



Cambridge Chamber of Commerce Advertising Contract/Insertion Order

Each issue of Connections is sent to over 1,500 members & friends of the Cambridge Chamber of Commerce. Advertising is available in six issues per year. All ads are grayscale. Contact Lisa Schoenberg at lisasch@cambridgechamber.org or (617) 876-4132 with any question.

Rates

Size	1 Issue	3 Issues	Full Year (6 Issues)
Full Page 7 3/4" horizontal X 10" vertical	\$550 per issue	\$1,350 (\$450 per issue)	\$1,980 (\$330 per issue)
Half Page 7 3/4" horizontal X 4 1/8" vertical	\$350 per issue	\$810 (\$270 per issue)	\$1,260 (\$210 per issue)
Quarter Page 3 3/4" horizontal X 5" vertical	\$210 per issue	\$465 (\$155 per issue)	\$720 (\$120 per issue)
Eighth Page 3 3/4" horizontal X 2 1/4" vertical	\$120 per issue	\$300 (\$100 per issue)	\$420 (\$70 per issue)
Inserts 8 1/2" horizontal X 11" vertical	\$450 per issue	\$1,080 (\$360 per issue)	\$1,650 (\$275 per issue)

Specifications

All ads are grayscale. Color inserts are acceptable if provided but no color advertisements are available.

Ad should be submitted electronically (preferred) or provided camera-ready, reproduced on clay-coated mechanical sheets ("slicks"). Laser print-outs are not acceptable.

Ads may be submitted on a CD, DVD or a PC-formatted Zip or 3.5" disk, or via e-mail to lisasch@cambridgechamber.org.

Ads will be rejected if, in the opinion of the editor, they are not of reproduction quality.

Preferred formats:

- EPS with fonts converted to outlines and any placed images sent separately
- Quark 6.5 for Windows (or earlier) with fonts and images

Also accepted:

- 300 dpi TIFF
- PDFs with fonts embedded and downsampling of no more than 300 dpi

Stated rates are for ad space only and do not include design services. You will incur additional charges for design, typesetting and production by Chamber staff, including conversion from Word or file formats other than those listed above.

The Chamber reserves the right to reject any ad or insert that contradicts the mission of the Chamber or directly slanders another member. All ads must be approved by the editor and/or publisher before being printed.

Payment is preferred upon returning this completed contract. Invoicing can be arranged through the Chamber.

**Please send completed contracts and advertisement/insert material to:
 Lisa Schoenberg, CCC, 859 Massachusetts Avenue, Cambridge, MA 02139**

Advertisements

of placements of the SAME ad: _____
 (Please fill out additional forms if the copy/size varies)

Size: (Please circle) **Issues to be placed in:** (Please circle and complete year)

Full page January/February 200__
 Half page March/April 200__
 Quarter page May/June 200__
 Eighth page July/August 200__
 September/October 200__
 November/December 200__
 Full year (six issues)
 beginning _____

**All ads are
 grayscale**

Rate per ad

x Number of ad placements

Total ad cost

Inserts

of issues to insert the SAME materials in: _____ (Please fill out additional forms if insert material is to change)

pages to insert: _____ (Please circle)
 (Front and back equals 2)

Materials provided by: _____
 Company (1,500 copies)
 Chamber (Please call to arrange pricing)

Inserts must be 8 1/2 X 11 on text weight paper or additional charges will apply.

Issues to be placed in: (Please circle and complete year)

January/February 200__ July/August 200__
 March/April 200__ September/October 200__
 May/June 200__ November/December 200__

Rate per insertion

x Number of placements

Total insert cost

Total ad cost

+ Total insert cost

Total cost

- Amount paid

Balance due

Payment method (Please check)

Check enclosed Bill _____ (Please circle) _____
 Charge credit card [Visa MC Amex Discover]

Account number _____

Name on card _____

Billing Address _____

Exp. Date _____ V-Code _____

Company name: _____

Contact person: _____

Billing address: _____

Phone: _____ Fax: _____ Email: _____

Ad Agency (if applicable): _____

Contact person: _____

Phone: _____ Fax: _____ Email: _____

This document constitutes the entire agreement between the parties and should only be amended in writing. In exchange for advertising space and services rendered, I agree to the terms and rates stated.

Authorized by: _____

Title: _____ **Date:** _____

For Chamber use only

Received by: _____ **Date:** _____

Payment: _____