

Submission Guidelines, Terms and Conditions

1. By submitting an application for listing you claim to have the authority to represent the listing. All details are verified and reviewed by our editors before inclusion into our directory service.
2. Listing submission will be processed by CBOP. Changes to your submission can be made by emailing directory@creativebop.org.nz
3. By submitting a listing you warrant that all data provided by you is accurate.
4. Individual profiles are to be written in the first tense (I and we). Profiles should be a minimum of 200 words.
5. Our editors may modify your listing information for style & grammar, invalid characters, symbols or formatting.
6. Images must be of a high quality and resolution. Minimum one, maximum 4 image. Images may be cropped to fit.
7. Creative Bay of Plenty has the right to crop the images to best fit the listing image dimensions.
8. Listings will be displayed in chronological order under chosen Main Category (a. Creative People b. Creative Groups c. Creative Spaces)
9. Listings will appear in alphabetical order in the appropriate Subcategories chosen from listing submission.
10. Profile / Listing information we display publicly within our directory service include:
 - Name of Creative Person, Organisation, Group, Space, Business Skills Provider
 - Contact details (at least one form of contact) email or phone. Groups & spaces require physical address
 - Summary intro sentence
 - Links - Website
 - Social Media - Facebook, Instagram, twitter, LinkedIn
 - Profile (written in first tense "I, We")
 - Images minimum of 1 image to go live, maximum (recommended) 4 images
11. Content which we do not accept:
 - Submissions that do not relate to arts and culture in Tauranga or Western Bay of Plenty
 - Websites in-development stages
 - Redirects or 404-page errors
12. The 'Lister' gives Creative Bay of Plenty the right to use the images & profile content and contact details from the directory for purposes of featuring or including in a. Advertising, promotional and marketing material of any format including, but not limited to, print, film and digital; and - b. Merchandise of any type including but not limited to flyers, brochures, posters, images, videos and other broadcast and media formats. c. Use on social media including but not limited to Facebook, Instagram and Twitter.
13. Creative Bay of Plenty shall have the right in its absolute discretion at any time and without notice to amend, remove or vary the directory and/or any page of this Website.

14. We operate a complaints handling procedure which we will use to try to resolve disputes when they first arise, please let us know if you have any complaints or comments to directory@creativebop.org.nz

If you have any questions, require help with your listing such as images or content, or are unsure if your listing complies with our submission guidelines, please feel free to contact us.