



## Advertising Terms & Conditions

- Artwork must be received in full by the copy deadline indicated on the booking form.
- Copy may not be accepted if payment has not been received
- Artwork must be submitted in the following format only: CMYK Portable DocumentFormat (pdf) – embedded fonts. Corrections will be charged.
- 3mm bleed for inside front, inside back and outside back cover positions only
- For artwork not received in the correct format by the deadline, the Editor reserves the right to withdraw the advertisement in which case the 100% Cancellation Fee will apply.
- Bookings cancelled **before 1 January 2012 (Spring)** and **before 1 June 2012 (Autumn)** will be subject to a 50% Cancellation Fee. Bookings cancelled after **1 January 2012 (Spring)** and **1 June 2012 (Autumn)** will be subject to a 100% Cancellation Fee.
- All advertisements, unless specifically indicated, are placed at the Liberal Democrats discretion
- Please note that we can only accept advertising/listings for events booked externally if the venue is fully wheelchair accessible (a regular stairlift will not suffice). This must extend to the room/space itself – not just the building as a whole.
- According to Federal Conference Committee guidelines, advertising can only be accepted for events held outside of main auditorium times, i.e. up until 9.00, between 13.00 and 14.00 and again from 18.15 onwards.