

Terms & Conditions for Aberdeen University Students' Association Marketing and Media Bookings

1. Booking Procedures

- 1.1 All bookings must be made online.
- 1.2 Booking forms must be signed and dated before Aberdeen University Students' Association (AUSA) will confirm any booking.
- 1.3 All booking forms must be accompanied by a purchase order number (if applicable).
- 1.4 AUSA reserves the right to decline any bookings at its sole discretion.
- 1.5 All deadlines for submissions will be communicated by AUSA on receipt of booking.
- 1.6 All artwork must be supplied by the client, prior to the specified date, to the correct address and to the correct specifications.
- 1.7 Any changes to any element of the booking must be specified by the client and confirmed with AUSA prior to the deadlines specified.

2. Payment

- 2.1 All payments must be made in advance of the publication deadline or event date.
- 2.2 The accepted payment forms are cheque, bank transfer and credit card via phone.
- 2.3 AUSA will issue an invoice within ten working days of receiving a fully completed booking form.
- 2.4 All payments must be made within 30 days of receiving an invoice, unless the date of the event or publication deadline comes first in which case it must be made before these.
- 2.5 All bookings are subject to cancellation if the payment is not made on time.

3. Cancellations

- 3.1 All cancellations must be communicated via e-mail or writing to: Xander Brouwer, Aberdeen University Students' Association, Butchart Centre, University Road, AB24 3UT. E-mail: ausasales@abdn.ac.uk.
- 3.2 Where notice of cancellation is received 30 days or less before publication deadline or event date, including Freshers' Fayres, the full amount must be paid.
- 3.3 If cancelled 31 days or more prior to the publication deadline or event date, a refund of 75% shall be given. In the event no payment has been made, payment will still be required.

4. Liability

- 4.1 If AUSA cancels any publication or event, unless due to reasons outwith of AUSA's control, the sole liability of AUSA will be re-payment of fees already paid by the advertiser: AUSA accepts no other liability of loss or damage sustained by any client as a result of a cancellation.
- 4.2 AUSA takes no responsibility for the loss or damage of any inserts, leaflets or posters.
- 4.3 AUSA takes no responsibility for the content of any advertisement booked in any publications.
- 4.4 These terms and conditions may not be amended unless agreed in writing by AUSA.

5. Termination of Agreement

- 5.1 AUSA reserves the right terminate ("Termination") any agreement, including withdrawing all advertising and refuse access to any official AUSA events, in case of harassment of its members and staff without a refund.

- 5.2. AUSA reserves the right terminate any agreement, including withdrawing all advertising and refuse access to any official AUSA events, if illegal action is undertaken. In any such situation AUSA will notify the relevant authorities.
- 5.3. In case the AUSA Equal Opportunities policy is not adhered to, AUSA reserves the right to terminate any agreement, including withdrawing all advertising and refuse access to any official AUSA events.
- 5.4 In the case of Termination, AUSA will be required to give six hours notice of any such termination. Termination may also mean that there will be no further cooperation the following year, subject to approval by AUSA.