

Terms & Conditions

Northland Tourism
Marketing Made Easy 2020-2021

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BIG FISH CREATIVE LTD: PAYMENT TERMS

- Any i-SITE Display Product booking or publication advertising agreement is made between Big Fish Creative Ltd (bigfish) and the party who made the booking (the 'Advertiser')
- By entering into this advertising Agreement, you agree that all accounts will be paid by the due date stated on the invoice or agreed dates if paying by Automatic Payment over a three month period
- A tax invoice will be sent by email to the Advertiser following the acceptance of an advertising booking
- Accounts being paid by Automatic Payment must be paid in full within 3 months following the invoice date
- Account for payments:
Big Fish Creative 02-0492-0141888-00
- Trading Name and invoice number are required on all payments
- All accounts not fully paid by the due date or agreed date will incur a 10% late payment penalty fee after the first month overdue
- Any costs including debt collection agency costs and/or legal costs relating to the collection of unpaid debts shall be payable by the Advertiser



Moureeces Bay, Whananaki - Photo by Doug Pearson

- If the Agreement is made with the trustee of a Trust, you accept personal liability for all obligations and liabilities under this Agreement
- Where the Advertiser is a limited liability company, the directors of that company at the time of the advertising Agreement are responsible for all obligations and liabilities under this Agreement
- If the Advertiser has a change of ownership the Advertiser must notify bigfish in writing and agrees that full payment for all outstanding accounts will be made prior to the settlement date for change in ownership or sale of the business, unless otherwise agreed in writing by both parties
- Cancellations for print advertising cannot be accepted after the booking deadline for that publication and will be charged in full
- Cancellations for any display product booked for the term of the Agreement with the Far North District Council owned i-SITES will not be refunded in part or in full

NorthlandInc
Growing Northland's Economy
Kia tupu ai te Ohanga o Te Tai Tokerau


Whangarei
District Council


Far North
District Council
Te Kōwhiri o Tai Tokerau ki te Raki

 **i-SITE**

 Visitor
Information

 **bigfish**

SPECIFICATIONS, TERMS & CONDITIONS

Northland and Bay of Islands Visitor Guide 2020-2021

Booking Deadline: Friday 23 October 2020

IMPORTANT

Template style 1/16 and 1/8 page listings will be designed by bigfish in the Northland and Bay of Islands Visitor Guide style. All advertisements 1/4 page or larger must be custom designed or supplied print ready.

A) TEMPLATE STYLE ADVERTISEMENTS

Content Deadline: 23 October 2020

Content Requirements via email:

- 1/16 Page: 1 x image, 1 x logo, 40 word description, contact details: address, phone, email, website
- 1/8 Page: 1x portrait image OR 2 landscape images
- 1 x logo, Qualmark logo, 70 word description, contact details: address, phone, email, website
- Images and logos must not be embedded in a Word document or in the body of an email but should be supplied as attachments in high resolution (300dpi) tiff or jpeg files

B) PRINT READY ADVERTISEMENTS

Material Deadline: 28 October 2020

Advertisements should be supplied as:

- Print ready high-res pdf files
- CMYK colours (no spot colours) and all fonts converted to outlines
- 1/16 Page Advert: 93 x 18mm (w x h)
- 1/8 Page Advert: 93 x 39mm (w x h)
- 1/4 Page Advert: 93 x 81mm (w x h)
- 1/2 Page Advert: 93 x 165mm (w x h)
- Full Page Advert: 189x165mm (w x h)
- Back Cover: 200x190mm (w x h) plus 5mm bleed

Bigfish can custom design your advertisement if required:

- 1/8 or 1/4 Page custom design \$120+GST
- 1/2 Page or Full Page custom design \$180+GST

To ensure a high quality production, bigfish reserves the right to decline any substandard material. It is the advertiser's responsibility to ensure they hold the appropriate permissions to use the images submitted. The advertiser warrants that the material is accurate in all detail and does not breach any copyright, trademark or Fair Trading Act provision. Advertisers cannot request placement in the publication, as area and product type dictate placement of adverts. bigfish reserves the right to final control over the design and layout of advertisements and may change the publication format from time to time.

LATE PAYMENT

- Accounts must be paid by the due date or agreed date
- All accounts not fully paid by the due date or agreed date will incur a 10% late payment penalty fee
- Any costs including debt collection agency costs and or legal costs relating to the collection of unpaid debts shall be payable by the Advertiser

COLLECTIVE ADVERTS

Where a group of advertisers wish to purchase shared space in the Northland and Bay of Islands Visitor Guide, they must nominate a coordinator to be responsible for collating and supplying all advertising material and for collecting monies and making payment on their behalf. bigfish will take no responsibility for the collection of monies from parties involved in collective adverts. Overdue material will be referred to the coordinator for follow up.

INCOMPLETE PURCHASES AND CANCELLATIONS

Cancellations cannot be accepted after the booking deadline 23 October 2020. Advertising material not submitted by the due date may result in the withdrawal of the space allocation. Missing the deadline does not constitute a cancellation, and full payment will be charged.

ADVERTISING PROOFS

A maximum of two proofs will be sent to the advertiser for approval prior to publication. **Thereafter a charge of \$40 per proof will apply.** It is the advertiser's responsibility to proof all content submitted. Proofs not returned to bigfish by the specified date will be deemed to be approved by the advertiser. Non-return of the proof does not constitute a cancellation and full payment will be charged.

RIGHT OF REFUSAL

bigfish reserves the right to decline or amend advertising for any reason. From time to time, bigfish may limit the number of space allocations of any type or class of advertisement to ensure that page numbers stay within the printing requirements. Prime positions such as the back cover are booked on a first in first served basis.

NorthlandInc

Growing Northland's Economy
Kia tupu ai te ōhanga o Te Tai Tokerau

SPECIFICATIONS, TERMS & CONDITIONS

Whangarei Visitor Guide 2020-2021

Booking Deadline: 19 October 2020

IMPORTANT

Template style 1/16 and 1/8 page advertisements will be designed by bigfish in the Whangarei Visitor Guide style. All advertisements 1/4 page or larger must be custom designed or supplied print ready.

A) TEMPLATE STYLE ADVERTISEMENTS

Content Deadline: 21 October 2020

Content Requirements via email:

- 1/16 Page: 1 x image, 1 x logo, 40 word description, contact details: address, phone, email, website
- 1/8 Page: 1x portrait image OR 2 landscape images, 1 x logo, Qualmark logo, 70 word description, contact details: address, phone, email, website
- Images and logos must not be embedded in a Word document or in the body of an email but should be supplied as attachments in high resolution (300dpi) tiff or jpeg files

B) PRINT READY ADVERTISEMENTS

Material Deadline: 23 October 2020

Advertisements should be supplied as:

- Print ready high-res pdf files
- CMYK colours (no spot colours) and all fonts converted to outlines
- 1/16 Page Advert: 93 x 18mm (w x h)
- 1/8 Page Advert: 93 x 39mm (w x h)
- 1/4 Page Advert: 93 x 81mm (w x h)
- 1/2 Page Advert: 93 x 165mm (w x h)
- Full Page Advert: 189x165mm (w x h)
- Back Cover: 200x190mm (w x h) plus 5mm bleed

Big Fish can custom design your advertisement if required:

- 1/8 or 1/4 Page custom design \$120+GST
- 1/2 Page or Full Page custom design \$180+GST

To ensure a high quality production, bigfish reserves the right to decline any substandard material. It is the advertiser's responsibility to ensure they hold the appropriate permissions to use the images submitted. The advertiser warrants that the material is accurate in all detail and does not breach any copyright, trademark or Fair Trading Act provision. Advertisers cannot request placement in the publication, as area and product type dictate placement of adverts. bigfish reserves the right to final control over the design and layout of advertisements and may change the publication format from time to time.

LATE PAYMENT

- Accounts must be paid by the due date or agreed date
- All accounts not fully paid by the due date or agreed date will incur a 10% late payment penalty fee
- Any costs including debt collection agency costs and or legal costs relating to the collection of unpaid debts shall be payable by the Advertiser

COLLECTIVE ADVERTS

Where a group of advertisers wish to purchase shared space in the Whangarei Visitor Guide, they must nominate a coordinator to be responsible for collating and supplying all advertising material and for collecting monies and making payment on their behalf. bigfish will take no responsibility for the collection of monies from parties involved in collective adverts. Overdue material will be referred to the coordinator for follow up.

INCOMPLETE PURCHASES AND CANCELLATIONS

Cancellations cannot be accepted after the booking deadline 15 September 2020. Advertising material not submitted by the due date may result in the withdrawal of the space allocation. Missing the deadline does not constitute a cancellation, and full payment will be charged.

ADVERTISING PROOFS

A maximum of **two** proofs will be sent to the advertiser for approval prior to publication. **Thereafter a charge of \$40 per proof will apply.** It is the advertiser's responsibility to proof all content submitted. Proofs not returned to bigfish by the specified date will be deemed to be approved by the advertiser. Non-return of the proof does not constitute a cancellation and full payment will be charged.

RIGHT OF REFUSAL

bigfish reserves the right to decline or amend advertising for any reason. From time to time, bigfish may limit the number of space allocations of any type or class of advertisement to ensure that page numbers stay within the printing requirements. Prime positions such as the back cover are booked on a first in first served basis.



SPECIFICATIONS, TERMS & CONDITIONS

Bay of Islands Visitor Map 2021

Booking Deadline: Monday 9 November 2020

STANDARD SIZE: 92MM X 49MM

A) TEMPLATE ADVERTISEMENTS

Content Deadline: 9 November 2020

- Product description (max 70 words)
- 1 x portrait image OR 2 landscape images
- 1 x logo (pdf or eps format)
- Contact details: address, phone, email, website
- Images must not be embedded in a Word document or in the body of an email but must be supplied as **attachments** in high resolution (300dpi) tiff or jpeg files or via WeTransfer

B) PRINT READY ADVERTISEMENTS

Material Deadline: 11 November 2020

Advertisements should be supplied as:

- Print ready high-res pdf files
- CMYK colours (no spot colours) and all fonts converted to outlines
- Dimensions: 92mm x 49mm (w x h)
- Larger sizes on application

To ensure a high quality production, bigfish reserves the right to decline any substandard material. It is the advertiser's responsibility to ensure they hold the appropriate permissions to use the images submitted.

The advertiser warrants that the material is accurate in all detail and does not breach any copyright, trademark or Fair Trading Act provision.

bigfish reserves the right to final control over the design and layout of advertisements and may change the publication format from time to time.

INCOMPLETE PURCHASES AND CANCELLATIONS

Cancellations cannot be accepted after the **Booking Deadline – 9 November 2020**. Advertising material not submitted by the due date may result in the withdrawal of the space allocation and may incur a charge.

Please note that missing the deadline does not constitute a cancellation, and full payment will be charged.

ADVERTISING PROOFS

A maximum of **two** proofs will be sent to the advertiser for approval prior to publication. **Thereafter a charge of \$40 per proof will apply.** It is the advertiser's responsibility to proof all content submitted. Proofs not returned to bigfish by the specified date will be deemed to be approved by the advertiser. Non-return of the proof does not constitute a cancellation and full payment will be charged.

PAYMENT TERMS

- You agree to make payment in full on invoice or to make payments by Automatic Payment. This Agreement is between Big Fish Creative Ltd and the party on the booking form, the 'advertiser'
- Payments to Big Fish Creative: BNZ 02-0492-0141888-00. Trading name and invoice number required on all payments
- Accounts must be paid by the due date or agreed date
- All accounts not fully paid by the due date or agreed date will incur a 10% late payment penalty fee
- Any costs including debt collection agency costs and/or legal costs relating to the collection of unpaid debts shall be payable by the Advertiser

SPECIFICATIONS, TERMS & CONDITIONS

Far North i-SITE Visitor Information Centres

ANNUAL SUBSCRIPTION CONTRACT

By entering into the Display Contract with the Far North District i-SITEs, you agree to a 12.5% commission payment on all bookings and successful referrals made by the Far North i-SITE Visitor Information Centres.

20% RENEWAL DISCOUNT

In compensation for the time the three Far North i-SITE Centres were closed during lockdown, a 20% discount will be applied to renewals for the annual contract period commencing 1st October 2020. This offer only applies to fully paid-up members displaying a brochure, poster, banner or video during Alert Levels 4 and 3 (25 March to 14 May 2020). This offer applies to the equivalent type and number of product displays. Any additional or new display products will be charged at the usual rate. Suppliers starting a display after 14 May 2020 will be charged at the normal rate.

- Any bookings made are customer driven
- There are no preferred operator agreements.
- All Suppliers are treated equally
- The i-SITEs do not guarantee any level of business to operators in exchange for payment of display space
- Fees must be paid by the due date or agreed date. Any costs including debt collection agency costs and/or legal costs relating to the collection of unpaid debts shall be payable by the supplier
- All accounts not fully paid by the due date or agreed date will incur a 10% late payment penalty fee
- Suppliers must be contactable by phone and/or have their booking calendar up to date at all times
- When quoting pricing, commission must be included and not added on afterwards
- The cost to the customer must be the advertised retail price, with no additional commission component added whether booked direct with you, or through the i-SITEs
- For any booking that is made where only a deposit is taken, it is the supplier's responsibility to collect the remaining payment from the customer
- When full payment for bookings has been collected at the i-SITE, the supplier will accept their voucher as payment for services booked.
At the end of the month, email your invoice (less 12.5% commission) to accountspayable@fndc.govt.nz
- Invoices need to show:
 - Your business name
 - GST number (if you have one)
 - Bank account name and number
 - Voucher number(s)
 - Total value of the booking(s)
 - 12.5% commission deducted
 - Net amount owed by FNDC

Payments will be made to you on the 20th of each month. Supplier invoices need to be submitted correctly to avoid payment delays

- By entering this Contract you agree that your business has fulfilled all legal requirements and consents to operate
- All revisions regarding prices, times and change of service must be in writing to the i-SITE Visitor Centres

REFUND/CANCELLATION POLICIES

- Customer cancellation or failure to show requires immediate notification to the originating i-SITE Visitor Centre
- The i-SITE must be advised where any service booked by the Centres is transferred to another supplier
- If you have a Refund and Cancellation Policy in place, please supply the i-SITEs with your specific terms and conditions.
- Confirmation from the supplier is required for all cancellations whether the supplier or customer cancels the reservation.

DISCLAIMER

The Bay of Islands, Far North and Hokianga i-SITE Visitor Centres accept no responsibility for the non-operation of any service reserved through our Centres, where the non-operation is due to operator timetable changes which have not been notified in writing. The Bay of Islands, Far North and Hokianga i-SITE Visitor Centres disclaim any and all liability to any person in respect of the consequences of any failure to operate, accident, or injury which may occur on services reserved and ticketed by the Far North i-SITE Visitor Centres, where supplier error or negligence is the cause.

BROCHURE DISPLAYS

- Brochure Display Contract period is one year commencing 1 October 2020. Displays can be started at any time thereafter by arrangement POA
- No refund will be given for early termination of contract
- **A renewal invoice will be automatically sent by email in September each subsequent year**
- The annual fee of \$250+GST includes all three i-SITEs
- For Hokianga or Kaitaia only the annual fee is \$110+GST
- Second and subsequent DL brochures are charged at the same rate
- Brochure display space is DL size, 100mm x 210mm. Larger size brochures will be charged two spaces
- You will be contacted when a further supply of brochures is required. It is your responsibility to ensure the i-SITEs have sufficient supply at all times
- At the start of a new contract, send or deliver 200 brochures to:
Bay of Islands i-SITE Visitor Centre
Paihia Wharf, 101 Marsden Rd
Paihia 0252
- They will deliver sufficient quantity to the other 2 i-SITEs

A2 (PORTRAIT) WALL POSTER

- Paihia only - not available Hokianga or Kaitaia
- Deliver one LAMINATED copy of your A2 poster to the Paihia i-SITE
- Poster Dimensions: 420mm x 594mm (w x h)
- Banner Display dimensions on application

DVD/VIDEO

- Your DVD/Video will play on rotation on the big screens in all three i-SITEs
- DVD/Video to be supplied on USB, MP4 file format or VIMEO link
- DVD/Video length must be either less than 1 minute (\$420) or 3 minutes (\$1,110)

BOOKIT

Although we prefer to ring you to check availability, our i-SITEs also process accommodation bookings using the BOOKIT online booking system, so make sure your inventory and rates are kept up to date.

NOTE: bookings made directly via BOOKIT will not show as being generated by the i-SITE.