

## CREATIVE NORFOLK.COM GUIDELINES

Membership to the site is open to any business in Norfolk that is operating within what Shaping the Future (StF) regards as the Creative Industries. Categories are determined by StF and can change.

Basic Listing in the directory area on the site is free of charge and registration is on-line, input by members themselves. Any member without Internet access can submit a paper application form. This will be input by the Creative Norfolk Web team. Every effort will be made to register information as supplied but the CN team cannot be held responsible for any errors made.

Enhanced Listing A listing can be enhanced with additional wording and a logo/picture for an annual subscription of £50. Multiple listings are available and will be charged at an additional annual cost of £50 to a maximum of four listings and £50 per listing thereafter.

News, press releases, jobs and training areas. Entry onto these areas is free to members registered in the directory area. It is possible that other organisations will be charged a fee. Copy will be supplied to the CN web team to input into the e-snapin system. This will be as soon as possible after submission. Wherever possible copy will be lifted and pasted as delivered. The CN team cannot be held responsible for any errors made.

Any registration of new members and other website content will be approved by the CN web team before going live. The CN team has the right not to list any unsuitable material or member not fitting into one of the authorised categories.

The web team will not be responsible for any error or omission in any area supplied by members or any information updated incorrectly.

The showcase area of the site will be updated as soon as possible after information has been supplied in the proposed format. Showcases will be rotated regularly to refresh the front page. Submission must be of the highest standard both in quality of pictures, content and client information. The web team have the right to decide if any submission can be listed in the showcase area. Any disputes will be passed to the Director of Creative Industries StF for judgement. The CN web team cannot be held responsible for any errors in the showcase area. It is the responsibility of the member submitting the showcase to gain permission to use a client's name and designs or logo/trademark.

Statistical information regarding visitors to the site is available by contacting the CN web team by e-mail [info@creativenorfolk.com](mailto:info@creativenorfolk.com)