



# THE COMMONWEALTH AT 75

## AN INVITATION

Thank you for your interest in the forthcoming official History of Parliament Trust campaign, publication and events surrounding 75 years of the Commonwealth



Her Majesty The Queen's  
PLATINUM JUBILEE PAGEANT  
1952 – 2022



THE HISTORY OF  
PARLIAMENT  
British Political, Social & Local History



ST JAMES'S HOUSE



“St James’s House is a world-renowned publisher of high-quality commemorative books for major international events, and the British Royal Family is one of our principal areas of expertise”



# THE HISTORY OF PARLIAMENT TRUST

The History of Parliament Trust is a research project that is creating a comprehensive account of parliamentary politics in England, then Britain, from the origins of parliament in the 13th century. The trust has published over 40 volumes to date – containing more than 20 million words – and is generally regarded as one of the most ambitious, authoritative and well-researched academic projects in British history.

The project is funded by the two Houses of Parliament and governed by its trustees, who are mainly Members and Officers of the Commons and the Lords. The trustees appoint an editorial board of scholars to advise them on the trust's academic policy, practice and related matters, and to guarantee the intellectual rigour and scholarly standards of the work.



# THE OFFICIAL COMMEMORATIVE ALBUM

The London Declaration, which heralded the birth of the modern Commonwealth, was signed on 28 April 1949. Seventy five years on, and the Commonwealth, in conjunction with the History of Parliament Trust, is celebrating its milestone anniversary in 2024.

A unique association of 56 sovereign states, the Commonwealth consults and cooperates in the common interests of its 2.4 billion peoples, and in the promotion of international understanding. It comprises countries small and large from all the major continents of the world. In the 75 years since the declaration was signed, the relevance and value of the relationship has repeatedly been reaffirmed and consolidated, helping to strengthen governance, build inclusive institutions and promote justice and human rights.

*The Commonwealth at 75* will be the History of Parliament

Trust's official commemorative album marking the 75th anniversary of the Commonwealth. A thought-provoking and beautifully designed hardback book, it will bring together key stories of best practice, acting as a springboard for further debate and trade relations and prompting the discussion of all aspects of the Commonwealth's member states and the trades within. Following Brexit, never before has the importance of the Commonwealth and free trade been so prevalent.

The book will also offer an insight into the major Commonwealth institutions, organisations and initiatives, outlining current activities, campaigns and inspirations, and exploring the contributions that they have made in shaping the Commonwealth of today.

Researched, written and designed to the highest of standards, this prestigious publication offers the chance to become an

enduring part of the story of one of the world's most powerful and historical institutions.

*The Commonwealth at 75* will also mark the appointment of King Charles III as the Head of the Commonwealth – a prominent position on the global stage.

From Australia to Antigua, Canada to Cameroon, the Commonwealth is a remarkable international organisation that spans every region, religion and culture. It exists to foster international co-operation and trade links between people all over the world. To this end, leaders of the Commonwealth countries meet every two years for the hugely influential Commonwealth Heads of Government Meeting (CHOGM). Hosted by a different member state each time, a total of 25 of these global gatherings have been held since 1971, with the next one due to take place in the organisation's 75th anniversary year.





# ROYAL EDITOR

Robert Jobson is a *New York Times* and *Sunday Times* best-selling author and royal correspondent, who has chronicled the story of the House of Windsor for more than 30 years and is internationally recognised for his in-depth knowledge of the Royal Family. Robert is Royal Editor of the *London Evening Standard* in the UK and Channel 7's *Sunrise* in Australia, and Royal Contributor for ABC's *Good Morning America*. He is a regular on Sky News, the BBC, ITV and Channel 5. His best-selling books include *William & Kate, the Love Story*; *Diana: Closely Guarded Secret*; *Prince Philip's Century*; and *Charles at Seventy: Thoughts, Hopes and Dreams*. His latest publication, *Our King – Charles III: The Man and the Monarch Revealed*, was released to wide acclaim in April 2023.





# ROYAL PHOTOGRAPHER

*The Commonwealth at 75* will feature the photography of legendary royal photographer Arthur Edwards. Over the past four decades, wherever the Royal Family have travelled, Arthur has journeyed with them. He has captured more than 200 royal tours across some 120 countries, and has been behind the lens for no fewer than seven royal weddings, four royal funerals and seven royal births.

On a first-name basis with the senior royals, Arthur's ability to win the trust of the Royal Family has afforded him access to many remarkable places and events. One such moment came as he was covering Charles's visit to the Vatican and the then prince calmly introduced Arthur to the Pope, who proceeded to grant him a private audience.

From Queen Elizabeth II's tour of Australia and New Zealand to the inside of the White House, Arthur has

photographed the Royal Family's key moments, capturing images that are cherished by millions and will continue to be viewed and savoured for years to come.

Often referred to as the House of Windsor's favourite snapper, Arthur was presented with an MBE by The Queen in 2003 for "outstanding service to newspapers". When Her Majesty met him the following week, she jokingly asked him why he wasn't wearing his medal.





# ROYAL ASSOCIATION

St James's House boasts a unique and long-standing publishing relationship with the Royal Family, having produced official publications for many of the major royal landmark events and national celebrations of the past decade.

This close association places our publications directly into the hands of royalty and high-ranking dignitaries. This, in turn, brings those organisations featured within the books' pages to the attention of senior members of the royal household, providing an unparalleled level of exclusive exposure.



1. The Prince and Princess of Wales, and the Duke and Duchess of Sussex, at the Westminster Abbey service marking 100 years of the RAF.
2. Tom Parker Bowles (left), pictured with Sir Andrew Gregory (second from left) at the official Platinum Jubilee Pageant book launch at Claridge's.
3. Queen Elizabeth II, Prince Philip and the Princess of Wales at The Queen's 90th Birthday Celebration at Windsor.
4. The Countess of Wessex, pictured with Boris Johnson, during the Thames Diamond Jubilee Pageant.
5. The Duke and Duchess of Sussex at the RAF centenary service.

# OFFICIAL PAGEANT PUBLISHER

Over the past 20 years, St James's House has established itself as a major publisher of official titles for high-profile celebrations, bringing together the story, the event and impeccable production values in one place. Our portfolio includes official publications for Her Majesty The Queen's 90th Birthday Celebration at Windsor, the RAF's centenary celebrations, the Royal British Legion's

centenary and the Platinum Jubilee Pageant.

We have earned a reputation as one of the world's leading publishing and communications companies. Working across the spheres of royalty, government, and the public and private sectors, we specialise in providing a global client base with unparalleled access to hard-to-reach audiences and markets.

Each of our high-quality publications features a considered and contemporary design identity, along with intelligent and engaging editorial. We are passionate about creating beautiful books, memorable events and striking publicity campaigns that provide our partners with long-lasting benefits and a heightened global presence.



## Her Majesty The Queen's PLATINUM JUBILEE PAGEANT

Date: 5<sup>th</sup> August 2021

To Whom It May Concern,

As the organiser of The Platinum Jubilee Pageant, we are delighted to announce that publisher St James's House has been appointed by us to publish a commemorative album for the Pageant to mark Her Majesty The Queen's 70<sup>th</sup> anniversary as monarch. St James's House will also be an Official Platinum Partner for the Pageant itself.

Bearing the official event emblem and authored by royal experts, this fully illustrated, hardback publication will celebrate the life of Her Majesty The Queen, discuss events and social developments of the past seven decades, and highlight the best of Britain and the Commonwealth. In order to do so in an engaging way, the editorial board of St James's House are inviting selected editorial partners to be showcased in the book.

If you require more information about our partnership with St James's House, please contact me directly using the details below.

I hope that you will join this exciting project to mark Her Majesty the Queen's Platinum Jubilee.

Yours faithfully,

Phoebe Reith, Director of Development & Partners, The Platinum Jubilee Pageant

114 ST. MARTIN'S LANE, LONDON WC2N 4BE

[platinumpageant.com](http://platinumpageant.com)

REGISTERED OFFICE: 7 SAVOY COURT, LONDON, WC2R 0EX. COMPANY NUMBER 13272423



# SUSTAINABLE PRODUCTION

St James's House will work closely with our print partners to ensure this publication is delivered to the highest of sustainability standards.

The book will be printed by an ISO 14001-certified company – the international standard that specifies the requirements for an effective environmental management system covering carbon footprint, operational performance and environmental commitments.

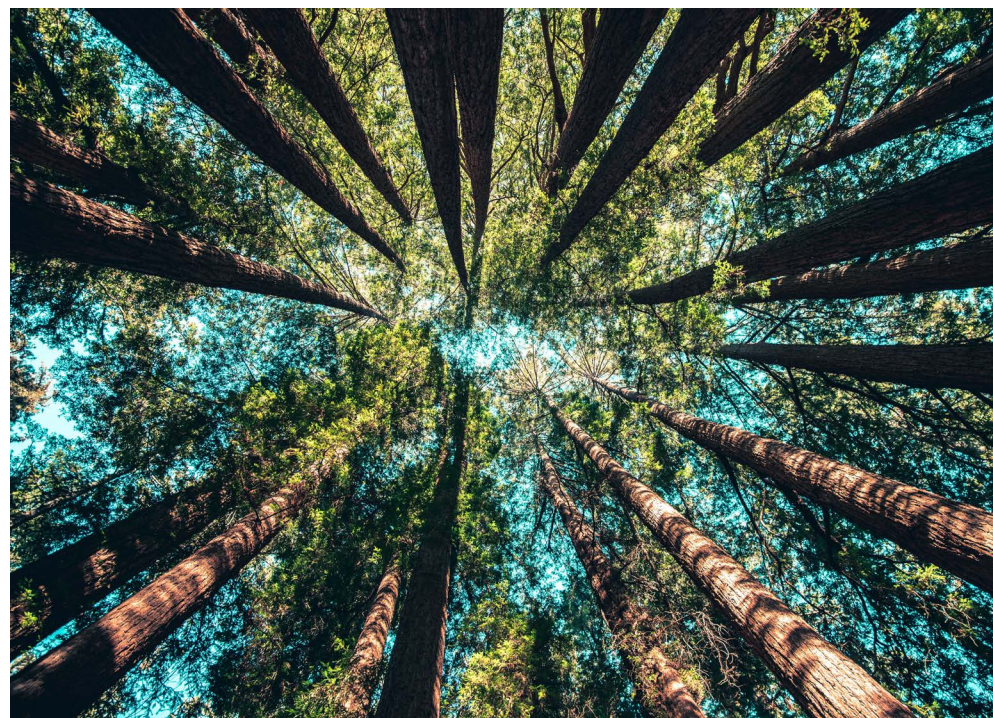
The paper used will be FSC-certified, which guarantees that it has been sourced in a responsible manner from well-managed forests or recycled stock. As a result, the publication will carry the FSC logo, providing all involved with the confidence that they are helping to ensure the welfare of our forests for generations to come.

The book will use only sustainable, vegetable-based ink products, and the materials employed in the print process will be monitored to ensure they meet the highest

environmental and quality standards. In addition, sustainability is a key consideration in the sourcing of all parties within the project's supply chain, as are our suppliers' environmental credentials, which are checked thoroughly.

Our print partners are signed up to the World Land Trust's "Carbon Balanced Paper" initiative, which offers a simple way to balance the carbon impact of paper used via conservation projects undertaken by the trust, thereby ensuring the publication's carbon-neutral status at the point it leaves the printers.

In fact, we aim to move beyond carbon neutral to be carbon positive by committing to plant a tree for every publication produced. We will also encourage all of our partners, contributors, sponsors and readers to do the same, to deliver as positive an environmental impact as possible.





# THE BOOK LAUNCH

The book will be launched at a strictly invitation-only event, co-hosted by the History of Parliament Trust within the magnificent Westminster Abbey, a building steeped in centuries of history. It will take the form of a champagne reception at which sponsors can meet and share ideas within the presence of trustees, contributors and members of both Houses of Parliament, as well as other key dignitaries. We expect more than 700 guests to attend this high-profile event.

The launch also presents an invaluable PR and marketing opportunity – the chance to associate your organisation with an eminent and exclusive campaign, publication and event.

## GLOBAL AUDIENCE AND DISTRIBUTION

This limited-edition hardback publication, and the corresponding digital edition, will be published under Crown copyright and will feature the crowned portcullis – the official emblem of the UK Parliament.

The book and e-book will be gifted by the History of Parliament Trust and made available to more than 400,000 named individuals, including:

- Members of the House of Commons and the House of Lords
- Special advisers, researchers and staff across Westminster and Whitehall
- Members of the European and Commonwealth Parliaments
- Government agencies and departments
- Universities, colleges and schools

Members of both Houses of Parliament hold the information provided by the History of Parliament Trust in the highest regard, based on the trust's position as an in-house historical research body.

The e-book edition of the publication will also be downloadable from a dedicated website, which will be promoted both online and via the History of Parliament Trust's social media platforms. In addition, the e-book edition will be sent to educational institutions around the world, resulting in a potential global reach in the millions.





# YOUR BENEFITS

As a valued project partner, your package options include:

- A feature in the St James's House commemorative album *The Commonwealth at 75*\*
  - The services of royal author Robert Jobson to create your bespoke feature\*
  - The services and support of the St James's House editorial and design team
  - An interview in the project's documentary to be filmed at the launch event\*
  - License to the copyright of your feature
  - Presentation copies of the book\*
  - Invitations to the book launch at Westminster Abbey
  - Permission to publicise your involvement in the project
  - License to use the specially commissioned St James's House project logo
- \* Please see your partnership form for details. If you have any difficulties accessing information, please email: [royal@stjames.org](mailto:royal@stjames.org).



# ST JAMES'S HOUSE

St James's House boasts a bold visual identity, which has earned us a reputation as one of the world's leading publishing and communications companies. Working across the spheres of royalty, government, and the public and private sectors, we specialise in providing organisations from around the world with unparalleled access to hard-to-reach audiences and markets.

Each of our high-quality publications features a considered and contemporary design identity, along with intelligent and engaging editorial that puts us at the forefront of

publishing and communications across a wide range of subjects and industries. We also provide our clients with unique and privileged access to high-profile international events, launches and celebrations.

We are passionate about creating beautiful books, memorable events and striking publicity campaigns that are impactful, while also providing our clients with long-lasting benefits and a heightened global presence.



We have worked with a wide array of publishing partners, including the Rolls-Royce Enthusiasts' Club, the Platinum Jubilee Pageant, the Royal British Legion and the History of Parliament Trust



# QUOTES & TESTIMONIALS

“The History of Parliament Trust has chosen to work with St James’s House based on the company’s reputation as a specialist publisher for major national and international events. St James’s House has now been an official publisher to the Trust since 2014, and has produced both coffee-table books and tourist editions for us – including coffee-table books to mark the centenary of women’s suffrage in the UK, and the 750th anniversary of Parliament. In doing so, they have helped us communicate key messages to audiences that include MPs, Members of the House of Lords, leaders in the public, private and third sector, and the general public. Their books consistently combine insightful and fully illustrated editorial content with high production values, and we have been pleased to formally launch their previous titles at the House of Commons and Westminster Abbey, and to retail their tourist editions.”

The History of Parliament Trust. Commenting on our official Trust publication series focusing on landmark events for the Commonwealth and Government

“I think between us, St James’s House and the History of Parliament Trust, have produced a really great book. It looks wonderful.”

Paul Seaward, Director, The History of Parliament Trust

“When we were approached by St James’s House to discuss the possibility of producing a very short volume of parliamentary history, we decided that we would be glad to collaborate and that is why we are here tonight.”

Lord Cormack, Chairman, The History of Parliament Trust

“The book is absolutely amazing. I just saw a copy of it, and it looks tremendous because of the width of areas it covers. I’m particularly delighted that Procter & Gamble stands out in the area of sustainability. From a personal standpoint, I grew up in a Commonwealth country, so it gives me immense pride to be part of a celebration of Commonwealth at 70.”

Shailesh Jejurikar, CEO Fabric & Home Care, Procter & Gamble (featured organisation).  
Commenting on *Commonwealth at 70: From Westminster to the World*

“The venue at Westminster Abbey is awe inspiring – incredible history and heritage, and incredible people here tonight to celebrate this wonderful event: the Commonwealth and all the great initiatives that are happening across the world. Our true purpose is true hospitality for everyone, and we think that’s very similar to the Commonwealth in the way it connects people around the world. Every single day we are engaging with customers and colleagues and communities around the world to make the world a better place and we think that’s very similar to what the Commonwealth is trying to achieve.”

Keith Barr, CEO, InterContinental Hotels (featured organisation).  
Commenting on *Commonwealth at 70: From Westminster to the World*

“I firmly believe in the adage, ‘what happened then, matters now’, so I hope that everybody who takes away this volume will find that reflected as they enjoy exploring the many aspects of empire and Commonwealth which this book will open up to them.”

Gordon Marsden, MP

# QUOTES & TESTIMONIALS

“St James’s House is one of the world’s leading publishers of coffee-table books about the British Royal Family, government and armed services. Their royal titles have included official commemorative albums for Her Majesty’s Platinum Jubilee Pageant, The Queen’s 90th Birthday Celebrations at Windsor Castle and the Thames Diamond Jubilee Pageant. They’ve also produced official publications for the Royal Navy, the RAF, the Royal British Legion, SSAFA, the Home Office and the History of Parliament Trust, among others. As a royal correspondent, I have worked alongside them on several projects and have always been impressed by their recognisable style, which combines skilled storytelling, insightful discussion, striking photography and the finest production values. I can confidently recommend St James’s House to anyone looking for a high-end publisher.”

Robert Jobson, Royal Correspondent. Commenting on the ongoing series of royal publications produced by St James’s House

“I just wanted to say thank you for the support over the course of the project and for the opportunity to bring our female leaders to Claridge’s for the book launch ... congratulations to the team on such a great event and quality publication.”

Melanie Duffet, Director, Sodexo (featured organisation). Commenting on *Her Majesty The Queen: The Official Platinum Jubilee Pageant Commemorative Album*

“Now that we have all recovered from the exhilaration and mild exhaustion of the Jubilee, I would like to thank you immensely for being a key Partner in the Platinum Jubilee Pageant. It is hugely appreciated, not only by those of us involved in staging the event, but also by Buckingham Palace and the government ... We would like to thank you sincerely for your support at this great national event. Your kindness will never be forgotten. The brochure was absolutely wonderful – very chic – and I hope your various publications prosper greatly.”

Sir Nicolas Coleridge CBE, Co-Chair, Platinum Jubilee Pageant. Commenting on *Her Majesty The Queen: The Official Platinum Jubilee Pageant Commemorative Album*

“I think the book looks excellent. It’s beautifully produced and we are very proud to be associated with it, particularly because there seem to be a number of companies there who all believe in sustainability, integrity and quality.”

Jim Walker, Joint Managing Director, Walkers Shortbread (featured brand). Commenting on the official commemorative album for The Queen’s 90th Birthday Celebration at Windsor Castle

“I wanted to drop [St James’s House] a personal line from all of us who worked on the delivery of The Queen’s 90th Birthday Celebration at Royal Windsor Horse Show, to thank you for the tremendous support of St James’s House as an Official Partner. The Queen’s 90th Birthday Celebration Event was a journey that you were a hugely important part of. I hope that you and all your guests will have happy and special memories from the experience of being there... Thank you again, for all you did to make this year’s Royal Windsor Horse Show and Celebration such a success and something that we were all very proud to be part of and, most important of all, that The Queen really appreciated. In particular, I wanted to thank you for producing an outstanding Official Programme and Souvenir Album – both of which will serve as cherished mementos of the Celebration.”

Simon Brooks-Ward CVO OBE TD, HM90, organiser of The Queen’s 90th Birthday Celebration. Commenting on The Queen’s 90th Birthday Celebration at Windsor Castle, the official album and the official event programme



# CLIENT PORTFOLIO



## STANDARD TERMS OF BUSINESS

These standard terms of business provided by St James's House (The Service Provider) are designed to ensure that The Service Provider can deliver the agreed work for you (The Client) in an efficient and timely manner. In particular, The Service Provider wants to avoid delays as a result of client organisations failing to provide the assistance or material required. It is The Client's responsibility to assist The Service Provider in preparing materials for use in the format and timeframe required by The Service Provider. The Service Provider will take reasonable steps to help and accommodate The Client in this regard.

In delivering the services outlined in The Order, the Service Provider intends to deliver work in line with industry standards. The Client understands that a working relationship with The Service Provider does not constitute an endorsement from, or association with (implied or otherwise), The Service Provider or any other project partner. Project partners may be subject to change at The Service Provider's discretion. The Service Provider takes measures to ensure data protection compliance. Please note that The Service Provider reserves the right to monitor and archive all communication through its internal and external networks so as to ensure compliance with internal policies and to protect its business.

The following Terms and Conditions ("Terms and Conditions") are incorporated into each confirmation of booking ("The Order", "Order Form", "Purchase Order", "Instruction") instructed by The Client and accepted by The Service Provider, for the services specified in The Order to which these Terms and Conditions relate. The execution of The Order and the acceptance of these Terms and Conditions constitute a binding contract between The Service Provider and The Client.

Disclaimer: The Service Provider supplies any prospectus or media pack about its proprietary publications for information only. All information is provided in good faith and is accurate at the time of writing. However, The Service Provider reserves the right to reasonably change details relating to project components without notice, including, but not limited to, a project title, pagination, images, specification, any named or proposed number of co-producer/s, contributors, guest writers or sponsors, the placement of editorial and sponsor features: the proposed project schedule, target 'to-print date', suppliers and any other components associated with The Project.

This Order relates solely to the purchase and provision of the services specified in The Order. No other services are offered or implied. In particular, any invitations to event/s planned for, or associated with, The Project are offered on a non-contractual, complimentary basis only.

Guide to terms: "The Service Provider" throughout the terms of business refers to St James's House. "The Client" indicates the purchasing party of the contract. The Organisation named in The Order will be referred to hereinafter as The Client. The Client's entitlement to enjoy the service(s) stipulated in The Order will be referred to hereinafter as The Project.

1. The Service Provider warrants that the services performed under this Agreement shall be performed using reasonable skill and care, and of a quality conforming to generally accepted industry standards and practices.

2a. The Client as well as signatory to The Order represents and warrants that it contracts with The Service Provider as principal, and has the authority to do so, notwithstanding that The Client may be acting as an agency or in some other representative capacity. The Client confirms that it has the right to distribute, publicise or publish all of the contents of the material provided to The Service Provider, and can grant to The Service Provider such right, and that such use in The Project will not: (i) infringe any rights of any third party including, without limitation, intellectual property rights and rights of privacy; (ii) violate any applicable law or regulation and (iii) contain anything that is defamatory, obscene, false or misleading.

2b. The Client hereby grants to The Service Provider a worldwide, non-exclusive, fully-paid licence to reproduce The Client's material for The Project (including all contents, trademarks and brand features contained therein) in accordance with The Order and these Terms and Conditions, and in additional material (including websites and events) published or hosted by The Service Provider.

2c. Where The Order stipulates that The Service Provider will commission editorial services on behalf of The Client, The Service Provider or its appointed agents will take reasonable steps to contact The Client in order to provide the service/s. Failure by The Client to respond to communications or to make reasonable time available to The Service Provider to fulfil the services will not be deemed a waiver to the terms of this agreement.

3. The Client will provide all materials for sponsorship, editorial, publishing, marketing, PR, events or other services outlined in The Order (including Word documents, EPS, JPEG or HTML files), in accordance with The Service Provider's requirements set out in this Agreement and in communications with The Client including (without limitation) the manner of transmission to The Service Provider (usually by email or registered post), the deadlines for delivery of The Project and such technical specifications as The Service Provider may require from time to time. The Service Provider will not be required to work with, publish or distribute any editorial feature, logo, advertisement or other materials that have not been received in accordance with such requirements.

4. In cases where The Client orders products or services (such as, but not limited to, copies of a publication, media space, editorial services, photography services and graphic design services) in addition to the primary order, entitlements will be confirmed in writing and delivered in accordance with these terms of business. Once confirmed in writing, orders for additional products and services are processed immediately by The Service Provider. Cancellations for additional products and

services purchased can only be accepted by The Service Provider in accordance with the cancellation policy (term 12). A decision by The Client to not utilise additional products or services purchased will not be deemed a waiver to the agreement, and The Client will remain liable for all fees. Unless otherwise agreed in writing, invoices for additional products and services are payable within 30 days.

5a. The Service Provider will determine and provide The Client with a target schedule for The Project including deadlines by which The Client must provide (and will be deemed to have been reasonably able to have provided) all material required by The Service Provider. The Service Provider will reasonably endeavour to assist or accommodate The Client in this regard.

5b. All media orders for one edition will be renewed on the same terms and charged on the same basis on the anniversary date of the receipt of order. The Client will have the option to terminate the renewal of the contract by notifying The Service Provider with no fewer than 30 days written notice before the anniversary date of the receipt of order. The Service Provider shall reserve the right to repeat content from previous issues for each successive edition or related series in either book or e-book formats. The Client may instruct The Service Provider to amend or update or replace previously published copy upon condition that such notice is given no more than 10 days after the anniversary date of the original receipt of order.

6. Where required, the Service Provider will endeavour to furnish The Client with a proof of material prior to publication, distribution or display. The Client will be allowed one set of free proofs if required (unless any corrections to the first set of free proofs specified by The Client in writing have been omitted or further mistakes are made by The Service Provider). If the first proof is approved by The Client for The Project, no further proof will be issued. Any requested amendments or alterations to such proofs must be returned to The Service Provider before or as per the date required by The Service Provider on the proof copy. Further amendments will be charged according to The Service Provider's scale of charges, which will be made available to The Client in the technical specifications if required. No claims against The Service Provider will be accepted for minor typographical errors, or errors contained in material that has been proofed and approved by The Client, or which is amended at the pre-release proof.

7a. For publications produced by The Service Provider, the content, layout and design (especially the editorial house style) and title of The Project are at the sole discretion of The Service Provider and will in all cases prevail. Acceptance of, editing and the layout of all editorial, advertising or photographic matter submitted are at the discretion of The Service Provider, and The Service Provider reserves the right to reasonably refuse, amend, withdraw or otherwise deal with all matter submitted to The Service Provider at its own discretion. No warranty is given for the inclusion within The Project of specific partners, contributors or sponsors.



## STANDARD TERMS OF BUSINESS

7b. The Service Provider supplies any prospectus or information pack for information only, and reserves the right to reasonably change details relating to The Project without notice, including but not limited to: the title, duration, images, product specification, co-production partners, contributors, guest writers, sponsors, placement of editorial and sponsor features, production schedule, associated events, distribution and suppliers.

8a. The provisions of The Order, The Agreement, and all communications passing between The Client or any of its agents and The Service Provider are highly confidential and must not be disclosed to any third party except: (a) by The Client to its qualified accountants or legal advisers, or (b) as otherwise agreed by the parties in writing or as otherwise required by law.

8b. The Client and its agents are hereby put on notice that The Service Provider and its affiliates are particularly sensitive to public statements about The Service Provider's services, contractual relationships and project plans, and improper or ill-timed statements are likely to have a detrimental effect on the business of The Service Provider and its affiliates and may contravene applicable law. Consequently, The Client and its agents must not, and must ensure that any person acting on its behalf does not, make any public announcement or divulge details in respect of The Order or the relationship between the parties without prior written consent of The Service Provider including without limitation any pre-announcement in respect of sponsorship of, or involvement in, any of The Service Provider's projects. For the avoidance of doubt, the foregoing prohibition includes public announcements by any third party acting on behalf of The Client and any communication that The Client knows will, or is likely to, be made public.

9. Unless agreed otherwise in writing, full payment is due within 30 days of booking. The Client must pay the invoiced amounts to The Service Provider in the agreed currency by electronic transfer or cheque upon presentation of the invoice. The Client must pay at the rates prescribed by applicable law all VAT (and all similar sales tax if applicable) on the amounts due under this Order. All amounts paid by The Client after the due date will bear interest on the full unpaid balance at the rate of eight per cent (8%) per annum (or the highest rate permitted by law, if less) above the Bank of England base rate as prescribed under the Late Payment of Commercial Debts Regulations 2002 and the Late Payment of Commercial Debts (Interest) Act 1998; and compensation/debt collection costs as prescribed under the Late Payment of Commercial Debts Regulations 2002 based upon the amount outstanding. Interest on overdue payments will be backdated and apply from the date when payment was due until the date when payment is received, whether before or after judgment. If The Service Provider and The Client agree that payments will be made in instalments as part of a payment plan, any failure on the part of The Client to meet a payment deadline, without prior notice to and written agreement from The Service Provider, will result in the payment plan

becoming void and the full liability under contract becoming due immediately, including interest. Any failure to honour an agreed payment plan, will also result in The Client automatically forfeiting all complimentary benefits associated with the order – such as, but not limited to, any accommodation, tickets to events, exhibition space or exclusivity that has been offered by The Service Provider. The Client will be responsible for all expenses (including legal fees) incurred by The Service Provider in collecting the amounts due. If The Client is a Limited Company or Limited Liability Partnership and is unable to pay the invoice amount, then the invoice amount will be payable personally by the Directors or Partners.

10. Upon receipt of the purchase instruction (The Order), The Service Provider will immediately factor The Client's confirmed financial contribution into the budget for The Project, schedule work, confirm bookings and advance non-refundable fees on behalf of The Client to cover or contribute towards multiple service areas associated with The Order. These service and cost areas might include, but not be limited to, media licence fees; administrative and account management staff; a contracted writer; support from editorial and production staff on conceptual as well as physical plans for the book, editing work, graphic design, amendments to materials, document proofing, image support and print management; media space/pages across the full print run, impacting on the running order, flat plan, digital media services and/or paper order; researchers and writers to produce non-sponsor copy; photographs to accompany non-sponsor copy; event support; book printing; reserved copies of the book; project logistics; book transport; book warehousing; national and international book distribution; project PR; commission to our sponsorship team; and other service areas associated with The Order which are necessary for delivery of The Project. Accordingly, by placing The Order, The Client agrees to be liable for the full financial value of The Order regardless of whether The Client makes full use of the services associated with The Order, and regardless of whether The Client cancels involvement before completion of The Project.

11. If The Client is unable or unwilling to satisfy the standards above (terms 1-10) or cancels involvement before completion of The Project, the conditions of cancellation will apply. Cancellation Policy: The Client may cancel its order by writing to St James's House at the following address: Production Department, St James's House (Media), The Maple Building, 39-51 Highgate Road, London, NW5 1RT. Cancellation instructions will only be accepted when sent by registered post "Recorded signed-for". Due to disruption to The Service Provider's schedule, loss of booked revenue and front-loaded costs incurred by The Service Provider in association with The Order (as described in term 10), cancellation instructions received by The Service Provider will, without exception, incur a cancellation fee equivalent to 100% of the value of The Order.

12a. Without limiting the foregoing, The Service Provider will have no liability for any failure or delay resulting from any governmental action,

fire, flood, insurrection, earthquake, power failure, riot, explosion, embargo, strikes whether legal or illegal, labour or material shortage, transportation interruption of any kind, work slowdown or any other condition beyond the control of The Service Provider affecting The Project or delivery in any manner.

12b. In no event will The Service Provider be responsible in contract, tort, negligence or otherwise, for: (i) loss of profits, business, contracts, revenues, goodwill, production and anticipated savings; or (ii) any indirect, consequential, special or economic loss of any kind, arising from any failure to publish or deliver, in a timely manner or at all any component of The Project in accordance with The Order.

12c. In the event of a complaint, The Client should write to The Service Provider at the earliest opportunity, by recorded and signed-for delivery, and not more than 14 days following release. All outstanding invoices will, without prejudice to the complaint, remain payable in full.

13. These Terms and Conditions, together with The Order (i) will be governed by and construed in accordance with, the laws of England, and the parties submit to the non-exclusive jurisdiction of the English courts; and (ii) constitute the complete and entire expression of the agreement between the parties, and supersede all other prior understandings, commitments, agreements and (unless made fraudulently) representations, whether written or oral between the parties (iii) In the event of any inconsistency between The Order and these Terms and Conditions, these Terms and Conditions will prevail. The Service Provider's failure to exercise or enforce any right or provision of this Agreement will not constitute a waiver of such right or provision.

14. If any provision of this Agreement is held invalid, illegal or unenforceable for any reason by any court of competent jurisdiction such provision shall be severed and the remainder of the provisions herein shall continue in full force and effect as if this Agreement had been agreed with the invalid illegal or unenforceable provision eliminated.