

Order date _____ Advertiser _____
 Contact name _____ Send invoice to _____
 Phone _____ Email _____
 Address _____ Address 2 _____
 City _____ State _____ ZIP Code _____

Ad to appear in the following issue(s):

- January/February 2023
- March/April 2023
- May/June 2023
- July/August 2023
- September/October 2023
- November/December 2023

Ad size

- Full page
- Two-thirds page
- One-half page vertical
- One-half page horizontal
- One-third page vertical
- One-third page horizontal
- One-sixth page vertical
- One-sixth page horizontal
- Stitch-In Promo Card
- Polybagged Flyer

Please see pages 1-3 for specs, rates, measurements, publication trim size information, and details about submitting your ad electronically.

- I plan to submit new ad materials for each issue (for multiple-issue ads).
- Please pick up my ad from the previous issue (unless otherwise notified by the materials deadline).

Special placement desired _____

Additional Advertising Options

- Stitched-In Card: preferred issue _____ (limit 1X annually)
- Polybagged Flyer: preferred issue _____ (limit 1X annually)

\$ _____ Rate

- \$ _____ Citygate Network business member discount, if applicable (-10%)

\$ _____ Net rate

Special instructions _____

Payment terms

- Citygate Network will invoice the advertiser for each issue via contact name and mailing information listed above.
- Payment is due within 30 days of receipt of invoice.
- Advertiser may pay in advance for multiple insertions.
- Non-payment may result in withholding of ads from subsequent issues until accounts are made current.

Contract terms

- Advertisers assume liability for the content of their advertising and assume responsibility for any claims against the publisher arising from their advertising.
- All advertisements are subject to approval. Citygate Network reserves the right to reject any advertising not meeting the standards or values of *Instigate* magazine or the association.
- Citygate Network shall not be liable for failure to insert an advertisement for any cause.
- All advertising must be confirmed by submitting a completed insertion order form.
- Advertisers reserving space in multiple issues understand that their most recent ad will be picked up if new materials are not received by the materials deadline (or other arrangements are made with the Director of Business Development and Member Care).
- Cancellations received after the materials deadline dates may be charged a 20 percent cancellation fee.
- The advertiser agrees to submit ads according to instructions provided on this rate card.

I agree to the terms under which this Insertion Order is issued.

Printed name _____ Signature _____

Title _____ Date _____

INSTRUCTIONS

Please print this insertion order form, complete, and submit via fax or email attachment to:

Sam Edwards

Director of Business
Development and Member Care

Phone: (719) 266-8300, ext. 110

Fax: (719) 266-8600

Email: sedwards@citygate-network.org



Citygate Network
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