



Booking Form for Hilton Covered 2023/2024 Edition 12

Business Name (for invoicing): _____

VAT Registration # (if applicable): _____

Physical Address: _____

E-mail Address: _____

Website Address: _____

Landline: _____ Cell: _____

Advertising rates (Please tick size preferred in table below)

Options	Price (R)	Indicate choice
Full Page	R4 500	
Half Page	R2 250	
Third Page	R1 550	
Quarter Page	R1 150	
Sixth Page	R850	

Payment terms: **Payment is due on booking.**

Special Requests: _____

Graphic Designer

Name: _____

Email: _____

Contact number: _____

Terms and Conditions

1. Payment is due STRICTLY IN ADVANCE. Hilton Covered reserves the right to cancel any advertising placed should payment not be received by 15 June 2023.

2. Cancellations of bookings and changes to contracts will only be accepted if submitted in writing before 15 June 2023.

3. Cancellations received verbally or after 15 June 2023 will be liable for full payment.

4. Hilton Covered reserves the right to charge interest on overdue invoices.

5. Hilton Covered reserves the right to design artwork on behalf of the client if the artwork is not supplied by the deadline, if the artwork is not of a suitable quality or if the artwork is supplied in an incompatible format such as but not limited to Microsoft Word or Microsoft Publisher. Artwork deadline for supplied adverts is 15 June 2023.

6. Although Hilton Covered endeavours to accommodate all advertisers' position requests, placement on specific pages and positions is not guaranteed, unless agreed to in writing and Hilton Covered reserves the right to charge a loading fee should an advertiser require a guaranteed position.

7. Hilton Covered will not be liable for any loss or damage consequential or otherwise occasioned by error, late publication or the failure of an advertisement to appear from any cause whatsoever.

8. The Advertiser hereby indemnifies Hilton Covered against any damage and/or loss which Hilton Covered may incur as a direct or indirect consequence of the Advertiser's advertisement.

9. If the advertiser elects for the artwork to be produced by Hilton Covered the advertiser will receive a proof of their advert before publishing, the onus is on the advertiser to proof read the advert to ensure that all content and details are correct.

10. All colour reproductions will be undertaken with printer's standard colours, and exact colour reproduction is not guaranteed.

This serves to confirm that the advertiser agrees to printed advertising in the Hilton Covered Annual Directory to be published and distributed during Spring 2023 in line with Terms & Conditions above.

Authorised By (Full Name): _____

Signature: _____

Date: _____