

# CATHEDRAL COMMUNICATIONS LIMITED

## Terms and Conditions for Advertising – Full Version

### Applying to advertising in any of 'The Publications', including:

The Building Conservation Directory • Historic Churches • Historic Gardens  
The Institute for Archaeologists Yearbook • The Archaeologist  
The Institute of Historic Building Conservation Yearbook  
Context • [www.buildingconservation.com](http://www.buildingconservation.com)

*In these conditions the terms 'ADVERTISER' means the party who books the space and is responsible for payment. The 'PUBLISHER' means Cathedral Communications Limited.*

All advertisement orders are subject to acceptance in writing by the PUBLISHER and are subject to the following conditions:

### Orders

1. The PUBLISHER reserves the right to refuse the insertion of any literature or artwork which in his opinion is not in the best interests of The Publications at his absolute discretion and without explanation. Orders will only be accepted subject to credit worthiness.
2. The ADVERTISER warrants that his advertisements comply with the British Code of Advertising Practice and do not contravene any of the provisions of the Trade Descriptions Act 1968 or the Control of Misleading Advertisements Regulations 1988.
3. The PUBLISHER will not be liable for any loss or damage consequential to or otherwise occasioned by error, late publication or the failure of an advertisement to appear from any cause whatsoever.
4. The ADVERTISER will indemnify the PUBLISHER against any damage and/or loss and/or expense which the PUBLISHER may incur as a direct or indirect consequence of the ADVERTISER's announcement.
5. The PUBLISHER cannot accept stop-orders or cancellations because of the complexity of producing The Publications.
6. If after repeated requests copy is not supplied by the final copy date the ADVERTISER will be liable to a charge of 33.3 per cent of the order value to cover the PUBLISHER's sales commission and administration costs.

### Copy: Proofing: Vouchers

7. The charge for reproducing advertising literature and photographic images is from print-ready digital artwork which conforms to the format agreed with the PUBLISHER in advance and which must be suitable for and compatible with the PUBLISHER's print process. The PUBLISHER cannot accept responsibility for changes in copy unless these are confirmed in writing and in time for the changes to be made prior to publishing. The PUBLISHER reserves the right to charge for any additional expenses involved in such changes.
8. The PUBLISHER will ensure that the reproduction of the ADVERTISER's artwork to the agreed size will be of the best quality technology allows. However, exact colour reproduction may not be possible in all instances.
9. The PUBLISHER reserves the right to decide the method of indexing the sectional classification of filed information, the divisions of sections and volumes and the style of binding.
10. Indexing is provided as an additional free service and is carried out as thoroughly as possible. It does not form part of the contract and the PUBLISHER cannot be held responsible for any errors or omissions.
11. Copy must conform to the PUBLISHER's requirements and any additional work involved may be charged for.
12. Provided copy is received by the stipulated copy date, the PUBLISHER will provide black & white proofs if it is practicable to do so.
13. One voucher copy will be sent to the ADVERTISER for each display advertisement published.
14. The PUBLISHER reserves the right to destroy all artwork and other materials which have been in his or his printer's custody for six months from the last date of use.
15. Conditions which are contained in order forms other than those of the PUBLISHER and which do not conform to, or are in addition to the PUBLISHER's conditions, will not be recognised as binding. Special conditions must be subject to mutual agreement.
16. The placing of an order will be deemed an acceptance of all the above conditions and shall be an express term of any contract.

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