

GREATER

PORTSMOUTH

CHAMBER OF COMMERCE

Newsletter Flyer Information & Agreement

Newsletter Readership & Distribution: The Chamber's newsletter, Connections, emailed to every current Chamber member (1,000+) in addition to a secondary list of 500 that includes the city council, school board members, the press and the second contact names of Chamber member businesses. There are 4 annual Print versions of Connections that are sent in January, April, July, and October.

Contents: The newsletter is a direct, monthly communication to the membership featuring articles on Chamber programs, events, committees, Seacoast Chamber Alliance, and member news. Regular features include legislative updates, executive director's column, calendar of events and more.

Size: 8 1/2 x 11, (limit 14 flyers per issue)

Program Details for email Newsletter:

- Flyer must be no larger than 8 1/2 x 11
- PDF & Jpg are acceptable formats for Flyers
- Flyer must be approved by a Chamber staff person before emailing
- Program available to Chamber members only

Program Details for Print Newsletter (Jan., April, July, & Oct.)

- Advertiser must supply 1,500 printed flyers
- Flyer must be no larger than 8 1/2 x 11 and not folded
- Paper weight should be no heavier than 20# (average copy paper weight)
- If a flyer exceeds size and/or weight specifications, additional charges may apply
- Flyer must be approved by a Chamber staff person before mailing
- The advertiser is responsible for the printing and delivery of flyers
- Program available to Chamber members only

Payment for insertions must be made at least one week in advance of mailing date

Deadlines: Flyers must be delivered to the Chamber (500 Market St., Portsmouth, NH 03801) no later than one week prior to the mailing date. Normally, the newsletter is mailed to members the first Friday of each month except in July when it is mailed in the middle of the month. There is no newsletter in August.

Payment must be received by the Chamber at least 7 days in advance of the mailing date. Flyers delivered without a contract or payment will not be inserted in the newsletter. Advertiser's Initials _____. (acknowledgement of terms required to complete contract)

Rates (circle one):

1 insert: \$325 3 insertions: \$300each 6 insertions: \$275each Nonprofit rate: \$200each

Date(s) of insertion: Jan 7 Feb 4 Mar 4 Apr 8 May 6 Jun 3
Jul 22 Sep 2 Oct 7 Nov 4 Dec 2

Advertiser's Name: _____ Company: _____

Advertiser's Signature: _____ Date: _____

Email: _____ Phone: _____

Completed contracts may be faxed back to the Chamber at (603) 436-5118