

UCLU Advertising Booking Form



Activity Date(s) _____

- | | |
|--|----------------|
| <input type="checkbox"/> Stall in Union Reception 10am – 4pm | £275 per day |
| <input type="checkbox"/> A4 Posters x 4 | £30 per week |
| <input type="checkbox"/> A3 Posters x 4 | £60 per week |
| <input type="checkbox"/> Distribution of Flyers/Postcards (A6/DL) | £100 per 500 |
| <input type="checkbox"/> Homepage Banner, 210x133mm | £350 per month |
| <input type="checkbox"/> Inside Page Banner, 210x133mm | £200 per month |
| <input type="checkbox"/> Wallplanner Advert (limit of 5 spaces) | £500 |
| <input type="checkbox"/> Banner outside Union Building, 6.5 x 1.1m | £400 per week |
| <input type="checkbox"/> Ents Guide Advert, A6 | £200 per month |

(Please note all prices are excluding VAT)

Artwork Enclosed

Artwork to Follow

Artwork should be supplied in InDesign, TIFF, EPS or PDF format. Fonts should be converted to shapes, embedded or included. All images must be CMYK or greyscale. A 3mm bleed is required.

Company name: _____

Contact name: _____

Telephone No: _____

Email: _____

Invoice Address: _____

Order No: _____

Signed: _____ Position: _____

Total (excl VAT)

Please fax completed forms to:
020 7679 0466

Or post to:
Marketing Department
UCL Union
25 Gordon Street
London
WC1H 0AY

Tel: 020 7679 2506/7902

Please read the terms and conditions carefully before signing the booking form.

1. Payment for all activity must be received in advance of activity being carried out. Failure to do so may result in activity being withdrawn.
2. During on-site activity no more than 2 people involved with the promotion at a time are permitted within the designated promotion area.
3. During on-site activity organisations must only use the designated hire area and must not cause obstruction.
4. A table and poster board are available for use during on-site activity but these must be booked in advance through the Marketing Department.
5. Advertisers are not permitted to put up posters themselves: posters are distributed to locked poster boards by UCLU.
6. Posters must be received by UCLU at least 7 days in advance of campaign start date.
7. Flyers are distributed by UCLU through racks around the Union. Flyering within the Union is only permitted if an organisation has booked the stall area. Flyering is then permitted from this area but not anywhere else in the Union or College grounds.
8. Artwork should be supplied in InDesign, TIFF, EPS or PDF format. Fonts should be converted to shapes, embedded or included. All images must be CMYK or greyscale. A 3mm bleed is required.