

AGENCY BOOKING FORM 2018



ENSA, B34 Merchiston Campus, 10 Colinton Road, Edinburgh, EH10 5DT | T: 0131 229 8791 | E: sales@napierstudents.com

Edinburgh Napier Students' Association is a charity registered in Scotland (no.SC012506)

Agency: Purchase Order/Ref:

Agency Contact Name: Telephone:

Agency e-mail:

Client Organisation: Client Contact Name:

Client Telephone (mobile):

Invoice Address:

* ALL PRICES LISTED ARE INCLUSIVE OF VAT WHERE APPLICABLE *

FRESHERS HANDBOOK 2018

ADVERT TYPE	PRICE	QUANTITY
Back Cover	£1400	
Inside Back Cover	£1100	
Inside Front Cover	£1100	
Full Page	£750	
Half Page	£400	
Quarter Page	£250	
TOTAL		£

Terms and Conditions:

Artwork and payment deadline: Friday 3 August 2018.

50% deposit required at time of booking to secure placement. Fees are non-refundable if you miss the deadline.

Artwork should be sent to c.reid@napier.ac.uk - please contact for dimensions and file requirements.

ENSA reserves the right to refuse, for whatever reason, to print advertisements. Where it does so any remittance already submitted will be refunded.

ENSA ADVICE BOOKLET 2018

ADVERT TYPE	PRICE	QUANTITY
Back Page	£625	
Half Page	£350	
Quarter Page	£200	
TOTAL		£

Terms and Conditions:

Artwork and payment deadline: Friday 3 August 2018.

50% deposit required at time of booking to secure placement. Fees are non-refundable if you miss the deadline.

Artwork should be sent to c.reid@napier.ac.uk - please contact for dimensions and file requirements.

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FRESHERS FAIR - THURSDAY 13 SEPT 2018		
STALL TYPE	PRICE	QUANTITY
Single Stall	£625	
Double Stall	£950	
Premium Stall*	£800	
Music Stall*	£1200	
Charity Stall	£275	
TOTAL		£

* limited availability - book early

Terms and Conditions:

Full payment required by no later than Friday 31 August. 50% deposit required to secure booking. You will not be permitted into the venue if you have not paid in full by the deadline above.

If you cancel your stall booking before the 5 September you will receive a refund of fee paid (minus 50% deposit).

You will not be permitted to distribute alcohol. You will not be allowed to play music unless you book one of the designated music stalls. A strict 80db sound limit will be enforced.

Cancellations after 5 September are non-refundable. ENSA reserves the right, for whatever reason, to refuse stalls. Where it does so any remittance already submitted will be refunded.

WEBSITE ADVERT		
ADVERT DURATION	PRICE	QUANTITY
Freshers Fortnight	£550	
1 Week	£125	
4 Weeks	£400	
TOTAL		£

Start date for advert:

Terms and Conditions:

Bookings must be paid in full before your advert is displayed.

Contact sales@napierstudents.com to check if an allocated slot is available for your desired dates prior to booking.

We can only accept images in jpg, gif or png format, no larger than 200kb in size, with dimensions of 360(w) x 300(h) pixels.

ENSA reserves the right, for whatever reason, to refuse to display adverts. Where it does so any remittance already submitted will be refunded.

TEAM NAPIER BALL 2018		
SPONSORSHIP TYPE	PRICE	QUANTITY
Platinum Package	£2200	
Gold Package	£1400	
Silver Package	£675	
TOTAL		£

Terms and Conditions:

Full payment is required by no later than Friday 18 January 2019. 50% deposit required at time of booking to secure your sponsorship. If you cancel your sponsorship before 4 January 2019 you will receive a refund of fee paid (minus 50% deposit). Cancellations after 4 January 2019 are non-refundable.

You should send a high quality copy of your logo (ideally vector) with a transparent background by 18 January so it can be included on all event publicity.

Please sign below to confirm that all details given above are accurate and correct and that you agree to the stated terms & conditions. Please return the form by e-mail (sales@napierstudents.com) or post (ENSA, B34 Merchiston Campus, Edinburgh, EH10 5DT), along with any company purchase order form.

Signature: Print Name: Date:

OFFICE USE ONLY:	Artwork recieved:	Stall allocated:
Additional Notes:		