



NoOffence!

## Advertising Space in Conference Brochure

### Size guide and Price

Please note, all income generated in this way helps us to support the justice sector and we are very grateful for your support. Please continue to support us!

¼ page – 8cm x 12cm £50 (plus VAT)

½ page – 18cm x 12cm £75 (plus VAT)

Full page – 19cm x 28cm £100 (plus VAT)

Name:

Organisation name:

Position:

Email:

Telephone:

Twitter:

Website:

Which conference:

Size required:

Name & address for invoice:

Email address for accounts:

Telephone number of accounts:

**Please return completed form by email to [sarah.moran@no-offence.org](mailto:sarah.moran@no-offence.org)**



## NoOffence!

### What your package includes

As per your specification, your package will include a ¼, ½ or full-page advert in the brochure for the conference of your choice. This will be given to all attendees at this conference.

### Terms and Conditions of Attendance

1. You will be invoiced on confirmation of package unless different terms are agreed between NoOffence! CIC and yourselves.
2. Applications are handled on a first come-first served basis.
3. After written acceptance by NoOffence! CIC, the organisation must provide an advert in the format required by NoOffence! CIC and other details required (e.g. Contact details, Trademarks etc.) to NoOffence! CIC within 10 days of receipt of acceptance.
4. Packages must be paid within 30 days of invoice unless otherwise agreed in writing by NoOffence! CIC.
5. All invoicing will be subject to VAT and will be charged at 20%.
6. All package materials must be submitted within the production schedule.
7. You may not sublet, assign or apportion any part of the item(s) nor represent advertise or distribute literature or materials for the products or services of any other firm or organisation except as approved in writing by NoOffence! CIC.
8. NoOffence! CIC, will not be liable for damage or loss to you property by fire, theft, accident, or any other cause.
9. You shall adhere to the terms and conditions provided by the selected venue
10. Should your organisation be interested to partner in an arrangement not listed then please feel free to contact us to discuss your requirements.
11. In order to limit costs to NoOffence! CIC, the event organisers may limit the number of colours used to print your logos and you will be advised should this be the case.
12. If the event is cancelled due to extenuating circumstances, NoOffence! CIC will return package money in full.
13. Event dates and titles may be subject to change.
14. If the event is postponed with more than 14 days notice, it is expected that the advert can be used on the revised date and the package money will be retained by NoOffence! CIC.
15. If the event is postponed with less than 14 days notice, packages will be refunded where applicable.



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16. Liability: All advertisers shall be responsible for submission to NoOffence! CIC of appropriate promotional materials in print ready format.
17. Information submitted in this form will be stored and processed electronically for the purposes of delivering membership services, supplying information and to enable statistical analysis. NoOffence! CIC may use your details to send you information about our further conferences and services; however personal data provided on this form will not be passed to any external bodies.

### Method of payment

Upon receipt of your completed booking form you will be issued with an invoice, payment terms are 30 days and all payments '**must**' be received before the event date. Please use your organisation name as reference. BACS remittance forms required as payment confirmation. You can pay using via BACS transfer, details below:

- HSBC Bank
- Account Name: NoOffence! CIC
- Sort code: 40-38-11
- Account number: 21457853

To pay by cheque or credit / debit card a 2% charge will be added to your invoice to cover bank charges, in this instance please contact us: [info@no-offence.org](mailto:info@no-offence.org)

VAT Registration Number: 124 4042 57

Any questions please email us: [sarah.moran@no-offence.org](mailto:sarah.moran@no-offence.org)

**Do you understand and accept the Terms and Conditions?**