

**Want  
to know  
how to  
put your  
products  
and services  
in front  
of **28,000**  
prospective  
customers?**



# Monthly advertising options

Each of the options below can be booked on a monthly basis throughout the year.

## Website:

Our website has over 1,000 unique visitors a day. Link your website to ours with a rotating banner.

**Monthly advert - 380px wide by 56px high gif file: £250.**

## Phone App:

New for 2011/12 you can have your advert on our phone app! The Hallam Union App is compatible with iPhones, as well as other smart phones.

**Monthly advert - 640px wide by 960px high gif, png or jpeg file: £250.**

## Projectors and Plasma Screens:

Have your advert projected on the wall of our reception area and on our plasma screens.

**Monthly advert - 800px wide by 600px high jpeg file: £250.**

## Flyering:

All you need to do is supply us with your flyers and our dedicated team of promotional staff will distribute your flyers for you.

**Cost per 1000 flyers: £250.**

## Face to Face:

Meet your customers in person. We have opportunities for on-site promotion within the Union building throughout the year

**Daily rate: £250.**

## SHU Life:

SHU Life, Hallam Union's student-run magazine contains a variety of advertising options. With a print run of 1,000 copies it's free to students and is distributed across campus

**Full page (210mm x 297mm)**

**Back page: £600. Inside front: £500.**

**Inside pages: £400.**

**Centre Spread (420mm x 297mm) £800.**

**Half page (210mm x 148mm): £250.**

**Quarter page (105mm x 148mm): £150.**

## Poster Displays:

All poster boards are secure, permanent fixtures situated in high footfall areas.

**A3: £5 per poster per week.**

**A2: £10 per poster per week.**

**A1: £15 per poster per week.**

*\* PLEASE NOTE ALL QUOTED COSTS EXCLUDE VAT*

## how to book:

If you need any more information contact Sophie who will be happy to help. If you want to make a booking simply fill in the booking form and send it to the contact below.

Tel: **0114 225 4230**

email : **s.l.sturch@shu.ac.uk**

**Marketing Department, Hallam Union, The HUBS, Paternoster Row, Sheffield, S1 2QQ**  
**hallamunion.org**



# booking form

**Company name:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **Telephone:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Invoice Address: (if different)** \_\_\_\_\_

**Stall booking** Yes

**Do you require a power supply?** Yes  No

**Do you require Wi-Fi?** Yes  No

**SHU-Life ad:** Size \_\_\_\_\_ Month \_\_\_\_\_

**Web Banner:** Dates (monthly) \_\_\_\_\_ **Projector/Plasma:** Dates (monthly) \_\_\_\_\_

**Poster:** Size \_\_\_\_\_ Dates \_\_\_\_\_ **Flyers:** Quantity \_\_\_\_\_ Date \_\_\_\_\_

**Phone App:** Dates (monthly) \_\_\_\_\_

**Cost (EXCL VAT):**  
\_\_\_\_\_

I have read and understood the terms and conditions

**SIGNED:** \_\_\_\_\_

**PLEASE COMPLETE AND RETURN TO:**

Hallam Union, The HUBS, Paternoster Row, Sheffield, S1 2QQ t:0114 225 4820 / 4230

e:katie.johnson@shu.ac.uk or s.l.sturch@shu.ac.uk. w:www.hallamunion.org **WE'LL BE HAPPY TO HELP!!**

# terms & conditions

**1. General-**

As a Students' Union we may have policies that do not allow the advertisement or promotion of certain products, brands, services or companies.

1.1 Hallam Union reserves the right to refuse distribution of any material we believe to be unsuitable. Our decision will be final.

1.2 If you are unsure about your promotion or material then please send it to us for checking beforehand.

1.3 If you have not checked your promotion or material with us and we find it unsuitable for distribution no refund will be given.

1.4 You may only advertise the company/activity outlined on the booking form

**2. Adverts and Advertising:**

2.1 Hallam Union reserves the right to refuse unsuitable copy/artwork.

2.2 Advertisers will receive a free copy if requested.

2.3 It is the advertisers' responsibility that their product/brand/service or company is not in breach of the Trade Descriptions Act 1968 or any other subsequent act. Furthermore it is their responsibility that the information contained in the promotion is accurate and complies with the law. Hallam Union will not accept any responsibility for misleading or inaccurate information supplied.

2.4 Where appropriate, proofs will be supplied.

2.5 Corrections and/or changes must be confirmed in writing.

2.6 Hallam Union will not accept any responsibility for loss or damage resulting from error, late publication or non publication or failure of any course. (A refund may be possible depending on the circumstances but not guaranteed).

2.7 Artwork or material must be supplied to Hallam Union by the date required.

**3. Payment-**

3.1 50 per cent of the booking cost must be paid at the time of booking with all remaining payments being made before the activity or a credit application form must be completed.

3.2 All cheques are to be made payable to Sheffield Hallam Union

**4. Cancellations**

All cancellations must be made in writing to the Marketing Department at Hallam Union. Reasons need not be given.

4.1 Where cancellations are made 30 days (or less) prior the agreed promotional activity or publication 100% of the fee is chargeable.

4.2 Where cancellations are made 31 days or more prior to the agreed promotional activity of publication a full refund will be given provided that no expenditure has been made on our part regarding your campaign.

**5. Artwork-**

If you are supplying finished artwork please double check the format required.

**6. Liability-**

6.1 In the event for any reason Hallam Union shall cancel all or part of an event or publication or be unable to fulfil its obligations under the agreement the liability of Hallam Union will be limited to a refund of any payments made by the client.

6.2 Hallam Union cannot store any items/or be held responsible for any items left on site.

**7. Signatory-**

Where the signatory does not have the authority to make payment and signs the booking form then Hallam Union reserve the right to pursue the signatory themselves for outstanding monies.

**8. The Law-**

It is your responsibility to fully read the terms and conditions. Please contact us if you have any queries.

8.1 Your bookings are only complete upon the receipt of confirmation from Hallam Union. Completing the booking form therefore does not mean the booking is complete.