



EMPTY CLOSET ADVERTISING CONTRACT

ADVERTISER INFORMATION

Contact: _____
Legal/Business Name: _____
Address: _____
City / State/ Zip: _____
Email: _____
Phone: _____
Fax: _____

COST INFORMATION

\$_____ per issue X _____ issues = \$_____

Design Fees: \$60 x _____ + \$35 x _____ + \$_____

TOTAL DUE: \$_____

PAYMENT INFORMATION

Check Ck # _____
 Invoice NET 15 Monthly Bi-Monthly Annually
 MasterCard VISA American Express
Name on Card: _____
Card Number: _____
Expiration Date: _____ CCV: _____
 PayPal PP Number: _____

BILLING INFORMATION SAME AS ABOVE

Billing Contact: _____
Billing Address: _____
Billing City/State/Zip: _____
Billing Email: _____
Billing Phone: _____ Billing Fax: _____

NOTES

AUTHORIZATION

The undersigned is authorized to provide the above information, certifies that it is correct, and understands it is for establishing a new account and/or credit from the Empty Closet/Out Alliance. Further, should credit be granted, the Empty Closet will render statements of charges and payments each month. In case of default on the terms of this agreement all legal fees, court costs, and collection fees will be paid by the applicant. A \$35 service charge will be assessed on all returned checks.

Signature: _____
Print Name: _____
Date: _____

ADVERTISING POLICIES

Advertising Guidelines

- All ad copy must be submitted electronically by the 10th of the month prior to month of publication.
- Print-ready ads must be sent in either .pdf or .jpg format
- First-time Advertisers: .pdf files must be accompanied by signed contract and pre-payment; first-time Advertisers must pay in advance for first three insertions.
- For ads being designed by the Empty Closet, all graphics and text must be provided by the 10th of the month prior to month of publication. A charge of \$60 for the first hour and \$35 per additional hour will be added to the amount billed. The designer will provide proofs upon Advertiser request.
- If an extension is needed, notification must be received in writing no later than the 10th of the month prior to month of publication. We will always do our best to accommodate late advertisement placement, but we cannot promise inclusion.
- If an ad is cancelled after the 10th of the month prior to month of publication, removal may not be possible; if the ad has to run, Advertiser agrees to pay the ad cost.
- The same ad will run in each issue, pursuant to the terms of this contract, unless notification is made before the 10th of the month prior to month of publication.
- The Empty Closet is not responsible for errors or omissions in ad copy submitted by the Advertiser.
- The Empty Closet is not responsible for any losses associated with advertising.
- Acceptable method of payment:
Cash / Check / MC / Visa / American Express / PayPal

CONTENT POLICY

All ads must comply with state legal regulations, so certain kinds of adult content are not allowed in ads in the Empty Closet. All advertisers must affirm that they fully support lesbian, gay, bisexual, transgender, and intersex people in their full identities and support their right for full legal equality and efforts to end violence, bias, and discrimination against them. Failure to comply may result in actions by the Empty Closet, which may result in refusal or cancellation of any ad.

AD INFORMATION

Back Cover Front Inside Cover Back Inside Cover
 Full Page 3/4 1/2 1/4 1/8 1/12
 HOR VER F/C B/W PRINT-READY: Y N
Number of times ad will run: _____
 FEB MAR APR MAY JUN JUL
 AUG SEP OCT NOV DEC/JAN