

# 2027 advertising contract and space reservation form

## NTEA Industry eBlast



### Instructions

Use this form to secure advertising space. All terms and conditions apply as described on this form. A signature is required and binding.

**Return signed form to**  
**Kailey Spieser**

### Payment information

All NTEA Industry eBlast advertising payments are due 30 days from invoice. Accepted forms of payment: checks made payable to NTEA, credit card (surcharge applies) or electronic funds transfer (ACH/wire).

### Questions?

Contact **Kailey Spieser**.

Company name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Advertising contact \_\_\_\_\_ Title \_\_\_\_\_

Contact email \_\_\_\_\_ Phone \_\_\_\_\_

Billing contact (max 2) \_\_\_\_\_

Billing email (max 2) \_\_\_\_\_

IO \_\_\_\_\_

Contact signature \_\_\_\_\_ Date \_\_\_\_\_

Advertising agency/Company name (if applicable) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ ZIP \_\_\_\_\_

Agency contact \_\_\_\_\_

Agency contact email \_\_\_\_\_ Phone \_\_\_\_\_

☐ Bill advertiser ☐ Bill agency

Contact signature \_\_\_\_\_ Date \_\_\_\_\_

☐ **Yes.** Please reserve the ad property selected below. Only one advertiser per placement.

| Months           | Availability  | Rate per eBlast                     | Date(s) being reserved | Amount due |
|------------------|---------------|-------------------------------------|------------------------|------------|
| January–February | One per week  | Member \$4,000<br>Nonmember \$5,200 |                        | \$ _____   |
| March–December   | Two per month | Member \$4,000<br>Nonmember \$5,200 |                        | \$ _____   |

Advertisements are awarded on a first-come, first-served basis. Creative materials, including a valid web link, are due at least one week in advance to allow time for media insertion and approval. Send materials to advertising@ntea.com and kailey@ntea.com (subject line: NTEA Industry eBlast Materials - Company Name). Graphics dimensions: maximum of 600 px wide (height may vary).

**Total due:** \$ \_\_\_\_\_

## NTEA advertising terms and conditions

Copyright © 2027 NTEA. All rights reserved. While every effort is made to provide accurate information, NTEA disclaims all warranties, expressed or implied, with respect to the information contained herein. NTEA maintains first right of refusal on any advertising deemed inappropriate or not within its quality standards and publications. NTEA is not responsible for content, information or claims (expressed or implied) made by advertisers. All advertising sales are subject to space availability and discretion of publisher. Payment on advertising invoices is net 30 days. Past-due invoices may postpone future ad placements, upon review. By signing this advertising contract and space reservation form, advertiser agrees to provide content by the deadline specified by NTEA. Advertiser will be assessed with a late material fee of 25% of ad rate for artwork received five or more days after the deadline. No refunds will be granted to advertisers failing to provide advertising materials for reserved space. NTEA reserves the right to reallocate reserved space if advertising materials are not provided by the specified deadline. NTEA is not responsible for retaining advertising materials beyond one year of publication. Cancellation within 30 days of material due date will carry a 50% fee. Cancellations must be submitted in writing and will not be accepted after the published ad closing.

### NTEA use only

Total \_\_\_\_\_

Approved \_\_\_\_\_

Date \_\_\_\_\_

By signing this Contract, you (1) represent you have reviewed the entire document, (2) agree to all the terms and conditions on the front and back of this Contract, and (3) represent you are authorized to enter into this Agreement. To the maximum extent permitted by applicable law, a faxed, scanned or electronic signature shall be treated as an original signature.

[ntea.com/advertising](https://ntea.com/advertising)

Please send completed form to **Kailey Spieser**.

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