

Health & Safety 2012  
1 February, Manchester



## Advert Booking Form

COMPANY DETAILS	
Company name:	
Contact name:	
Address:	
Town:	Postcode:
Telephone:	Email:
Invoice address (if different):	

TECHNICAL SPECIFICATIONS AND DELIVERY INSTRUCTIONS	
COPY DEADLINE:	Friday 30 December 2011
AD SIZE:	Full Page with bleed – (A5) 210mm (h) x 148mm (w) plus 3mm bleed
GENERAL REQUIREMENTS:	All artwork should be CMYK All images must be 300 dpi
FORMAT:	Hi-res PDF (300 dpi) with crop marks Ensure all printer & screen fonts and high resolution images are included. If you cannot supply a hi-res PDF please send: Illustrator Eps OR Hi-res tif/jpg.
DELIVERY INSTRUCTIONS:	Email artwork to <a href="mailto:c.gray@renewable-uk.com">c.gray@renewable-uk.com</a> . If over 8MB send to <a href="mailto:renewableuk@gmail.com">renewableuk@gmail.com</a> and notify <a href="mailto:c.gray@renewable-uk.com">c.gray@renewable-uk.com</a> by separate email when it has been sent.

PAYMENT			
Amount:	£750 + VAT	PO Number:	
<p><b>Payment schedule:</b> All adverts must be fully paid within 30 days of the invoice date or before the event opens, whichever is sooner, or a 10% surcharge will apply. Please note credit card payments will be subject to a 4% handling fee. Please refer to the invoice for details. Failure to comply will result in cancellation of the booking.</p>			
<p><b>Cancellation policy:</b> Booking cancellations will be accepted until 1 November 2011 and will incur a cancellation fee of 25% of the total tax invoice amount. No refund will be accepted on cancellations made on or after 2 November 2011 and unpaid tax invoices must be paid in full.</p>			
Sign below to confirm your booking			
Signed:		Date:	

Please return this form to RenewableUK  
Fax: +44 (0)20 7901 3001, Email: [c.gray@renewable-uk.com](mailto:c.gray@renewable-uk.com)