

## Terms and Conditions

- 1.1** All Sleepers and plaques remain the property of The Postal Museum.
- 1.2** Inscriptions should be names of individuals, companies, clubs or societies. The Postal Museum reserves the right to approve all lettering and to refuse any application considered unsuitable. In such cases The Postal Museum has no obligation to cite a reason and a full refund will be offered.
- 1.3** Engraving of the plaques will be done by a specialist engraver but names cannot be painted or applied to the plaque in any other way than by way of an engraving.
- 1.4** The plaques are made of brushed stainless steel and are 175mm x 75mm x 1mm. Custom sized plaques are not available.
- 1.5** The Sponsor recognises that the plaques may chip, crack, wear or otherwise become damaged owing to natural causes and the environment in which they are installed without liability to The Postal Museum.
- 1.6** You will receive your Sponsorship pack, including your certificate, after you have ordered and the payment has been processed. The plaque will be installed at the earliest opportunity. The Postal Museum will have complete control over the location and installation date of the plaques.
- 1.7** The plaque will remain installed and maintained for a minimum term of 5 years from the date of installation.
- 1.8** The Postal Museum reserves the right to move or relocate the plaque without liability, however, we will make every effort to keep the plaque in the original location.
- 1.9** Any amendments to the name provided on the application form must be made within 10 working days of receipt of the confirmation email or letter; thereafter The Postal Museum accepts no responsibility for changed or incorrect names.
- 1.10** The Postal Museum reserves the right to change the size, colour and materials used to manufacture and engrave the plaque.

- 1.11** As a Sponsor you are entitled to the following benefits over the 5-year term:
- 1.11.1** An engraved plaque, as described above, to be installed for no less than 5-years
  - 1.11.2** A certificate of Sleeper sponsorship
  - 1.11.3** 3 opportunities for you and a guest to visit your plaque over 5 years at pre-arranged, 'Walk the Rails' tours. The first tour will take place within the first year of installation of your plaque. The remaining two tours will be arranged in any period after the first year of installation but during the term of sponsorship (5-years)
  - 1.11.4** Two complimentary tickets to ride Mail Rail during your visits to see your plaque. These complimentary tickets are non-transferable and cannot be used at any other time other than during your visit to see your plaque as part of the, 'Walk the Rails' tours.
- 1.12** Visits for sponsors to see their plaques, 'Walk the Rails' tours are organised by The Postal Museum. You will be notified of the dates and times of these tours in advance. Whilst we will make every effort to offer you a choice of dates and times we reserve the right to change or amend these tours at short notice due to circumstances beyond our control. In these instances, we will make every effort to communicate any changes in advance by notification via email, telephone or letter.
- 1.13** Visits to see the plaques and participate in, 'Walk the Rails' tours cannot be made outside of the dates offered by The Postal Museum as outlined in term 1.12 above
- 1.14** Please bear in mind the accessibility rules and regulations for anyone attending the 'Walk the Rails' event. Due to the nature of the tunnels, we cannot allow children under 12 or individuals with walking difficulties (i.e. walking stick) to attend the tour. However, this does not apply to Mail Rail. For full accessibility rules and regulations, please contact someone from our Development Team.