

# TERMS & CONDITIONS

## BOOKING

1. On the initial verbal booking of your allocation a confirmation email will be sent, legally binding you to these terms and conditions outlined below.
2. We operate a non-cancellation policy. All bookings **CAN NOT** be cancelled once confirmation is received via email. There is **NO** cancellation period.
3. Payment is expected in full before any promotion or design can commence, unless otherwise agreed within your confirmation email.
4. Failure to make payment within the agreed 14-day terms may result in your account being suspended and Interest and charges under the Late Payment of Commercial Debts (Interest) Act 1998 being applied. Where payment fails to arrive within 30 days of the original payment date we reserve the right to pass your account (along with any added interest and charges) to our nominated debt collection agency that will add further costs.
5. All invoices are payable on receipt unless otherwise agreed within a period of 14 days. If payment has not been received we reserve the right to apply a late payment interest charge at an appropriate rate.
6. We reserve the right to allow a 14-day period beyond our publication date to produce and distribute our magazines allowing for production difficulties.
7. All payments received will solely be for your allocation within the magazine. Further exposure such as social media coverage and website presence may be allocated as an additional bonus. Please note the additional social media coverage and website presence is not included as part of your package. We reserve the right to promote your business as and when we can.
8. Failure to provide regular 'relevant' content may result in no social media coverage. We are in full control of all imagery, image bios and hash tags.
9. Adverts that are booked will stand on their own merit and will be based purely on their inclusion within the magazine. They will not be affected by any editorial content or any editorial that runs near your advert, we hold **NO** responsibility for adverts, which appear next to editorial errors.
10. Your payment for any advertisement booked will have no connection to our magazine layout, page structure, design or editorial content, and is based purely on its presence within our publication.

11. We take no responsibility for any company who cannot be contacted through illness, hospitalization, disasters, pregnancy or acts of god, which they are or are not responsible for.
12. All payments are to be made via bank transfer to Sports World Media Ltd within 14 days (there is a 10% reduction on all payments if they are made within 3 days of invoice).

## DESIGN

13. Please send your advert design to our design department on [design@sportsworldmagazine.com](mailto:design@sportsworldmagazine.com).
14. Alternatively if you wish for our design team to produce an advert for you please inform us and we can do this for you as part of your package.
15. For quality purposes please send your advert and/or images/ logo in High Resolution PDF Format with all fonts and images embedded
16. Editorial must be fully proofed before being submitted and can be supplied as a word document to which we can extract to create your spread. This cannot be amended once submitted (Excludes spelling & grammar errors).
17. We enforce our own font guidelines on all editorial pages. Each editorial spread will be created in the font Frutiger Light to ensure continuity on all editorial spreads throughout the publication.
18. All of our magazines are A4, full colour throughout and all artwork and design services are included within the agreed cost.
19. Failure to produce 'full' content before the copy deadline will result in your allocation being moved into the following issue.
20. You have 14 days after invoice to submit your content to our design team and for your design to be completed. You have up to four drafts before the final design sign off.
21. Any adverts which we design will be subject to yours and our approval prior to press, however if you cannot be reached or you do not contact us by the copy deadline with any changes that may need to be made; we do reserve the right to run the advertisement without your approval.

22. We enforce our own style and content guidelines on every page of our publication to ensure our audience will find it satisfying. We will work with you to ensure both Sports World Media and yourself are happy with your allocation before going to print.

23. If you have agreed an allocation with us and we are unable to contact you regarding your design, we reserve the right to run a general allocation for you or run your piece in the following issue. This design and its company logos will be put together from any detail we can obtain about your company, i.e. your company website, business information held on other websites regarding your company, hard copy advertisements and any other sourced information.

24. All artwork and design charges are free of charge to advertisers; however, if we produce a design outside of Sports World Magazine and this design will not be included within the magazine. This will be charged at a rate of £100.00

25. All artwork throughout the entire publication will have a consistent white border above and below all designs. The dimensions provided will fit within A4 pages and will be automatically implemented by our design team.

26. Sending your content in on copy deadline may result in your design being rushed to meet our print deadlines.

## ADVERT DIMENSIONS

A4 Double Page Spread  
Trim: W 420mm x H 261mm  
Bleed: W 426mm x H 261mm  
Type: W 400mm x H 241mm

A4 Full Page Spread  
Trim: W 210mm x H 261mm  
Bleed: W 216mm x H 261mm  
Type: W 190mm x H 241mm

## HEAD OFFICE:

Sports World Media Ltd  
Unit 25 Apex Business Village  
Cramlington  
Northumberland  
NE23 7BF  
UK

## DATA PROTECTION

27. Here at Sports World Media we are proud of the fact that we operate with privacy in mind. We believe we have a responsibility to safeguard privacy so that the trust between our clients and us are maintained.
28. The General Data Protection Regulation (GDPR) and Payment Services Directive (PSD II) are designed to give you more control. Our top priority is ensuring that our customers and users can use us and be assured of the transparency of the service they receive.
29. We may share your information with third party businesses and partners of Sports World Media to help with the promotion of your brand/business.
30. This information will be shared on approval from yourself or a company representative.
31. Business and personal introductions are a key part of how we ensure ROI for you and your business.
32. Outside of the above information Sports World Media promises to store your approved data in the safest and securest way, allowing you to be in full control of whom you do business with and who has access to your information.

## ACCOUNT DETAILS

### SPORTS WORLD MEDIA LTD

**SORT CODE:**  
20-59-59

**ACCOUNT NUMBER:**  
63257568

**IBAN:**  
GB27 BARC 2059 4263 2575 68

**SWIFT BANK IDENTIFIER CODE (BIC):**  
BARCGB22

**ABA ROUTING CODE:**  
026002574

Alternatively we have the facility to make payment via credit/debit card Please call our head office on:  
**(+44) 191 389 7213**