seychelles international airport

SCAA Seychelles Civil Aviation Authority

ADVERTISEMENT SUBMISSION FORM – SEYCHELLES INTERNATIONAL AIRPORT

All advertising artwork mock and requests must be attached with this form for approval.

Advert Reference Number:

Date Submitted:

CODE	ADVERT CATEGORY	COMPANY NAME	SIZE/LOOP	LOCATION	DURATION DATE	INSTALL DATE
PNL F						
PNL B						
BANR						
LITBX						
PILR						
DIGIT						
FIDS						

CODE

PNL F: Panel Frame

PNL B: Panel Board

BANR: Banner

LITBX: Light Box

PILR: Pillar

DIGIT: Digital

FIDS: Flight Information Display

APPROVED: **DATE:**

SIGNATURE: **NAME:**

VERIFIED BY COMMERCIAL DIVISION:

NOTES:

1. This form must be submitted with all adverts to be approved by SCAA.

2. If the dates and time of installation or removal is not yet known, please give an indicative date or date(s) or insert the month you are likely to perform either functions.

3. Do ensure that expiry dates of contracts are clearly respected and adverts are removed in a timely manner with replacement adverts or vacant advertising notices soon after. Empty panel adverts will not be permitted once an advert has expired.

4. In the event that the form is not submitted with the advert, SCAA Commercial Department, the department responsible for approval of advertisement will not process the request and it may cause delays to your request submission.

5. Digital formats must be submitted via either Dropbox, We Transfer links or a USB drive to the Marketing & Customer Service Division in advance for approval.

6. SCAA FIDS screens for all digital adverts must be formatted to the appropriate size indicated at 1920 x 1080 pixels horizontal integration; and 720 x 576 pixels vertical integration MVW files.

7. SCAA reserves the right to request additional information with the submission if it is not satisfied with the initial submission.

8. All approved adverts must be set up two weeks after in designated location. Delays must be conveyed to the Airport Authority.

9. Do ensure that the appropriate coding is used for adverts for ease of reference as it is used for auditing purposes.

10. Any other points not illustrated should be referred to the agreement in the advertising contract between SCAA and Roma Flash.