

MATERIAL SUBMISSIONS

To make sure your campaign runs smoothly all material submissions must arrive with the advertiser name, product and campaign dates.

Type	Deadline	Dispatch Details	Additional Information
Standard Creative	5 working days prior to campaign start date		Please use the following subject line for all creative submissions – advertiser name / product / client reference.
Rich Media	5 working days prior to campaign start date	ads@fairfaxdigital.co.nz Phone 04 496 0116	E.g. Fairfax Digital / Stuff.co.nz / FFX010908
Creative Changes	1 working day prior to creative start date		
Custom Formats	To be advised		Material submission for custom formats to be agreed with Fairfax Digital trafficking department

PENCIL BOOKINGS

	Confirmation Deadline	Additional Information
Pencilled more than 30 days prior to campaign start date	2 weeks	Notification alerts will be sent out by Fairfax Digital with reminders of pending pencils 2 weeks after original pencil date. The client will then have a further 7 days to confirm the booking otherwise it will be automatically deleted from the system
Pencilled less than 30 days of campaign start date	7 days	The client will have a maximum of 7 days to confirm the pencil booking otherwise it will be released unless prior arrangement with the Account Manager

CANCELLATION POLICY

Deadline	Notes
30 days prior to campaign commencement date	No cancellation fee
8 – 29 days prior to campaign commencement date	Cancellation fee of 50% of the total campaign cost
1 – 7 days prior to campaign commencement date	Cancellation fee of 75% of the total campaign cost
On or after campaign commencement date	Cancellation fee of 100% of the total campaign cost