



## **Brochure Display – Oberon Council Visitor Information Centre**

Oberon Council Visitor Information Centre has revised the 'Brochure Policy' and previous structure to commence once adopted by Council, 2012.

The following recommendation is made in relation to brochure displays for the future.

### **Brochure Policy**

1. The display of brochures at Oberon Council Visitor Information Centre is at the discretion of the Manager, Visitor Information Centre delegate and will feature LGA appropriate brochures.
2. The Owner/Operator is responsible for the accuracy of the information that is provided on the brochures at all times
3. Any change to the information contained on the brochure must be conveyed to the Visitor Information Centre staff immediately.
4. All amendments to the brochure is the responsibility and duty of the Owner/Operator.
5. Fees for brochure display are established in the Oberon Council Annual Management Plan.

### **Pricing Structure**

1. It is recommended that a DL size brochure be the only size offered due to space restrictions and brochure stands currently installed in the Centre.
2. The pricing be separated into two distinct areas
  - a) OPTA and OBA Financial Members display free within Oberon Council Visitor Information Centre
  - b) Within the LGA - \$100 per annum (+GST)
  - c) Outside the LGA - \$150 per annum (+GST)
  - d) Second brochures will attract the full fee payable

### **Space Available**

1. Brochures will be displayed on a first paid, first served basis and a waiting list will be maintained for brochure display requests in excess of available space.
2. A maximum of two brochures per Owner/Operator is permitted.
3. Businesses currently displayed will be given first opportunity to display their brochures.

### **Request Form**

A brochure request form is to be submitted by all Owner/Operators prior to brochures being displayed and their content must first be approved by the VIC's Manager.

A draft request form is attached as annex A.

### **Invoicing and Payment Procedures**

Invoices will be sent out after receipt of brochure display request form on a pro rata basis for the remainder of the financial year.

Brochures will not be displayed until payment is received.

An accounts process will be developed to administer the program.

<p style="text-align: center;"><b>OBERON COUNCIL VISITOR INFORMATION CENTRE BROCHURE PLACEMENT REQUEST FORM</b></p>
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Business Name \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone \_\_\_\_\_

Fax \_\_\_\_\_

Email \_\_\_\_\_

ABN \_\_\_\_\_

Number of Places required (Max 2) \_\_\_\_\_

Either email to: [tourism@oberon.nsw.gov.au](mailto:tourism@oberon.nsw.gov.au)

Or

Post to     Oberon Visitors Information Centre  
              PO Box 84  
              OBERON NSW 2787

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**Office Use Only**

Data entered           \_\_\_\_\_

Invoice generated     \_\_\_\_\_

Payment received     \_\_\_\_\_

Brochure displayed   \_\_\_\_\_

**Within Oberon LGA**

Yearly (1<sup>st</sup> July 20\_\_ - 30<sup>th</sup> June 20\_\_) \_\_\_\_\_ \$110.00 (incl GST)

Additional brochure \_\_\_\_\_ \$110.00 (incl GST)

**Outside Oberon LGA**

Yearly (1<sup>st</sup> July 20\_\_ - 30<sup>th</sup> June 20\_\_) \_\_\_\_\_ \$165.00 (incl GST)

Additional brochure \_\_\_\_\_ \$165.00 (incl GST)

Approving Authority	Oberon Council
Contact	Tourism Development Officer
Approval	17 April 2012, Minute 14170412
Revision Date	February 2013
Issue Date to Staff	24 April 2012