



2022 RATE CARD / ORDER FORM

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
sedwards@citygatenetwork.org

ART DEADLINES

Banner Artwork is due 20 days prior to publish date. Artwork should be sent to both Sam Edwards and Justin Boles.

Sam Edwards

sedwards@citygatenetwork.org

Justin Boles

jboles@citygatenetwork.org



Citygate Network
2153 Chuckwagon Road
Suite 100
Colorado Springs, CO 80919

Phone: (719) 266-8300
www.citygatenetwork.org

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) of StreetSmart:

- February 1
- March 1
- April 1
- May 3
- June 1
- July 1
- August 2
- September 1
- October 1
- November 2
- December 1

Digital Specifications

Send your electronic file at 72 ppi with the dimensions of 800 pixels wide x 350 pixel high. File can be sent in .jpg, .png, or .gif format.

Artwork Deadlines

Banner Artwork is due 20 days prior to publish date. Artwork should be sent to both Sam Edwards and Marvin Harrell.

Advertising rate: \$400.00 per ad

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 the association.
- Citygate Network shall not be liable for failure to insert an advertisement for any cause.

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

Printed name _____ Signature _____
 Title _____ Date _____



2022 GUIDELINES

Guidelines for advertising in the 2022 issues of Street Smart

In the interest of fairness to all Street Smart advertisers, we have established the following guidelines for advertising on the top page of our bi-weekly electronic publication Street Smart.

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1. Once the annual rate card is published each year, advertisers will have until November 10, 2021 to notify Citygate Network of their interest to advertise in Street Smart by completing and submitting the **2022 Rate Card/Order Form**.
2. Previous ad commitments will not be a factor in determining which advertisers are awarded ad placement for the upcoming year.
3. On the business day following the submission deadline (November 10, 2021), any uncontested advertisements will be granted. Requests for placements having more than one interested party will be decided by a random drawing.
4. Citygate Network business members will be given priority. If a business member and a nonbusiness member are both interested in advertising, the business member will be awarded the placement without a drawing. A non-business member will be awarded an advertisement only if it is the sole interested party, or if only other nonbusiness members are interested. If only multiple business members or only multiple non-business members desire the same ad placement, a drawing will be held to award the advertisement.
5. Advertisers will be notified of the winners of drawings for advertisements on the business day following the reservations deadline. (i.e. November 11, 2021).
6. After competing ad drawings are held each year, any uncontested remaining placements will be awarded on a first-come, first-served basis.



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