



2022 DIRECTORY BUYERS' GUIDE

ADVERTISING CONTRACT

Name & Title of Authorizing Party:

Signature of Authorizing Party:

Total Number of Listings:

***Corporate Plus Members** receive one free listing in the Buyers' Guide. Please submit a completed contract to reserve your space.

Reserve your space by *August 13, 2021!*

Please check one:

____ Repeat listing(s) from the previous directory with no changes

____ New listing(s) to be provided by September 17, 2021

Type or Print Legibly

The information you provide below will appear in your company listing.

Name of Company: _____

Contact: _____

Title: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Fax: _____

Website: _____

Email: _____

***Non-members** add a 25% surcharge. To avoid this surcharge, your NCIA membership must be current at date of publication.

PRICE SCHEDULE:

First listing is \$250. Companies placing listings in multiple categories will be charged an additional \$150 for each category.

NCIA Office Use Only

Total Listings: _____ Total Amount: _____

Corp+ Discount: _____ Total Due: _____

Signature of Authorizing Representative:

Date: _____

SAMPLE LISTING

ABC FABRICS

1234 Main Street Anywhere, IL 10000

(800) 555-5555

www.abcfabrics.com

jjones@abcfabrics.com

Joe Jones, Sales Manager

Manufacturer and distributor offering a comprehensive collection of textiles and vinyls, including products for upholstery, drapery and panel applications. ABC Fabrics are used extensively throughout all aspects of the commercial furnishing industry. Healthcare, Hospitality, Corporate, Government and Institutional markets.

INSTRUCTIONS:

1. To list your company and product(s) in the 2022 NCIA Directory, please fax or email this Contract and the Company Product Categories List (reverse side) by August 13, 2021. Please submit your listing in Microsoft Word format to rebekah@nationalcia.org.
2. Complete the company information in the above space exactly as you wish it to appear. Please type or print.
3. In a separate Word doc, provide an 8-10 line, 50 characters per line, description of your company's product/service as you wish it to appear in paragraph format below your company's information, under your specified product category (approximately 50-70 words). Submit your listing to the NCIA National Office (address below) no later than September 17, 2021.
4. Indicate by placing an (X) by each product category under which your listing(s) should appear on the Company Product Categories List on the reverse side of this form.
5. NCIA reserves the right to edit or reject any copy if submissions do not conform with specifications listed above and NCIA's advertising policy.
6. Payment terms are net 30 days from date of invoice. Any unpaid balance over 30 days will be charged an additional 1.5% per month.

Note: This is a legally binding contract. In signing this document, the advertiser and agency agree to abide by the contract terms and conditions stated herein.

COMPANY PRODUCT CATEGORIES

Please indicate with an (x) each product category under which your listing(s) should appear.

- | | | |
|--|---|---|
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Footwear | <input type="checkbox"/> Religious Diets |
| <input type="checkbox"/> Apparel | <input type="checkbox"/> Furniture/Components | <input type="checkbox"/> Screen/Shields |
| <input type="checkbox"/> Beds | <input type="checkbox"/> Janitorial Sanitation & Safety Systems | <input type="checkbox"/> Seating |
| <input type="checkbox"/> CNC Tools | <input type="checkbox"/> Janitorial Supplies | <input type="checkbox"/> Security Cameras |
| <input type="checkbox"/> Chemical Blending | <input type="checkbox"/> Laundry Equipment | <input type="checkbox"/> Security Products |
| <input type="checkbox"/> Chemical Supplies | <input type="checkbox"/> Lockers/Storage | <input type="checkbox"/> Signs |
| <input type="checkbox"/> Commissary/Canteen Supplies | <input type="checkbox"/> Machinery/Equipment | <input type="checkbox"/> Tables |
| <input type="checkbox"/> Decals/Tags/License Plates | <input type="checkbox"/> Mattresses | <input type="checkbox"/> Textiles |
| <input type="checkbox"/> Dormitory Furniture | <input type="checkbox"/> Optical | <input type="checkbox"/> Toilet Tissue Machinery |
| <input type="checkbox"/> Electronics/Entertainment | <input type="checkbox"/> Plastic Bag Making Machinery | <input type="checkbox"/> Upholstery Fabrics |
| <input type="checkbox"/> Eyeglasses | <input type="checkbox"/> Printing and Signage | <input type="checkbox"/> Vehicle Registration Systems |
| <input type="checkbox"/> Fabrics | <input type="checkbox"/> Reflective Apparel | |
| <input type="checkbox"/> Flame-Resistant Materials | <input type="checkbox"/> Refurbishing/Upholstery | |