



EMPTY CLOSET ADVERTISING CONTRACT

ADVERTISING POLICIES

Advertising Guidelines

- All ad copy must be submitted electronically by the 10th of the month prior to the 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 prepayment; 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 the 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 the 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 the 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 the 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 methods 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
- 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

ADVERTISER INFORMATION

ACCOUNT MANAGER:

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: _____