



STANDARD TERMS AND CONDITIONS - RENTAL

This agreement serves to confirm that the advertiser has appointed the exclusive services of MVM to maintain and manage the agreed space allocated for brand advertising as detailed on the order form. The agreed period for this contract is noted on the order form/proposal.

1. All billing will be the responsibility of MVM in accordance to billing instructions stipulated.
2. In the event that any changes to the images (Production) are required within the media rental period then such costs will be borne by the advertiser.
3. All prints must be reprinted every 12 months. If you request the old prints to stay up, MVM will not take any responsibility for the quality of the print or if the print goes missing. MVM will invoice the customer for the reprint.
4. MVM undertakes to maintain all fixtures and fittings to the required standard of both the advertiser and the retailer.
5. The retailer reserves the right to make certain changes and in this case all parties will be communicated with accordingly and MVM will action these changes as per the retailer's instructions.
6. Any changes that occur due to revamps, relays including significant changes to the environment will be communicated in writing to the advertiser so that the status quo can be restored.
7. The advertiser must give MVM a two-month written notice period to cancel the contract or the following will apply:
 - 7.1 Full payment on outstanding balance of production invoice.
 - 7.2 Full payment on outstanding balance for artwork and design invoice.
 - 7.3 If the client has been invoiced, an admin fee of 10% to the value of the media invoice will apply.
 - 7.4 If the client has not been invoiced for the media amount, no fees will apply
8. Details of artwork and colour layout requirements are laid out on a special MVM artwork specifications document. It is imperative to abide by these minimum specifications for superior results. All pre-production samples will be charged accordingly. If MVM needs to make any artwork changes, we have the option to charge the client.
9. Post the contract being signed MVM requires artwork to be supplied within 14 days. Artwork supplied shall only be kept for a period of 2 years.
10. Should the advertiser supply artwork after the contract has commenced or not at all, the advertiser will still be held liable for the full contract period booked and no further extension(s) on the contract period will be granted.
11. MVM provides a design service should it be required at an additional cost per hour. Should any resizing of artwork be required, an additional cost per hour will be charged.
12. Once advertising space has been committed to in a retail space, MVM cannot be held liable in the event of store closure. MVM will endeavour to transfer the "Bought Space" into other suitable sites / locations in joint co-operation with the advertiser. Any additional transfer cost will be borne by the advertiser.
13. All prices mentioned on the proposal are excluding VAT and are valid for 30 days from the date of the document.
14. Should an order number be received by MVM without a signed quotation, the standard terms and conditions will still apply.
15. In the event of two clients occupying the same space, the client who signed the rental contract first will have the preferential spacing/placing.
16. Signature of the quote or any other written form of acceptance shall constitute acceptance of MVM's Terms and Conditions, available at www.mvmedia.co.za
17. The personal information hereby provided by the client will be used and processed as is necessary to carry out actions and functions for the conclusion or performance of the agreement entered into between the parties as well as to inform the client of additional goods and/or services that could be of value to the client. The client acknowledges that he/she/it has a right to object to the processing of its personal information for marketing purposes and unless expressly stated otherwise hereby consents to its personal information being used by MVM for the above-mentioned purposes

Approved by: _____

Signature: _____

Print Name: _____

Date: _____

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