

TEACHING music INSERTION ORDER



RETURN FORM TO **Ellie Dunn**
EllieD@NAfME.org / 856.582.0690 ext. 2

PRIMARY CONTACT

Name				Title			
Company				NAfME Corporate Partner	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Address							
City				State/Zip			
Phone				E-mail			

BILLING CONTACT Same as above Agency

Name			Title			Company		
Address				City			State/ZIP	
Phone				E-mail				

PRINT

Frequency

1x 2x 3x 4x

Issues

August 2019 Oct. 2019 Feb. 2020 April 2020

Size

Full w/bleed Full 2/3V 1/3 Sq
 1/2 Island 1/2 H 1/4 V Spread

Other: _____

Special Placement

Inside Front Cover Inside Back Cover Back Cover

Other: _____

E-MAIL AD SUBMISSIONS TO: EllieD@NAfME.org

New PDF, arriving by _____

Pick up past ad from _____

COST PER INSERTION (NET)

Cost Per Insertion	\$
Total Amount Due	\$

PAYMENT

PO# _____

Advertiser will be invoiced when ad has been printed. Payment is due within 30 days of invoice date.

AGENCY/CLIENT ACCEPTANCE

This contract represents the entire understanding of the parties and may not be amended except by further written agreement signed by both parties. This contract shall be governed by the laws of the Commonwealth of Virginia. Any dispute between the parties shall be submitted to binding arbitration in Alexandria, Virginia, pursuant to the Commercial Rules of the American Arbitration Association. The parties will bear their own costs. Any award may be submitted to a court of competent jurisdiction for enforcement.

Authorized Signature _____

Date _____

Click date field and select from drop down menu.

Signature indicates you agree to the TERMS AND CONDITIONS outlined below

TERMS AND CONDITIONS

General Conditions:

All orders are accepted subject to Acts of God, fires, strikes, accidents, or other occurrences beyond the Publisher's control (whether like or unlike any of those enumerated herein) which prevent the Publisher from partially or completely producing, publishing, or distributing *Teaching Music* magazine. The advertiser and its agency (if there is an agency) each represents that it only has the right to authorize the publication in *Teaching Music* magazine of any advertisement it has submitted to *Teaching Music* magazine, but that it is fully authorized and/or licensed to use: 1. The names and/or portraits or pictures of persons, living or dead, or of things; 2. Any trademarks, service marks, copyrighted, proprietary, or otherwise private material, and; 3. Any testimonials contained in any

advertisement submitted by or on behalf of the advertiser and published in *Teaching Music* magazine, and that such advertisement is neither libelous, an invasion of privacy, violative of any third party's rights, or otherwise unlawful. As part of the consideration and to induce *Teaching Music* magazine to publish such advertisement, the advertiser and its agency (if there is one), each agrees jointly and severally, to indemnify and save harmless NAfME, publisher of *Teaching Music* magazine, and its publishing agents and contractors, against all loss liability, damage, and expense of whatsoever nature arising out of copying, printing, or publishing of such advertisement. Rates, conditions, and space units are subject to change without notice. No cancellation will be accepted after published closing dates. The Publisher of *Teaching Music* magazine will not be bound by any conditions

of whatsoever nature appearing on insertion orders or copy instructions submitted by, or on behalf of, an advertiser when such conditions conflict with any provision contained in the published rate card or with its policies. Orders specifying positions other than those known as designated positions are accepted only on a request basis and are subject to the right of the Publisher to determine actual positions. The advertiser and its agency (if there is one) agree that in the event the Publisher commits any act, error or omission in the acceptance, publication and/or distribution of their advertisement for which it may be held legally responsible, the Publisher's liability will in no event exceed the cost of the space ordered and further agree that the Publisher will not in any circumstance be liable for consequential damages, including lost income and/or profits.

Agency Commission:

Unless otherwise specified, advertising agencies receive a 15% commission on the gross advertising space cost. Invoices for display advertising show the gross advertising space cost minus agency commission (15%) and the net amount due the Publisher. Mechanical and production costs are not subject to agency commission. Invoices for mechanical and production costs show the net amount due.

Terms of Payment:

All invoices are due and payable within 30 days of invoice date in United States currency. Rendering an invoice to an authorized advertising agency does not release the advertiser from liability in case of non-payment by the agency.

Short Rates & Rebates:

Short rates apply to unfulfilled contracts. Rebates for space run in excess of contracts will be credited as earned.