



## TOPRA Publishing Terms and Conditions for Advertisers

### General

1. All advertisements accepted for publication by The Organisation of Professionals in Regulatory Affairs (TOPRA) in any of its print or online publications are accepted subject to these terms and conditions. Any other conditions proposed by the purchaser shall be cancelled unless accepted by TOPRA in writing.

### Condition Terms

2. **“Advertiser”** means the person whose services are advertised.  
**“Advertisement”** refers to type of advert placed – display, recruitment online, and classified advertising and shall include inserts, supplements and re-directed advertisements.  
**“Purchaser”** means the person placing the order.  
**“Medium”** means the print or online publication in which the advertisement will appear.  
**“TOPRA site”** means the TOPRA website onto which an Advertisement is sold.
3. All advertisements are accepted subject to space being available in the Medium chosen.
4. Artwork copy must conform to TOPRA'S requirements and TOPRA reserves the right to charge for any additional work involved in amending the copy of the Advertisement to conform to its requirements.
5. **Booking procedures** – if an Advertisement includes a promotion, competition or special offer of merchandise the Advertiser must provide full details to TOPRA on request.
6. **Advertising Prices** – All prices are specified in the TOPRA publishing media pack which is available at [www.topra.org/advertising](http://www.topra.org/advertising)
7. Series discounts apply only to orders placed in advance and completed within the agreed period. TOPRA reserves the right to adjust advance discounts and/or to surcharge in the event of a series of Advertisements not being fulfilled within the agreed period.
8. Prices are exclusive of applicable Value Added Tax which the Purchaser shall additionally be liable to pay to TOPRA.
9. Where an Advertisement has been accepted by TOPRA and includes inserts, TOPRA reserves the right to charge the full price if the inserts fail to arrive at the agreed time and place for insertion.

### Printed Advertising (Regulatory Rapporteur/In Touch/Wall Planner)

10. TOPRA cannot guarantee the position of any printed Advertisement. Advertisements will be placed as near as possible to the requested position but this is subject to the page layout.
11. Requests for cancellations or reduction of an order may be considered but only if received in writing by TOPRA within 28 days from signing the order providing that such notification is made at least 28 days prior to the final copy date.

#### **Online Advertising (Job shop/Services Directory/Banner Advertisement)**

12. All Advertisements booked onto the TOPRA site must comply with the business area's T&C's.
13. If an Advertisement links to another site, the Advertiser is responsible for maintaining the link and for the content of the linked site. TOPRA may remove any Advertisement which contains content or links to a site which, in TOPRA's opinion, is defamatory or objectionable or will bring TOPRA into disrepute. The Purchaser will assure TOPRA from and against any claims or liability arising from links contained in an Advertisement.

#### **Recruitment Advertising**

14. Any Purchaser or Advertiser who is either an employment business or employment agency must ensure that Advertisements comply with their legal obligations.
15. TOPRA does not guarantee any response to recruitment Advertisements or that response will be from individuals suitable for the job advertised.

***TOPRA reserves the right to change its terms and conditions without prior notice.***