weeks notice) = 20% of total payment refunded
  - Stall cancelled after 4 September = No refund due (KCLSU keeps full payment)
5. Stallholders that cancel on the week of the Fair with no justifiable reason will not be invited back in subsequent years.
6. Stallholders that have outstanding debts to KCLSU cannot attend the Welcome Fair, or book any media until all debts are settled in full.
7. Artwork/Copy/Digital artwork must be received 7 working days prior to publication/posting. We ask that you please be punctual in regards to print and digital artwork deadlines. If your artwork is late, or payment has not been made in full by the artwork deadline date, we'll have to remove the media from the website, newspaper or screens. We'll offer a full refund if this happens.
8. Print/Digital media cancellations must be received 21 days prior to the date of publication/posting in order to qualify for a full refund. After this time a cancellation fee will be charged at 20% of the booking cost. If media has already gone to print, no refunds will be given.
9. KCLSU reserves the right to refuse any material for publication or distribution without explanation.