

TOPRA

TOPRA PUBLISHING

ADVERTISING TERMS & CONDITIONS

1. For these Terms and Conditions the term 'Advertiser' is applicable to the particular advertiser/client or his agent. The term 'Advertisement' refers to print advertisements, loose inserts or direct mailings.
2. These terms and conditions apply to all advertisements accepted in *Regulatory Rapporteur*, *InTouch* or any other print publication published by TOPRA.
3. All advertisements are accepted subject to the TOPRA office approval of copy and according to space being available in the relevant issue.
4. TOPRA reserves the right to omit or cancel an advertisement at any time with good reason. If this occurs no claim on the part of an Advertiser for damages or breach of contract will be accepted. If an advertisement does not appear due to the Advertiser failing to book on time or sending in the artwork after the deadline, then the space reserved will need to be paid for in full even though the advertisement did not appear.
5. Absolute care will be taken by the publisher to avoid mistakes but TOPRA cannot accept liability for mistakes made by third parties, subcontractors or any ambiguous copy instructions.
6. Series discounts only apply to orders placed in advance and completed within one year of the date of first booking. The publisher reserves the right to surcharge in the event of insertions not running for the contracted period.
7. If the Advertiser cancels the balance of any contract at any time then the publisher has the right to surcharge previous advertisements in the series where a series discount has been given.
8. If the Advertiser cancels or suspends an advertisement, notice must be given in writing to TOPRA. Once a booking has been placed – and if this is within a week of the booking deadline – then an administration charge of 25% will be levied.
9. Charges may be made to the Advertiser where the printers are involved in any extra production work and also when work has to be undertaken due to acts or defaults of the advertiser or his agent.
10. All loose inserts must be first vetted and be approved by TOPRA prior to insertion within a publication or sent out as direct mail. If the inserts are not delivered to the printer according to the publishers' instructions and within the agreed timelines, the publisher reserves the right to charge the insertion rate agreed even if the direct mailing is late or does not go out.
11. Copy must be supplied by the Advertiser without request or prompting from TOPRA. If copy instructions are not received by the agreed date TOPRA reserves the right to repeat the most recent copy/advertisement used.
12. The Advertiser warrants that the advertisement supplied to TOPRA for publication is **not** in any way illegal, false or defamatory or an infringement of any party's rights.
13. If the Advertiser requires an advertisement to be designed and artworked this can be arranged by TOPRA for an additional charge. The Advertiser must supply the copy for the advertisement within three days of the quoted copy date given. Proofs will be supplied to the Advertiser and any amendments required must be specified in writing/by email with 24 hours of the proof

being sent out. If no response to the proof is received TOPRA reserves the right to assume that the advertisement has been authorised by the Advertiser.

- 14.** Unless specifically requested, proofs are not supplied if complete art work has been submitted.
- 15.** These terms and conditions are construed in accordance with the laws of England.