



**NATIONAL  
CORRECTIONAL  
INDUSTRIES  
ASSOCIATION**

# Planning Guide Advertising Space Contract

## NCIA 2023 National Training Conference

### AD SPECIFICATIONS AND RATES

Premium Space			Standard Space		
Back Cover	Color	\$975	Full Page (8.5" x 11")	Color	\$625
Inside Back Cover	Color	\$775	Full Page (8.5" x 11")	BW	\$475
Inside Front Cover	Color	\$775	Half Page (8.5" x 11")	Color	\$395
			Half Page (8.5" x 11")	BW	\$350

**SOLD**

### 2023 PLANNING GUIDE DEADLINES

**COPY DEADLINE** August 19, 2022

**SPACE RESERVATION DEADLINE** July 29, 2022

#### COMPLETE FULLY

Name of Company: \_\_\_\_\_ Website: \_\_\_\_\_

Contact: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Name and Title of Authorizing Party: \_\_\_\_\_ Signature of Authorizing Party: \_\_\_\_\_

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

#### ARTWORK REQUIREMENTS

NCIA requires PC-compatible files and that all artwork be sent in electronic format and be accompanied by an appropriate hardcopy proof. 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. Bleeds are available for full-page ads only, the bleed size is 8/75" x 11.25".

#### 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 which is July 31, 2019. 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.

#### Credit Card Payments

Card type:  Visa  Mastercard  American Express

Card Number: \_\_\_\_\_ Exp. date: \_\_\_\_\_

Name on card: \_\_\_\_\_ Cardholder signature: \_\_\_\_\_

#### Check here to be invoiced

#### Mail contract & payment to:

NCIA  
800 North Charles Street  
Suite 550B  
Baltimore, MD 21201  
Phone: (410) 230-3972  
Fax: (410) 230-3981

#### NCIA Office Use Only

**AD COPY INSTRUCTIONS**  Repeat Last Year's Ad  Sending New Ad Copy

Signature of Authorized NCIA Representative: \_\_\_\_\_ Date: \_\_\_\_\_