

BEIA ADVERTISING BOOKING CONTRACT



PLEASE COMPLETE AND RETURN TO: nicky.tilsley@beia.co.nz OR COMPLETE THE ONLINE FORM: [Click here](#)

BEIA MEMBER INFORMATION

Business Trading Name: (BEIA Membership Name)

Business Full Legal Name: (if different to above)

Postal Address

Telephone (Including Area Code) Email

BOOKING DETAILS (please tick an option)

Excl. GST

- | | | |
|---------------------------------------|---|-----------------|
| <input type="radio"/> Option 1 | Banner Ad (Directory - limited numbers) | \$ 699 |
| <input type="radio"/> Option 2 | Half Page Ad | \$ 1,999 |
| <input type="radio"/> Option 3 | Full Page Ad | \$ 2,999 |
| <input type="radio"/> Option 4 | Bookmarks - 2 only available | \$ 3,999 |
| <input type="radio"/> Option 5 | Inside Front Cover | \$ 3,999 |
| <input type="radio"/> Option 6 | Inside Back Cover | \$ 3,999 |
| <input type="radio"/> Option 7 | Double Page Spread | \$ 4,999 |

ADD ON - WEBSITE LISTING UPGRADE

- | | | |
|---------------------------------------|--|---------------|
| <input type="radio"/> Option 8 | Interactive purchased WITH Planner Ad | \$ 700 |
|---------------------------------------|--|---------------|

WEBSITE UPGRADE ONLY

- | | | |
|---------------------------------------|-----------------------------|----------------|
| <input type="radio"/> Option 9 | Interactive Website Listing | \$ 1000 |
|---------------------------------------|-----------------------------|----------------|

E-NEWS BANNER AD

(Specify which E-News. Note: limited numbers)

- | | | |
|--|-------|---------------|
| <input type="radio"/> Option 10 | | \$ 250 |
|--|-------|---------------|

TOTAL COST \$

Please note: All advertising costs are exclusive of GST.

BOOKING SCHEDULE

Purchase Order # (if required)

Authorised Name

Job Title

Date

Signature

(I have read and accept the Terms & Conditions).

PAYMENT TERMS

Payment due 20th month following invoice.

ALL PAYMENTS TO NZCA - BEIA PLANNER

Direct Credit to Westpac Bank, Takapuna Branch, Auckland
A/C # 031510 0021690 04

Please use Member Name and Invoice # in the Reference fields.

Please email Remittances to admin@beia.co.nz

Please Refer to Terms & Conditions for Proofing Charges.

Please Refer to Artwork Specifications for Requirements.

ADVERTISING DEADLINES

Booking Deadline: 31st March 2022

Material Deadline: 6th April 2022

PLEASE READ CAREFULLY

PROOFING: Proofing will be done using Adobe Acrobat PDFs and emailed direct to clients. Acrobat Reader is freeware, available over the internet at www.adobe.com.

Note 1: Full colour accuracy is not possible using digital proofing. Every effort will be made by BEIA to reproduce advertisements accurately, but given variations caused by different paper stocks and computer settings, BEIA cannot be held responsible for slight variations in colour reproduction.

Note 2: Liability for reproduction of advertisements where material is incorrectly supplied remains with the advertiser. The publisher will make every endeavour to source correct material and retains the right to refuse material that is not as specified. All costs incurred during production through changes to material supplied will be charged. DIGITAL FILES ONLY - Photography scans and floor plan graphics files to be supplied as high-resolution jpeg, tiff or eps - 300dpi. Text copy to be supplied as Microsoft Word .doc or .txt files.

TERMS & CONDITIONS

- 1.** Except for specific positions as listed in the ratecard, positions may be requested but cannot be guaranteed.
- 2.** Advertising rates for the BEIA Printed and Online Planner represent the space fee only and are based on receiving correct material.
- 3.** Every advertisement must comply with the specifications as outlined in the ratecard. No responsibility for mistakes in content or design or quality of reproduction will be accepted by the publisher for any disk/material supplied that does not meet the required specifications.
- 4.** BEIA takes every effort for accuracy but accepts no responsibility for colour variations to advertisements printed where colour proofs have not been requested nor for errors or omissions in text where information is provided free of charge, nor for advertisements where signed proofs of advertisements have been received.
- 5.** All images, logos and floor plans must be supplied as high resolution (300dpi) electronic jpeg, tif or eps files for the planner and low resolution (72dpi) for the website. Text to be supplied as text only Microsoft word files. Incorrect content in material supplied remains the responsibility of the advertiser.
- 6.** Any costs incurred in making alterations and additions to material supplied in incorrect formats or material by BEIA will be on-charged to the advertiser or their agent in addition to the space rate.
- 7.** All rates quoted in the rate card are exclusive of GST.
- 8.** The publisher reserves the right to charge 1.5% interest per month on overdue balances. Any costs incurred in debt collection fees etc will be payable by the purchasers.
- 9.** Advertising orders cancelled after booking deadline will be subject to charge at full space rates.
- 10.** The publisher reserves the right to decline any advertisement or website listing.
- 11.** Whilst every care is taken to ensure the insertion of an advertisement in accordance with request and instructions, no liability will be accepted from any loss occasioned by omission, alteration or misplacement.
- 12.** The publisher expressly disclaims all and any liability to any person(s) for any actions that may arise against the advertiser. The Publisher is not responsible for results that do not meet or exceed advertisers' expectations.
- 13.** All advertising contracts are deemed to be placed in Auckland.
- 14.** The completion of this booking confirmation and related correspondence is deemed to be a contract. All alterations to bookings including cancellations are to be made in writing. No liability is acknowledged by the publisher for failure to confirm cancellations/ alterations or omissions or errors caused by misinterpretation or oversight in verbal communications or instructions.
- 15.** The BEIA website is an interactive on-line service on the World Wide Web of the Internet, consisting of information, software and other content owned or licensed by the New Zealand Convention Association Inc. and the services host.
- 16.** Except where expressly permitted by the service's operator, no portion of the service (including information, content or software) and publications may be reproduced, redistributed, transmitted, published, resold or otherwise commercially exploited by any other advertiser or end user.
- 17.** The term of the contract for insertion of an advertiser's placement in the BEIA planner and on the BEIA website is for 12 months.
- 18.** The service provider reserves the right at any time to change the service on the website, including adding, eliminating, introducing or discontinuing any content or feature of the service. Should payment not be received within our terms of trade, the provider reserves the right to delist the advertiser.
- 19.** Whilst every care is taken to ensure information contained on the advertising listing is in accordance with requests and instruction, no liability will be accepted for any loss occasioned by omission or alterations.
- 20.** BEIA is prepared to make three sets of changes to template ads. Any further alterations or additions will be on-charged to the advertiser or their agent.