

ADVERTISING CONTRACT 2020- 2021

Check the appropriate box for each issue, or publication you wish to advertise in.	Full Page Back Cover, Color	Full page Inside Cover, Color	Full Page Color	Full Page Black and White	2/3 page, Color	2/3 page	1/2 page, Color	1/2 page	1/3 page, Color	1/3 page	1/4 page	1/6 page
Colorado Music Educator- Fall Closing date- August 30												
Colorado Music Educator-Winter Closing date- October 23												
Colorado Music Educator- Spring Closing date- February 26												
Clinic/Conference Program Closing date- October 23												
Clinic/Conference On-line Program Banner Advertisement												
Email Newsletter- Closing date the 25 th of the month prior <i>Place an "X" in box for month</i>	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		

Print clearly the following information:

Advertiser Name _____

Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone _____ e-mail address _____

Authorized signature _____

All ads are to be submitted via e-mail in JPEG or PDF format to:
communicationscmeaonline@gmail.com by the submission date listed on the advertising contract.

We are electing to pre-pay our advertising for the year, our advertising costs are as listed on the rate card page:

Fall issue	_____	<i>total cost</i>
Winter Issue	_____	<i>total cost</i>
Spring Issue	_____	<i>total cost</i>
Conference Program	_____	<i>total cost</i>
Conference Program On-line	_____	
Banner Advertisement	_____	<i>total cost</i>
Email Newsletter	number of months _____	<i>total cost</i>
<i>Sub-total (final total if not prepaying)</i>		_____ <i>total cost</i>
<i>minus 15% pre-pay discount</i>	- _____	<i>total discount</i>
<i>when contracted and paid by August 15, 2020.</i>		
Total enclosed with contract:	_____	<i>total payment</i>

If pre-paying by credit card, complete the credit card authorization form on the next page and submit with this contract or submit your payment at [cmeaonline.org/General Information](http://cmeaonline.org/General%20Information) tab and select Advertise with CMEA.

_____ Check will be arriving shortly to pre-pay advertising.

Send completed contracts to:

Using US Mail send to:

**CMEA Publications, PO Box 44489,
Denver, CO 80201**

Using email send to both:

communicationscmeaonline@gmail.com

and to officecmeaonline@gmail.com

Credit Card Authorization Form

Send to: CMEA, PO BOX 44489, Denver, CO 80201

or

email to office@cmeaonline.org

FORMS ARE NOT ACCEPTED BY FAX!!

Payments are accepted by VISA, Master Card, or Discover Card only, enter complete information on lines below for total orders/amounts of \$25.00 or more:

Name as it appears on the Credit Card:

Credit Card Number 4-digits per line (VISA, Master Card, or Discover Card):

Expiration date _____

Credit Card v-code on back of card _____

Credit Card Billing Address _____

Credit Card Billing Zip Code _____

Phone number _____

Email _____

What CMEA related event/service is this charge applying to?

What is the total amount of the charge you are authorizing? _____

Signature of authorized cardholder: _____

Once your credit card is processed the Colorado Music Educators Association will attach a copy of your credit card receipt on the original paperwork and this Credit Card Authorization form will be immediately shredded. The Colorado Music Educators Association policy does not allow us to keep credit card numbers on file.

***Cancellation refunds paid by credit card will be deducted
20% due to processing fees.***