

MORE THAN 2.5 MILLION BROCHURE REQUESTS HAVE BEEN GENERATED OVER THE PAST 5 YEARS – THROUGH THE BROCHURE SERVICE COUPON AND WEBSITE ALONE – THAT'S NOT EVEN INCLUDING DIRECT RESPONSE.

**When you take part** – your company will be listed within the Radio Times, as well as on our website [www.radiotimesbrochures.com](http://www.radiotimesbrochures.com), enabling readers to request your brochure. The service is easy to use and complimentary, the only condition being that your literature must be free.

**Save time and money** – as we collate your brochure enquiries from readers and send you their names

and addresses, either on printed labels or via email to download directly to your database. You then send your brochure out to them.

**Monitor Effectiveness** – we monitor your advertisement response levels by individual insertion and provide you with daily updates to accompany your labels or email. We process brochure requests daily, in most instances a 24 hour turnaround from receipt of enquiry.

**Link your website to ours** – for a modest fee of £400 a year you can have a hyperlink from [www.radiotimes.com/classified](http://www.radiotimes.com/classified) that will provide customers with instant access to your website. Once they have ordered your brochure, they can click through to your site where you can update them with more information and latest offers.



CALL: +44 (0)20 8433 1000 TO ADVERTISE

#### COPY DEADLINES

**Issues 13th February 2006 to 5th December 2006:**  
15 days prior to publication date. **Travel Supplements 26th December 2006 to 6th February 2007:**  
6 weeks prior to publication date.

#### COPY INSTRUCTIONS

**Digital Files** – PDF files preferred, created using Acrobat Distiller 5.0 with the Pass4Press settings. These settings can be obtained from [www.ppa.co.uk](http://www.ppa.co.uk) and should be checked prior to sending to Radio Times. As a guideline the following should be taken into account:

- All images contained within the file must be high resolution (300dpi recommended).
- Files to be supplied as composite CMYK (no RGB or LAB).
- Fonts must be embedded and should not include any True Type or Multiple Master.

If PDF format is unavailable we will accept EPS and

TIFF files by prior arrangement only, by calling the Classified Production Co-ordinator on 020 8433 1000.

**When supplying files on disk** – use industry standard CD ROM or ZIP. Files should be named according to the following:

*Title:WeekClient* i.e. "RT:wk12:Hoseasons"

**ISDN or email** – by prior arrangement with the classified Production Co-ordinator.

**Customer approved contract proof** – output directly from the digital file must be supplied with all advertising material at 100% of final size.

**Amendments/key code changes** – should be re-supplied as complete advertisements.

**Brochure Directories** – supply a digital image and maximum 30 words of text, including a telephone number and a web address. This will then be set in house style.

**Typesetting** – free service available on request. Spot colour available on request.

**Address for copy** – Classified Production Co-ordinator, Radio Times, Classified Advertising Department, Room C100, 80 Wood Lane, London W12 0TT. Tel: 020 8433 1000

#### CANCELLATION

Cancellations can only be accepted if more than 8 weeks prior to publication date. You should notify us by phoning 020 8433 1000 and confirm in writing.

Confirmed adverts which are cancelled within this period will still be invoiced.

Confirmed adverts which are reduced in size within this period will be invoiced at the original rate.

#### SPOT COLOUR

This costs £70 a colour for adverts from 1/40th to 4/40ths. For 5/40ths upwards add 10% to the mono rate. call us for the colours available.

#### BBC WORLDWIDE LTD ("BBCW") ADVERTISING TERMS AND CONDITIONS ("CONDITIONS")

##### 1. Basis of Contract

- 1.1 In these Conditions the "Advertiser" shall mean either an advertising agency where an advertising agency is used or any person, partnership or company and/or its agent placing orders for an insertion of an advertisement in the publication provided or commissioned by BBC Worldwide Limited (the "Order"). Where an advertising agency is used the relationship between BBC Worldwide Ltd and the agency is that the Order is and shall be treated as issued by the Advertiser as a principal and there shall be no contract between the Advertiser's client and BBCW, nor shall the Advertiser's client be able to claim upon the contract of the agency with BBCW.
- 1.2 The placing of an Order will be subject to these Conditions to the exclusion of all other terms and conditions (including any terms and conditions which the Advertiser purports to apply to any quotation, Order acknowledgement or any other document issued by the Advertiser.

##### 2. Acceptance of the Advertisement and Booking Orders

- 2.1 Advertisements are accepted subject to the following conditions:
  - 2.1.1 Illustrations and other material provided by the Advertiser being in accordance with the standards and guidelines of BBCW and the BBC;
  - 2.1.2 Illustrations and other material provided by the Advertiser being in accordance with standards and guidelines of the BBCW publishing and advertising directors;
  - 2.1.3 Space being available in the publication; and
  - 2.1.4 Subject to the status of the Advertiser itself.
- 2.2 Advertisements must not contain any reference to BBCW, the BBC or any of their associated companies, products, brands or logos which is, in the sole opinion of BBCW, likely to imply that BBCW or the BBC are sponsoring, endorsing or in any way connected with the Advertiser or the proprietors of other material contained in the advertisement.
- 2.3 BBCW reserves the right to refuse advertisements that in the

sole opinion of BBCW are similar in any way to the editorial style of any BBCW produced or BBCW licensed publication.

- 2.4 BBCW has at its absolute discretion the right to omit, suspend or change the position of any advertisement accepted for insertion and the right to make any alteration it considers necessary or desirable in an advertisement, including repeating the most appropriate copy if necessary, or to require copy to be amended to meet its approval.
- 2.5 Any bookings made verbally by the Advertiser shall be conditional upon and subject to acceptance by the BBCW pursuant to the conditions set out in this Agreement.
3. **Content of Advertisements and Advertiser's Warranties**
  - 3.1 The Advertiser warrants it has the full power and authority to enter into and perform the terms of these Conditions and has not entered into any arrangement which in any way conflicts with these Conditions or inhibits restricts or impairs its ability to perform its obligations under these Conditions.

- 3.2 The Advertiser warrants that the placing of an Order for the insertion of an advertisement in any BBCW publication will:
- 3.2.1 Comply with the Trade Description Act 1968 and 1972 (including any statutory reenactment or modification thereof), The Financial Services Act 1986 and any other relevant legislation;
- 3.2.2 Not contain any material that shall infringe any copyright, right of trademark, right of privacy, right of publicity or personality or any other right of any other nature of any person, or be obscene or libellous or blasphemous or defamatory, and that the advertisements do not incorporate any third party source material, or otherwise legally actionable under any civil or criminal laws in force in any legal jurisdiction or which might bring BBCW into disrepute;
- 3.2.3 be legal, decent honest and truthful so as to comply with the British Code of Advertising practice (for the time being in force) consumer protection legislation and other codes under the general supervision of the Advertising Standards Authority;
- 3.2.4 be no claims, demands, liens, encumbrances or rights of any kind in the advertisements resulting from any act or omission of the Advertiser, which can or will impair or interfere with the rights of BBCW, and that nothing contained in the advertisements, nor any use of it, will violate any right of any third party; and
- 3.2.5 comply with the relevant parts of the then current BBC Commercial Policy Guidelines which are available on request.
- 3.3 Where BBCW provides a reader reply service for the benefit of its readers, it shall not be under any obligation to pass such enquiries onto the Advertiser.
- 3.4 Where the Advertiser participates in BBCW's reader reply brochure service, BBCW shall not be responsible for any cost incurred by the Advertiser as a result of increased demand for its publicity materials, and accepts no liability for postal delays, loss of or damage to address labels in transit.
- 3.5 Where the advertiser participates in BBCW's Reader Reply Brochure Service (magazine or online), BBCW shall from time to time at its discretion, pass on to the Advertiser personal data obtained from that service. The Advertiser undertakes that it will comply with all relevant data protection legislation, including but not limited to the Data Protection Act 1988 when dealing with any such personal data, and will observe any restrictions regarding such personal data passed on to the Advertiser by BBCW.
- 4. Payments**
- 4.1 Unless payment is to be made in advance, accounts shall be paid no later than the fifteenth date of the month following the invoice date. The existence of a query on any individual item in an account shall not affect the due date of payment of the balance of the account.
- 4.2 PPA registered agencies will pay BBCW on the 28th of the month following the publication cover date.
- 4.3 BBCW reserves the right to charge interest on any monies due which shall be in arrears and unpaid. Such interest will be calculated upon the amount owing at a rate equivalent to 4% per annum above the base rate of HSBC Plc in the United Kingdom for the time being in force.
- 4.4 Payments that are made in advance must be received by BBCW two weeks before copy deadline for the issue in question.
- 4.5 Any queries or disputed relating to any invoice issued by BBCW must be raised by the Advertiser within 6 weeks of receipt otherwise the invoice will be deemed accepted.
- 4.6 All gross advertising rates are subject to a 0.1% Advertising Standards Board of Finance surcharge, payable by Advertisers. When Orders are placed by advertising agents the agency will be responsible for collecting and paying these surcharges. Where direct advertising is placed BBCW will collect the surcharge and pass it on to the Advertising Standards Board Of Finance.
- 4.7 Advertisement rates are subject to increase at any time without notice to the Advertiser. Advertisers have the option to cancel without surcharge or continue at the revised rates.
- 4.8 Where the Advertiser has undertaken to supply material for the advertisement/insert and such material has been accepted by the BBCW, we reserve the right to charge the full rate agreed for the advertisement/insert if such material fails to arrive at the agreed time, place or in suitable condition for insertion and in the case of advertisements to repeat the most appropriate copy. Copy must be supplied without application from BBCW.
- 4.9 BBCW reserves the right to request mail order advertisers to complete an "Advertisers undertaking" this is available on request from BBCW. Further, BBCW have the right to request a credit search on the Advertiser (this will be a search on the Advertiser's business whether the business be a company, sole trader or partnership) in order to determine whether to continue with the Advertiser's Order.
- 4.10 Charges will be made to the Advertiser where the printers are involved in extra production work owing to acts or defaults of the Advertiser.
- 5. Liability and Indemnity**
- 5.1 BBCW will not be liable for any loss or damage direct or consequential, occasioned by error in the insertion of or omission to insert any advertisement, or for late or early publication of an advertisement, and/or the magazine or failure to perform any other obligation whether occasioned by negligence, or otherwise save in cases occasioned by the direct negligent act of BBCW in which case compensation may be negotiated up to a maximum of the cost of the space booked and paid by the Advertiser.
- 5.2 The Advertiser shall indemnify BBCW against any claim, cost, loss, damage, and/or expense that BBCW may incur as a direct or indirect consequence of BBCW publishing the advertisement in accordance with the copy instructions supplied by the Advertiser. In any case where a claim is made against BBCW and where an Advertiser may ultimately be liable under the terms hereof, notice in writing shall be given to the Advertiser in order that consultation shall take place before any expense is incurred or the claim settled, defended or otherwise disposed of to the Advertiser's detriment.
- 5.3 BBCW will not be liable for any damage or loss of any material supplied for the purposes of an advertisement caused by negligence or otherwise.
- 5.4 BBCW will not be liable for any loss or damage direct or consequential, occasioned by error in the positioning of or omission to publish any Advertisement or for late publication of an Advertisement or failure to perform any other obligation whether occasioned by negligence or otherwise.
- 5.5 BBC Worldwide Ltd will not accept any responsibility for loss of circulation or ineffectiveness of any advertisement owing to circumstances beyond its direct control.
- 5.6 Any matter of complaint arising out of the publication of an advertisement must be raised in writing with BBCW.
- 6. Cancellation**
- 6.1 All cancellations of Orders must be in writing in accordance with clause 8.5 below. BBCW will not be bound by notice of stop orders, cancellations or transfers of advertisements received less than eight weeks Radio Times or other weekly publications or twelve weeks for BBC monthly publications before the date of insertion.
- 6.2 If an Advertiser cancels the balance of a contract (except in the circumstances set out in clause 4.7) they relinquish any right to any series discount to which they were previously entitled and those advertisements received less than eight weeks before the date of insertion.
- 7. Termination**
- 7.1 BBCW shall have the right to terminate these Conditions upon the giving of written notice to the Advertiser in the event of any of the following events:
- 7.1.1 If the Advertiser commits any material breach of its obligations under these Conditions which, in the case of a breach capable of remedy, is not remedied within 10 days of service of a notice specifying the breach and requiring it to be remedied;
- 7.1.2 If the Advertiser holds any meeting with or proposes to enter into or has proposed to it any arrangement or composition with its creditors (including any voluntary arrangements as described in the Insolvency Act 1986); has a receiver, administrator, or other encumbrancer take possession of or appointed over or has any distress, execution or other process levied or enforced (and not discharged within 7 days) upon the whole or substantially all of its assets; ceases or threatens to cease to the meaning of Section 123 of the Insolvency Act 1986;
- 7.1.3 If the Advertiser undergoes a change of Control and for the purposes of this Clause 8.1.3 "Control" has the meaning specified in Section 416 of the Income and Corporation Taxes Act 1988.
- 7.2 Termination of these Conditions for whatever cause shall not cancel any indebtedness of the Advertiser to BBCW under these Conditions and shall be without prejudice to any rights of BBCW accrued before termination.
- 8. General**
- 8.1 These Conditions set out the entire agreement and understanding between the Advertiser and BBCW in connection with the sale of advertisements to BBCW and shall supersede and replace all documentation previously issued by the Advertiser purporting to set its terms and conditions of the sale of the advertisements.
- 8.2 If at any time one or more of the clauses of the Conditions is held to be or becomes void or otherwise unenforceable for any reason under applicable law, the same shall be deemed omitted from the Conditions and the validity and/or enforceability of the remaining provisions of the Conditions shall not be affected or impaired as a result of that omission.
- 8.3 Neither party is appointed nor authorised to act as the legal agent of the other and, sure as expressly set out in these Conditions neither shall make any commitments or representations on behalf of the other. Neither party is the partner of the other and no partnership is created by these Conditions.
- 8.4 BBCW shall be entitled to assign or license the whole or any part of its rights under these Conditions to the BBC or any BBC, BBCW or BBC subsidiary and in such event all of the representations, warranties and undertakings on the part of the Advertiser contained in these Conditions shall inure for the benefit of the BBC or any BBC, BBCW or BBCW subsidiary and, if the BBC or such subsidiary undertakes direct with the Advertiser to comply with the obligations of BBCW to the Advertiser (but not otherwise), then with effect from the date of such undertaking, BBCW shall have no further liability to the Advertiser.
- 8.5 Any notice given under these Conditions must be in writing and sent by registered post or sent by facsimile transmission to The Credit Manager – see address below (8.5.1) with a copy sent to the Advertising Manager – Room C100, BBC Worldwide Ltd, 80 Wood Lane, London, W12 0TT. Notices shall be deemed received at the expiration of 3 business days if delivered by registered post or at 10 hours am local time of the recipient on the next business day following dispatch is sent by facsimile. To prove service of any notice it shall be sufficient to show in the case of a notice served by post that the same was duly addressed prepaid and posted in the manner set out above. In the case of a notice given by facsimile transmission, it shall be sufficient to show that it was dispatched in a legible and complete form to the correct telephone number without any error message provided that a confirmation copy of the transmission is sent to the recipient by post in the manner set out above. Failure to send a confirmation copy will invalidate the service of any facsimile transmission.
- 8.5.1 Advertisers must inform BBCW within 5 working days of any change in address of their place of business and/or a change of address in their advertising clients. Notice of such changes to be sent to: The Credit Manager, Room BG10, BBC Worldwide Ltd., 80 Wood Lane, London, W12 0TT.
- 8.6 The Advertiser may not set off any claims against any monies payable to BBCW under these Conditions unless agreed beforehand in writing with BBCW.
- 8.7 Any variation to these Conditions must be in writing and agreed by the parties.
- 8.8 No failure or delay by any party in exercising its rights under these Conditions will operate as a waiver of that right nor will any single or particular exercise by either party of any right procedure any further exercise of any other right.
- 8.9 These Conditions and any dispute or claim arising out of or in connection with it shall be governed by and be construed in all respects in accordance with English law. All disputes or claims arising out of or relating to these Conditions shall be subject to the exclusive jurisdiction of the English courts to which the parties irrevocably submit.