



Booking
Deadline:
Friday 7
February 2020

Conference Guide Advert Booking Form

Venue/Service Provider Details (to be published)

Name

Prices

Booking your advertisement - Please tick box as appropriate.

Half page	139mm x 98mm 60 words + 2 images	Member £445 + VAT	Non-member £667.50 + VAT
Full page	139mm x 200mm 150 words + logo + 2 images	Member £695 + VAT	Non-member £1042.50 + VAT
Double page	139mm x 200mm x 2 200 words + logo + 4 images	Member £1375 + VAT	Non-member £2062.50 + VAT

Advert Design

Send your advertisement copy, images and logos for this guide to eleonor.bryson@makeityork.com or send to **Make It York, 1 Museum Street, York, YO1 7DT.**

Please ensure all images are high resolution (300dpi and around 2MB in size).
Please do not exceed the word count, or include bullet points - extra copy will be trimmed.

Repeat copy as in
current guide

Repeat image as in
current guide

Repeat logo as in
current guide
(full page only)

Copy

- Please send your copy as a Word document

- For full page adverts, please include 10-15 words as a headline to describe the key selling points of your venue/service

Payment

Full payment required by 31 March by cash, cheque, BACS or debit/credit card. Corporate companies may submit a purchase order number.

Account number: 10367689 | Sort code: 09-02-22 | Cheques should be made payable to Make It York.

If you are a registered charity and are claiming VAT exemption on this advertisement, please provide your charity number in the space provided:

Signature

I have read and agree to the terms and conditions listed.

Signed:

Print name:

Date:

Please find cheque enclosed for:

P/O number:

Address:

Postcode:

Return this completed form, the separate facilities information form, plus images and new copy, by **7 Friday February 2020** to eleanor.bryson@makeityork.com or send to **Make It York, 1 Museum Street, York, YO1 7DT.**

Terms and conditions:

1. The guide is published by Visit York, the tourism brand of Make It York Ltd. 2. It is the responsibility of the advertiser to ensure that advertisements are of good quality and that final proofs are checked for accuracy. 3. Make It York reserves the right to discuss and edit advertising copy and images. 4. Make It York cannot guarantee requests for special positions though every effort will be made to respond to such requests. 5. Full payment for the advertisement is due at the time the final proof is signed off. 6. Any images supplied must be reflective of the facilities generally available and must not be misleading. 7. Coupons are discouraged in advertisements and can only be included with the permission of Make It York. 8. A basic artwork service is provided by Make It York. Extra charges may apply for significant, additional work. 9. Booking and artwork deadlines must be adhered to. 10. Make It York does not accept any liability for the consequences of any mistakes in the guide beyond the cost of the advertisement. **11. The reduced member rate is only applicable to those advertisers whose membership is current and is renewed in April 2020. Failure to renew will incur an additional advertising charge thereby bringing the overall cost to the full non-member rate.**

Conference Guide

Venue/ Service Provider Facilities Information

This form provides details of the facilities and services you offer for delegates.
It should be completed and returned along with your booking form.

Facilities (Please indicate number/tick)

Total bedrooms

Car parking (yes or no)

No. of parking spaces

Tick if parking charges apply

Miles from York city centre
(if applicable)

Number of meeting rooms

Max. Capacities

Theatre

Reception

Cabaret style

Boardroom

Banqueting

Largest space (given in m²)

Meeting Room Facilities

In-house AV

Wi-Fi (yes or no)

Air conditioning

Induction loop

Category

Star Rating

Hotel

Small hotel

Country house hotel

Townhouse hotel

Other (please state)

Inspected by AA

Quality in Tourism

Number of AA Rosettes

Green Tourism Awards

Access Guide

Accessible toilets

Ramp/lift

Number of fully accessible bedrooms

Number of partially accessible bedrooms

Leisure Facilities

Indoor pool

Spa

Sauna

Driving
Range

Golf
course

Treatment
rooms

Gym

Solarium

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