



E-Newsletter & Website Advertising Contract

Method of Payment:

TOTAL:\$ _____

Cheque/Cash (must be included with contract) Invoice
Credit Card Number _____ Expiry _____ CVC _____

The credit card number and CVC will be redacted from the contract once payment has been fulfilled.

You are welcome to phone in the CVC number as well as pay online if preferred.

SPECIAL DETAILS:

- The Chamber is not responsible for searching for or sourcing content. All advertising content (including social media posts), must be emailed to communications@southeastalbertachamber.ca
- Content must include an image, link, and written content (if applicable)
- All content will be reviewed before payment of contract and publishing. If content is not suitable for public viewing or is not aligned with the values *The Southeast Alberta Chamber of Commerce*, the publication will not be accepted.
- One advertisement type per business per month, however multiple types can be ran simultaneously
- To ensure advertiser exclusivity only one of each advertisement type will run each week

CONTENT SPECS:

- **Banner Specs:** 707px X 120px. PNG image to be supplied by the advertiser. Please provide website/email to link to image.
- **Advertorial/Article Specs:** Provide content for Advertorial. Write up of 250 words or less, website link, logo, and ad photo.
- **Event Listing Specs:** Provide image, date & time, link to registration or website, small description of the event up to 250 words or less.
- **Social Media:** Please provide post content beforehand for review, tag and notify *The Chamber* when content has been posted.

AGREEMENT:

*Acceptance of this contract constitutes a legally binding agreement for the purpose of advertising space for the selected period(s). The purchase is non-refundable and non-transferable. It is the responsibility of the purchaser to provide the Chamber with completed artwork (banner advertisement) that meets the specifications and deadlines outlined. **Payment must be made in full prior to the scheduled run date(s).***

Authorized Purchaser Signature

Date

Chamber Authorizer Signature

Date

Send Completed Forms and Content To:

Southeast Alberta Chamber of Commerce
413 6th Avenue SE
Medicine Hat, Alberta T1A 2S7

Phone: (403)527-5214 Ext. 225

Fax: (403)527-5182

Email: communications@southeastalbertachamber.ca

Website: www.southeastalbertachamber.ca