

NABCEP Quarterly e-Newsletter and/or Solo Advertising Request and Payment Form

NABCEP is pleased to offer this exclusive advertising opportunity to Registered Training Providers, Manufactures, Accredited Companies, and Installation Companies.

NABCEP offers two advertising opportunities, see below to which one fits your company needs.

Quarterly e-Newsletter Advertising Opportunity	Solo Advertising Opportunity
Circulated Four Times per Year	Exclusive Monthly Advertisement
Reaches over 40,000 Stakeholders	Reaches over 40,000 Stakeholders
NABCEP News and Editorials	Cost: \$1,600 per Publication
Updates on Certification and Recertification	
Updates on NABCEP's CE Conference	
Updates on other Event Participation	
Cost: \$1,250 per Publication	

ADVERTISEMENT CONTENT AND FORMAT REQUIREMENTS

All published advertisements **must** be pre-approved by NABCEP and meet the following requirements:

1. The advertorial or article must include: the company's current and complete information including business mailing address, telephone number, email address and certification number if required.
2. The advertorial or article **must not**: include any content that is offensive, disparaging, defamatory, harassing or obscene; include any content that misrepresents or mis-states information concerning any product, service, publication, course, organization or person; be otherwise inappropriate, or inconsistent with the mission and purposes of NABCEP.
3. The advertorial or article must satisfy the following technical specifications:
 - Size: advertorial has a 500-word limit or article size – 600 x 800 Pixels
 - Format: Word, PDF
 - Color: Digital Images
 - Properties: All fonts and artwork must be embedded in the advertisement or sent in a separate template document

ADVERTISEMENT DEADLINE DATES

All advertisements **must** be sent within 48 hours of the desired send date for the month reserved for any Solo Advertising Opportunities. For the Quarterly e-Newsletters, all templates **must** be submitted within 48 hours of the given send -date by NABCEP staff.

HOW TO SUBMIT AN ADVERTORIAL OR ARTICLE REQUEST

Complete your Quarterly e-Newsletter and/or Solo Advertising Opportunity request form below. You can submit your article one of two ways:

*Postal mail the completed form, advertorial or article with full payment to:

NABCEP
Attn: Eric Filante
56 Clifton Country Rd., Suite 202
Clifton Park, NY 12065

Or:

* E-mail your completed form, digital advertorial or article to efilante@nabcep.org and be sure to include your ***company/organization name and publication month in the subject line.***

Questions? Please contact NABCEP Project Coordinator Eric Filante at efilante@nabcep.org or 518-901-5011

COMPLETE THE QUARTERLY E-NEWSLETTER or SOLO ADVERTISEMENT REQUEST FORM

Full payment and your digital advertisement **must** all be received by the request deadline given by NABCEP staff to be published in the corresponding Solo Advertising Opportunity and/or Quarterly e-Newsletter issue. **Applications missing required documentation and/or payment will be denied.**

Please complete this form electronically and submit to efilante@nabcep.org

Please complete this form electronically or print clearly:

FULL NAME _____
COMPANY NAME _____
COMPANY WEBSITE _____
COMPANY TELEPHONE NUMBER _____
CONTACT EMAIL ADDRESS _____

By submitting this request form, the undersigned represents and agrees to the terms of the NABCEP Quarterly e-Newsletter Advertising and/or Solo Advertising Format Requirements.

Signature: _____ Title: _____ Date: _____

Solo Advertising Opportunity Issue: Jan Feb Mar Apr May June July Aug Sept Oct
Nov Dec

Solo Ad Cost: \$1,600 Per Issue

Quarterly e-Newsletter Issue: Jan/Feb/Mar(Q1) Apr/May/June(Q2) July/Aug/Sept(Q3)
Oct/Nov/Dec(Q4)

Quarterly e-Newsletter Cost: One Issue \$1,250 2 Issues \$2,500 3 Issues \$3,750 4 Issues \$5,000

Ad Payment:

Please either do one of the following:

1. **To pay by credit card:** Submit a digitally signed copy of this ad form to NABCEP Project Coordinator Eric Filante (efilante@nabcep.org). Once approved, you will receive a follow-up e-mail containing an invoice from NABCEP. Please respond confirming you would like to pay the invoice by credit card. An email with a payment link will follow from our processor, authorize.net.
2. **To pay by check:** When you receive an invoice from NABCEP, please send a check for the total amount to the following address:

NABCEP Attn: Accounts Receivable 56 Clifton Country Rd., Suite 202 Clifton Park, NY 12065

DO NOT PRINT ANY CREDIT CARD INFORMATION ON THIS FORM