



NATIONAL
CORRECTIONAL
INDUSTRIES
ASSOCIATION

PLANNING GUIDE ADVERTISING CONTRACT

NCIA 2026 National Training Conference

COMPLETE FULLY

NAME OF COMPANY		WEBSITE	
ADDRESS			
CITY	PROVINCE/STATE	COUNTRY	ZIP
PHONE		TITLE	
CONTACT		EMAIL	
NAME & SIGNATURE OF AUTHORIZING PARTY			DATE

AD SPECIFICATIONS AND RATES

Ad Copy Instructions: REPEAT ☐ Will Provide NEW Ad ☐ | All ad measurements are width X height | Please select the ad type below

Premium Space (8.5" x 11" | Full Color)

- | | |
|---|--------------|
| <input type="checkbox"/> Back Cover | \$975 |
| <input type="checkbox"/> Inside Back Cover | \$775 |
| <input type="checkbox"/> Inside Front Cover | \$775 |

See artwork requirements for all ads below.

Standard Space

- | | |
|------------------------------------|--|
| Full Page (8.5" x 11") | <input type="checkbox"/> COLOR: \$625 |
| | <input type="checkbox"/> B&W: \$475 |
| Half Page Horizontal (7.5" x 4.5") | <input type="checkbox"/> COLOR: \$395 |
| | <input type="checkbox"/> B&W: \$350 |

TOTAL AMOUNT DUE: \$

2026 PLANNING GUIDE DEADLINES | Space Reservation: **AUGUST 29, 2025** | Artwork: **SEPTEMBER 12, 2025**

ARTWORK REQUIREMENTS

Advertisers and their agents assume liability for all content of advertisements printed, and assume responsibility for any claims made against NCIA arising therefrom. Advertisers agree to indemnify, defend, and hold harmless NCIA from any and all liability for the content of such advertisements. NCIA assumes no liability for error or omissions in key numbers. NCIA reserves the right to review and reject any advertisement.

IMPORTANT: Provide a **PRESS quality PDF** of the ad at **300 DPI at final size**.

Full page ads only (if applicable) provide **0.125"** to edges that have bleeds (final size with bleeds on a 4 edges: 8.75" x 11.25").

Please do NOT include any crop marks, printer information, etc.

LIVE area is 7" x 10" to be sure NO important information (text, logos, etc.) do not go beyond this to avoid being cut off.

CANCELLATIONS/PAYMENT TERMS

No cancellation of contracted space will be deemed valid unless received in writing by NCIA at least 30 days prior to the space closing date. Failure to comply with this condition will result in the advertiser being billed accordingly. NCIA will, at its discretion, either repeat the latest advertisement or publish nothing. *Payment for all advertisements must be paid within 30 days of billing. Unpaid balances over 30 days will be charged 1.5% per month.*

NOTE: This is a **legally binding contract**. In signing this document, the advertiser agrees to abide by all of the contract terms and conditions stated within this document and warrants that the representative executing the contract has the legal authority to create a binding agreement with NCIA.

PLEASE SEND CONTRACTS TO

memberservices@nationalcia.org

NCIA OFFICE USE ONLY

AD COPY INSTRUCTIONS: REPEAT Last Year's Ad ☐ Sending NEW Ad Copy ☐

Check/Credit Card Authorization # Date Paid

SIGNATURE OF AUTHORIZED NCIA REPRESENTATIVE

DATE