

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 2024
- March/April 2024
- May/June 2024
- July/August 2024
- September/October 2024
- November/December 2024

- 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 _____

\$ _____ Rate (based on rates on page 2)
- \$ _____ Citygate Network business member discount, if applicable (-10%)
\$ _____ Net rate

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

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

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).
- 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

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

Email: sedwards@citygate-network.org



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