**

**HQR Summer Ball Advert Booking Form 2022**

*This booking form must be completed in full and when complete returned to Kelly Gower,*

*HQR London Event Organizer: Kelly.Gower@HQRLondon.co.uk*

**NOTE:** Total advertising space for the evening brochure is limited to a maximum of:

* 6 No A5 adverts (£500 per advert)
* 8 No A6 adverts (£250 per advert)

Advertising space is allocated on a first come, first served basis. Should space be available, your reservation of space will be confirmed by the issue of an invoice for your selected size, payable within 7 days.

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| **1. Booking Details** | | |
| Company Name |  | |
| We would like to purchase (please tick) | 1 No A5 advertising space at a cost of £500 |  |
| 1 No A6 advertising space at a cost of £250 |  |

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| **2. Advert Requirements & Size Guide** | |
| Full colour artwork is to be provided NO LATER than 30 days prior to the event date. This must be supplied to the correct sizing (either A5 or A6 as selected) in one of the following formats, with a 3mm bleed setting applied, where possible;   * InDesign * Photoshop * High Resolution PDF   HQR London can assist in the production of a simple advert design for your approval, if required, upon instruction and receipt of company logo, any high resolution images to be included and plain format text to be incorporated. | A5  A6  A6 |

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| **3. Confirmation of Booking** | | | |
| *We wish to confirm our advertisement booking as set out above and agree to provide full colour artwork to the Event organizer no later than 30 days prior to the event date. We understand that artwork provided after this date may not be included.* | | | |
| Signed |  | Date |  |
| Full name & position |  | | |
| On behalf of  (company name) |  | | |

Please return your completed form to: [**Kelly.Gower@HQRLondon.co.uk**](mailto:Kelly.Gower@HQRLondon.co.uk)