

Booking, payment & material deadline

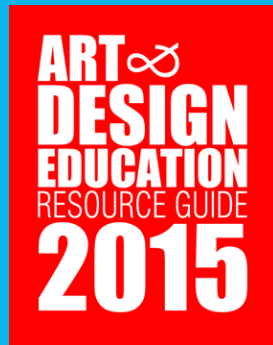
19 December 2014

(no extensions)

**WHAT TO STUDY
WHERE TO STUDY**

Call for Entries

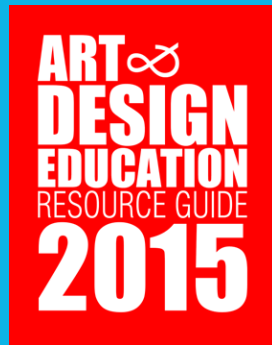
August 2014



Simple booking procedure

In order to make it as easy as possible for you to reserve your graduate showcase colour pages in ADERG 2015, we will issue pro forma invoices in early October to those institutions that have booked pages in the past couple of years. These invoices will contain all of your contact details.

The details regarding subjects to be listed on colour pages will be dealt with as we compile the artwork for the print edition. However, all institutions should adhere to our guidelines regarding limitations on the number of subject groups that can share a page. In this regard, the Publisher's decision is final.



Only one deadline for 2015

Booking, payment and material deadline

Friday 19 December 2014

On-time payment discount applies. Payments made after this date will not qualify for the on-time payment discount and will incur the late fee (+10%).

Bookings not paid for by 31 January 2015 may be cancelled.

As a guide, it is best to place bookings before the end of October, collect material during November, leaving sufficient time for your accounts departments to achieve on-time payment (and get the discount).

There are no late booking, payment or material deadlines for ADERG 2015.

DGi Media does not issue monthly statements, nor do we have the facilities to chase payments. The terms are for payment in advance to secure your booking.

**All institutions should complete:
 Booking form pages 1 and 2.**

**Institutions placing bookings through an agent
 should also complete Booking form page 4.**

Insert number of pages

Please reserve me

pages in ADERG 2015 at \$2,970.00 (\$2,700 with discount) plus gst each.

Check box

Free directory entry only

I will register for a free directory entry only.

Note: Bookings will be invoiced at \$3,267.00 (inc. gst) per page to include the late payment fee and gst. Payment by the 19 December 2014 qualifies institutions to a discount that returns the amount to \$2,970.00 inc. gst per page, i.e. \$2,700.00 plus gst.

Contact details

Name

Title

Faculty/School/Department

Institution

Campus

Address

Telephone

Facsimile

Email

I have read and agree to the Terms & Conditions (must be checked).

Signature

Terms & Conditions
 Bookings are subject to the Terms & Conditions (see following pages).

Schedule

Entries open:
 4 August 2014

Booking deadline:
 19 December 2014

Payment deadline:
 19 December 2014

Material deadline:
 19 December 2014

Publication:
 Mid-July 2015

ADERG 2015 will be distributed free to all Australian secondary schools that include Year 12. It will be on retail sale for at least six months and is available at the DG Online Store while stocks last.

The Art & Design Education Resource Guide is published annually by DG International Media Pty Ltd
 ABN 93 088 896 155

**Art & Design Education
 Resource Guide**

PO Box 10
 Ferny Creek
 Victoria 3786 Australia
 Telephone: +61 3 9755 3055
 Facsimile: +61 3 9755 1155
 www.dgdesignnetwork.com.au

Contact

Colin Wood
 cwood@dgdesignnetwork.com.au

Please indicate which subject groups you wish to book colour pages for, and which will be included only in the Directory.

How many pages?

The basic rule is that you book one colour page per subject group, As a concession to smaller colleges, two related groups may share a page.

Eligible pairings for smaller colleges and courses are shown on the next page.

Subject groups	Book Colour Pages	Directory Entry Only
Visual Communication	<input type="checkbox"/>	<input type="checkbox"/>
Digital Media	<input type="checkbox"/>	<input type="checkbox"/>
Information Technology	<input type="checkbox"/>	<input type="checkbox"/>
Photography	<input type="checkbox"/>	<input type="checkbox"/>
Design & Colour	<input type="checkbox"/>	<input type="checkbox"/>
Built Environment	<input type="checkbox"/>	<input type="checkbox"/>
Industrial Design	<input type="checkbox"/>	<input type="checkbox"/>
Arts	<input type="checkbox"/>	<input type="checkbox"/>
Metalsmithing	<input type="checkbox"/>	<input type="checkbox"/>
Fashion & Textiles	<input type="checkbox"/>	<input type="checkbox"/>
NEW > Hair & Beauty	<input type="checkbox"/>	<input type="checkbox"/>
Film/Television/Audio	<input type="checkbox"/>	<input type="checkbox"/>
Performing Arts	<input type="checkbox"/>	<input type="checkbox"/>
Display & Events	<input type="checkbox"/>	<input type="checkbox"/>
Media & Communication	<input type="checkbox"/>	<input type="checkbox"/>
Museums & Cultural Heritage	<input type="checkbox"/>	<input type="checkbox"/>
Administration/Education	<input type="checkbox"/>	<input type="checkbox"/>

Fairness please

Please note that we try to offer a level playing field for all institutions, but this is very difficult given that Universities and TAFE Colleges with large numbers of students have greater resources than smaller private colleges.

We have only one price for colour pages and expect larger institutions to book one page per subject group while smaller colleges will be allowed to pair certain groups.

Please respect the guidelines so that as many institutions as possible can showcase their graduates' work. Our research shows that students are drawn to the pictures, while the careers advisers value the directory information.

Eligible pairings

VisComm & Digital Media
Digital Media & Information Technology
VisComm & Photography
Built Environment & Industrial Design
Arts & Metalsmithing
Film/Television/Audio & Performing Arts

Other pairings may be considered, but these must match guidelines for subject pairings set by the Publisher.

Bookings through an advertising agency

If an institution chooses to have a third party such as an advertising agency place bookings on its behalf, it is necessary for the institution to assume responsibility for the payment, **including observance of the payment amount, the payment schedule and the payment deadline**. If the third party fails to pay, or fails to pay within the terms and conditions, the institution must undertake to make the payment or the balance of the payment within thirty (30) days of the payment deadline. Any late fees and/or interest that are incurred, but not paid, by a nominated third party (including an advertising agency) will become the responsibility of the institution.

Declaration

Name of institution

authorises (third party)

.....

.....

.....

to place bookings for ADERG 2015 on our behalf

This institution accepts responsibility for all payments due to DGi Media for the Art & Design Education Resource Guide 2015 in relation to bookings placed on its behalf.

Authorised officer:

Name

Title

Signature

Date

Phone

Email

- > **There are no late deadlines for booking, payment or material. The only deadline is Friday 19 December.**
- > **We prefer that you do not use an advertising agency to place your booking. But, if you must use an agency, please ensure that they are aware of the payment deadline as late payments will not be accepted. Also, there are some agencies that we will not accept bookings from as they have repeatedly caused us problems in the past.**
- > **We prefer material to be sent on a disc. If you absolutely must use an FTP transfer service, please send all of your material in one folder (yes, a folder; not loose items). And please send only ONE folder with everything in it.**

Page rate per Program/Course (per page)

The base page rate is AUD \$2,700 plus gst (\$2,970.00 inc. gst) when paid by **19 December 2014**.

Invoicing

Bookings will be invoiced at \$3,267.00 (inc. gst) per page to include the late payment fee and gst. Payment by the 19 December 2014 qualifies institutions to a discount that returns the amount to \$2,970.00 inc. gst per page, i.e. \$2,700.00 plus gst.

Groups of Subjects

Each Group of Subjects is regarded as one Program/Course, and therefore one 'entry' (one colour page) in the Guide. Custom Groups, containing your own combination of Subject Groups, will be considered as long as they are related subjects and offered in the same Faculty/School/Department *at the same campus*. Custom groups are granted at the Publisher's discretion and are intended for use by smaller colleges only.

Approval for the inclusion of subject groups on an individual page is not automatic. Applications must be submitted to the Publisher and approved before they can proceed.

Campuses

There are limitations on the number of campuses that can be listed on colour pages.

Pre-payment required to confirm bookings

It is a condition of entry that pre-payment (received by the Publisher) is required to confirm bookings. Payment to an agent or other third party is not deemed to be payment to the Publisher.

If payment is not received by the payment deadline, or at another time as specified by the Publisher, the booking may be deemed not to be confirmed, and the Publisher will be under no obligation to continue with the booking.

If an institution is paid to a third party (such as an agency), but not received by the Publisher by the payment deadline, then the late payment fee will be payable.

Advertising agents

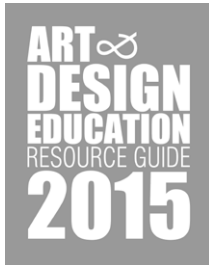
The 'paid for' pages are not 'advertisements' per se. For almost all bookings, we deal with the institutions directly. There is no provision in the pricing structure to accommodate agency commission nor to automatically conform to agency payment schedules.

Payments can be made 45 days from date of invoice as long as the payment reaches DGi Media before the payment deadline.

Those institutions that use advertising agencies should make their own arrangements to pay a service fee to their agents. Also, advertising agents must abide by the pre-payment condition to confirm bookings. Agreeing to these terms and conditions extends the obligation to your agents to abide by the terms and conditions.

If the institution pays an agent or other third party, but payment is not received by the Publisher by the payment deadline, the booking may be deemed to not be confirmed, and the Publisher will be under no obligation to continue with the booking.

It is the responsibility of the Client (the institution) to ensure that payment is made by the Client's agent or other third party in accordance with these Terms and Conditions.



Terms & Conditions 2

Direct deposit

Payment by direct deposit is preferred.
Please remember to send a remittance advice by email or fax.

Account: DG International Media Pty Ltd
BSB: 013-457
Account: 490855887

Please send remittance advice to:

Mail DG International Media
PO Box 10
Ferry Creek
Victoria 3786
Fax 03 9755 1155
Email cwood@dgdesignnetwork.com.au

Please do not send remittance advices to any other email address.

Credit cards

Payments by Visa or Mastercard credit cards are subject to a service fee of 2.0%.

What does payment cover?

Institutions pay solely for inclusion in the print edition, and publication of the print edition completes the obligation of the publisher.

All related promotional activity that may include, but is not limited to, advertising, newsletters, direct mail, online editions, smart phone or tablet apps may be provided as free bonus items. The specifications or timing of any bonus items are subject to change without notice and are provided at the sole discretion of the publisher.

No late material deadline

Please note that the deadline for bookings, payments and material is 19 December 2014.

There are no late deadlines.

If material is not received by the material deadline, bookings may be cancelled or modified at the discretion of the publisher.

Cancellations and refunds

In the event of a cancellation, the publisher will charge or retain \$500 (inc. gst) per page booked.