

Black Hills Faces Magazine

Advertising Contract/Insertion Order

COMPANY _____

CONTACT _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

PHONE _____ FAX _____

EMAIL _____

WEBSITE _____

Ad Size:

- ____ Back Cover (9.5"x 12" trim size – 1/8" bleed)
- ____ Inside Front Cover (9.5"x 12" trim size – 1/8" bleed)
- ____ Inside Back Cover (9.5"x 12" trim size – 1/8" bleed)
- ____ Page One (8.5"x11")
- ____ Full Page (8.5"x11")
- ____ 1/2 Page __Horizontal (8.5"x 5.375")
 __ Vertical (4.1875"x 11")
- ____ 1/4 Page __H (8.5 x 2.625") __V (4.1875" x 5.375")
- ____ 1/8 Page __H (4.1875"x 2.625") __V (2" x 5.375")
- ____ 1/16 Page (2" x 2.625")

Ad Color: ____ B&W ____ 1 Color ____ 2 Color
 ____ Full Color Color Choice(s):

Contract: ____ 1-time ____ 2-times ____ 4-times ____

Issues: (Check all that apply)

- ____ Spring (due _____) ____ Summer (due _____)
- ____ Fall (due _____) ____ Winter (due _____)

Ad Purchased _____ Dimensions _____

Due per issue \$ _____ Total Contract Amt.\$ _____

Advertising Policies

1. BHFМ reserves the right to reject any advertising it deems, in its sole discretion, offensive or inappropriate.
2. Verbal insertions will not be accepted.
3. BHFМ’s liability for error will not exceed the rate for the ad in question.
4. Advertisers on a two- or four-issue contract will have the previously printed ad inserted unless new electronic files are provided by the issue deadline.
5. There are no agency commissions.
6. With the exception of premium placement ads, ad position is not guaranteed. BHFМ will make every attempt to meet position requests but is not obligated to do so.
7. Ad copy deemed by BHFМ to be editorial in nature will be marked “advertisement” or will not be accepted.
8. Cancellations: Written notice of cancellation must be received by the copy deadline. Two- and four-issue contract cancellations will be calculated at the one-time rate for ads already printed and for planned ads that are being cancelled.
9. Returned checks will incur a \$50 fee.
10. Space available is on a first-come, first-served basis.
11. BHFМ reserve the right to increase rates, if necessary, with 30 days written notice to the advertiser.
12. BHFМ shall be held harmless by advertiser, and advertiser shall indemnify BHFМ for any costs, fees, damages or loss relating to claims arising out of the content of the ad submitted by advertiser.
13. It is the advertiser’s responsibility to ensure that the ad dimensions are correct. Dimensions for all ad sizes are listed on this contract.
14. Ads designed by BHFМ must be accompanied by a signed contract and are for use in BHFМ exclusively.

Send ad (press quality PDF,
 Acrobat 4 compatible) to:
beth@bhfacesmagazine.com

Mail contract and/or ad on disk to:
 Black Hills Faces Magazine
 P.O. Box 9566
 Rapid City, South Dakota 57709
 Phone: (605) 348-0558
www.bhfacesmagazine.com

I understand that my ad will not run if payment is not received by the reservation deadline.

I agree to follow all Black Hills Faces Magazine advertising policies as stated on this contract:

NAME _____

DATE _____