

MTA2016
Conference & Expo
Detroit | January 19-22

Expo Confirmation

Important materials to share with ALL representatives
participating in the 2016 MTA Expo.

Schedule

Exhibitor Move-in:

Tuesday, Jan. 19

1 to 4 p.m.

AND

Wednesday, Jan. 20

7 to 9 a.m.

Complimentary coffee service provided

Wednesday, Jan. 20, at 7 a.m.

Expo Open:

Wednesday, Jan. 20

9:45 a.m. to 2:45 p.m.

Thursday, Jan. 21

9:45 a.m. to 1:30 p.m.

Exhibitor Move-out:

Thursday, Jan. 21

1:30 to 4 p.m.

Hotel reservations available Oct. 27, 2015

Discounted rooms in the MTA housing block are available at the Detroit Marriott Renaissance Center. Beginning on Oct. 27, 2015 at 10 a.m., register for housing online at www.grandconnection.com/mta2016. Use the personalized housing code sent to your email just prior to 10 a.m. on Oct. 27 to make room reservations. All housing is available on a first-come, first-served basis.

Move-in & Set-up

After picking up your on-site packet from Exhibitor Headquarters located at the front of the Ontario Exhibit Hall, exhibitors may move in. Exhibitors may move in through the North Loading Dock. See map on page 6. Parking is not permitted in the dock area. Exhibitors must complete set-up no later than 9 a.m. on Wednesday. Any booth that is not set up by this time may be sold to a vendor on our waiting list. **Exhibitors are required to keep their booths intact until 1:30 p.m. on Thursday.** Exhibitors who leave early create a bad impression among attendees and may be banned from the Expo in subsequent years.

Equipment Order Information

Each booth is eight feet wide and 10 feet deep, furnished with an eight-foot-high draped back wall with three-foot-high side rails, six-foot covered and skirted display table, two chairs and a wastebasket.

Additional furnishings for your booth can be ordered through Freeman Co., MTA's contracted drayage company. To order, follow the directions listed in the Freeman exhibitor kit available at www.michigantownships.org/TradeExpo.asp. If you have questions, contact Freeman directly at (313) 393-0250. Freeman offers discounted rates when ordering online by 5 p.m. on Monday, Dec. 28, 2016. Please note that the exhibit hall is fully carpeted, so you do not need to order carpeting.

Utilities—including electricity, phone lines, Internet connectivity, lights, and audio and visual equipment—can be ordered through Detroit Marriott Renaissance Center. The advance order deadline for utilities is Monday, Jan. 4, 2016. The order form may be downloaded at www.michigantownships.org/TradeExpo.asp. Questions can be directed to the Detroit Marriott at (313) 568-8500.

Name Badges

Complete and submit the name badge form by Dec. 23 (included on page 7 of this packet). Badges requested in advance will be enclosed in the packet you receive on-site during move-in.

Meeting Rooms & Hospitality Suites for Rent

Meeting rooms and suites at the Detroit Marriott Renaissance Center are available for vendors to rent for demonstrations, training, receptions or other marketing opportunities. To request a room, contact Kristin at (517) 321-6467 ext. 230 or kristin@michigantownships.org.

Distribution of Food & Beverages

No food and/or beverage products, except wrapped candy, may be distributed by exhibitors and/or their representatives without previous written authorization from the Detroit Marriott Renaissance Center. Contact Brittney Knipp at (313) 568-8271 with questions.

Security

Exhibitors are responsible for their own booth security during official exhibit hours. MTA will employ reasonable security when the MTA Expo is not open. Exhibitors will not have access to the exhibit hall when the Expo is closed, except on an emergency basis and if escorted by MTA staff.

Exhibitor Guide

A 2016 MTA Expo Exhibitor Guide will be included in the Conference program, which is distributed on-site to all attendees and guests, and will provide details about your company. The information listed on your Expo registration form will be used for the Exhibitor Guide unless different information is emailed by Dec. 1, 2015, to ashley@michigantownships.org.

Parking

Parking is available on a first-come, first-served basis through valet or self-park at the Port Atwater Garage, Beaubien Place Garage or Miller Parking Garage. A map of parking facilities is available at www.michigantownships.org/TradeExpo.asp.

Educational Sessions

The educational workshop sessions are designed to serve the needs of township officials attending the Conference. Because space is limited, only registered delegates are allowed to attend. Exhibitors may not attend workshops, unless they have registered as a full- or part-time attendee. To register to attend, call the MTA office.



Expo Rules

The Michigan Townships Association (MTA) reserves the right to reject any exhibit deemed offensive or reflecting unfavorably on township government or the Association.

MTA reserves the right to restrain any exhibits that, because of noise, operation method or other reason, become objectionable.

Unless prior written permission is received from MTA, the maximum height for all partitions and dividers must not exceed three (3) feet. These height limitations do not apply to displayed merchandise or to end-cap booths.

MTA reserves the right to restrain any exhibit materials or construction that obstructs the view of adjacent booths.

No helium balloons are permitted in the exhibit hall.

All decorative materials must be flame-proof. Open flame is not permitted. Fire regulations will be observed.

No merchandise may extend from the exhibit booth into the aisles. Aisles and doorways must remain unobstructed.

Dispose of refuse in appropriate containers.

Exhibitors and their representatives must wear official identification badges, which are supplied by MTA, while they are in the exhibit hall.

The exhibit area will be locked and subject to Detroit Marriott Renaissance Center security during the hours it is closed. Exhibitors are responsible for their own booth security during exhibit hours.

All electrical outlets must be supplied and installed by building personnel only. For utility ordering information see page 2.

THE EXPO WILL OPEN AT 9:45 A.M. ON WEDNESDAY, JAN. 20 All setup must be completed in time for the show opening. If an exhibit is not fully set up by 9 a.m., MTA reserves the right to assign that exhibitor's space to another company.

Each exhibit must be attended by a company representative at all times while the Expo is open. **NO BOOTH MAY BE LEFT UNATTENDED AT ANY TIME DURING EXPO HOURS.**

ALL EXHIBITS MUST REMAIN INTACT UNTIL 1:30 P.M. ON THURSDAY, JAN. 21. MTA RESERVES THE RIGHT TO PENALIZE ANY EXHIBITOR NOT COMPLYING WITH THIS MOVE-OUT SCHEDULE. EXHIBITORS WHO MOVE OUT AFTER SCHEDULED HOURS MAY BE SUBJECT TO FEES FOR OVERTIME WORK.

Any damages to the building caused by exhibitors or their employees must be paid by the exhibitor. Exhibitors may not fasten any display fixtures to the building floor, or put nails, screws or tacks in the building walls. No signs, posters or other materials may be attached to any doors, walls or other areas of Detroit Marriott Renaissance Center.

Exhibitors are asked to maintain the appearance of their booths at all times.

The exhibitor assumes all responsibility and liability for losses, damages and claims arising out of injury, damage or theft to their displays, equipment and other property brought onto the premises of Detroit Marriott Renaissance Center. The exhibitor shall indemnify and hold harmless the facility, agents and employees, and MTA from all such losses, damages and claims.

Exhibitors, by contracting for display space, agree to all rules and regulations of Detroit Marriott Renaissance Center management.

Should the premises for the show, in MTA's sole judgment, become unfit for occupancy, or should the Conference and Expo be materially interfered with by any act beyond the control of MTA, the contract for exhibit space will be terminated. MTA will not incur any liability for damages to an exhibitor as a result of such termination.

Increase your visibility

Advertise

Keep your organization on the top of attendees' priority list! Tell attendees where to find you at the 2016 MTA Expo. Advertise your booth number or an event in the Conference program. (See page 5 for details.)

Advertise your booth number in upcoming issues of MTA's monthly magazine, *Township Focus*, read by more than 6,500 elected township officials, plus thousands of other local decision-makers. (See pages 10 & 11 for details.)

Mailing Labels

Send township officials and employees a letter or promotional piece inviting them to visit your booth or sponsored event at the 2016 MTA Conference & Expo. Exhibitors may order a one-time-use electronic list of attendees' names and mailing addresses registered for the Conference (as of Dec. 8, 2015) for only \$75.

Send a mailing to remind attendees about your valuable products and services after the Conference is over. A post-Conference attendee list is also available for \$100. See order form and affidavit on pages 8 & 9. Note: MTA Conference sponsors contributing \$2,000 or more receive a complimentary electronic list. (Sponsors must complete and return an order form and affidavit.)

Allied Service Providers

MTA Allied Service Providers have access to many privileges, benefits, prestigious marketing opportunities, and special discounts on advertising, exhibit booths and MTA publications. Visit www.michigantownships.org/asp.asp for more information including a detailed list of benefits.



For more information about display advertising, mailing labels or how the Allied Service Provider program can help you reach your marketing goals, contact Ashley at (517) 321-6467, ext. 254 or ashley@michigantownships.org.



Conference Program Booklet Advertising

You've registered for the Expo, now make sure they remember you!

The Conference Program will reach more than 1,000 township officials who attend the MTA Annual Educational Conference. It's also used as a reference guide all year!



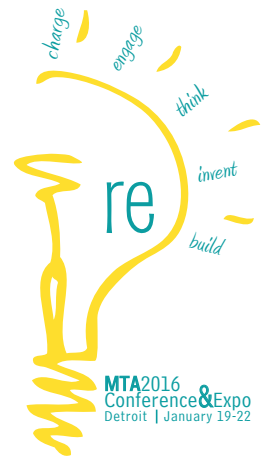
Register your booth at the 2016 Expo before Nov. 2, 2015, and take an additional **10% OFF** Conference Program advertising!

Not applicable in conjunction with any other discount.

Details

All ads are black and white except for the four-color covers. Digital copy is preferred. TIFF, EPS and PDF formats are accepted. New copy must meet exact specifications or it will be returned for corrections. MTA can make limited minor corrections for a nominal fee. Design services also available at minimal cost. For more information, contact Ashley at (517) 321-6467. Digital advertising copy can be emailed to ashley@michigantownships.org.

Return this contract with payment by Dec. 1, 2015, to:
Michigan Townships Association
P.O. Box 80078
Lansing, MI 48908-0078
Fax: (517) 321-8908
Email:
ashley@michigantownships.org



Company Name _____

Contact Person _____

Email _____

Mailing Address _____

City, State, Zip Code _____

Phone _____ Fax _____

Payment: ☐ Check Enclosed: \$ _____ ☐ Credit Card: ☐ MasterCard ☐ VISA

Card # _____ Exp. Date _____

Cardholder Name _____

Cardholder Signature _____

Ad Size	Rate	Amount
Covers* (8.5" x 11"): *Four color ads only		
<input type="checkbox"/> Inside Front <input type="checkbox"/> Inside Back <input type="checkbox"/> Back	\$730	_____
<input type="checkbox"/> Full Page (8.5" x 11")	\$575	_____
<input type="checkbox"/> Half Page (3.5" x 9.625" or 7.17" x 4.67")	\$410	_____
<input type="checkbox"/> Third Page (2.25" x 9.625" vertical only)	\$350	_____
<input type="checkbox"/> Quarter Page (3.5" x 4.67")	\$295	_____
Total		_____

Less Allied Service Provider discount

OR Early Booth Registration discount

DUE \$ _____

AD COPY DUE DEC. 1, 2015

☐ New digital copy will be submitted via email to ashley@michigantownships.org

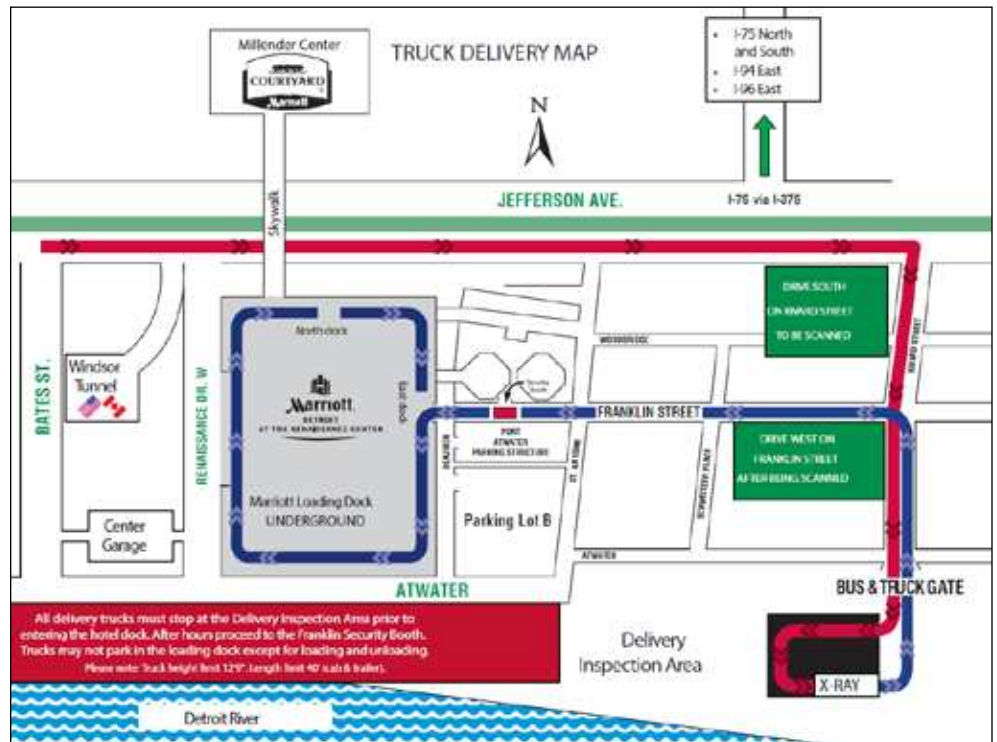
☐ Pick up our ad from the *Township Focus*.

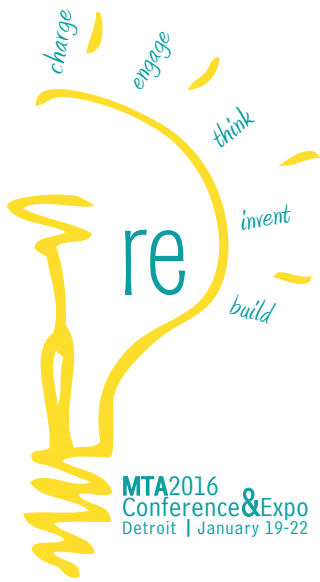
☐ Pick up our ad from the 2015 Conference program

Detroit Marriott load in/out policy

- All Vehicles making deliveries to the Renaissance Center will be subject to X-Ray scanning prior to entering the facility. Upon completion of the X-Ray scanning process, drivers must proceed to the building immediately.
- X-Ray is open on weekdays during business hours. If your load-in time is after 6:00 PM, go directly to the dock entrance and stop at the security booth. A security guard will do a manual inspection of your vehicle. Loading in after 6:00 PM is not preferred. See map attached for directions to X-Ray and dock entrance.
- Load In/Out times should be pre-arranged and approved with your Event Manager.
- Access to the meeting space is via four service elevators, two located southwest from the North Dock and two located southeast of the North Dock. These elevators measure 66"W x 96"H x 84"L with doors measuring 48" x 96".
- There is also access to one Freight Elevator (H23) located just south of the North Dock. Freight Elevator measures 8'H x 10'W x 20'L.
- Overnight parking of delivery vehicles at or near the dock space is prohibited. If long term parking of vehicles is needed, approval will come from the Event Manager and a designated parking spot will be assigned. Parking fees will apply.
- Use of forklifts are permitted in the Ontario Ballroom only provided Visqueen is laid down on carpet area where the forklifts will be driven. Forklifts are not allowed in any ballroom or meeting room. All Forklifts must be powered by electrical or propane. Group is responsible for costs associated with any damage to the property, carpet damage or cleaning fees.
- The Detroit Marriott at the Renaissance Center takes no responsibility for any items brought in by a guest or a group. Security can be hired for a quote provided by your Event Manager.

Truck height limit is 12'9". Length limit is 40' (cab and trailer).





Name Badge Form

Complete the form below and submit by clicking the SUBMIT or PRINT button in the lower right corner. **Submit this form by Monday, Jan. 4** via email to ashley@michigantownships.org, or print and fax to: (517) 321-8908, Attn: Ashley. Indicate the name of your company EXACTLY as you wish it to appear on the name badges. Complete the fields that indicate names for representatives of your company who will attend the Expo. **Please note that on-site name badges will be available for late registrants and name changes only as time allows.**

Company Name _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Name _____ Title _____

Thank you for your interest in marketing to Michigan townships through the Michigan Townships Association.

Catch the attention of potential clients at the MTA Expo ... and keep it.

As an exhibitor at the 2016 MTA Expo, you are eligible to order a one-time-use electronic list of ALL delegates who attend MTA's 63rd Annual Educational Conference.

Please complete the order form and rental agreement and return it to MTA. Payment must accompany the order form, along with an email address for the electronic list.

NOTE: MTA does not provide the list on CD, and no lists will be sent electronically without a completed rental agreement. If you have questions, contact Ashley Maher at (517) 321-6467, ext. 254. *Conference sponsors at the Platinum or Gold level receive a complimentary list of labels of the pre- and post-Conference attendees, while sponsors at the Silver level receive a complimentary list of pre-Conference attendees. Sponsors must complete and return an order form and rental agreement.*

MTA EDUCATIONAL CONFERENCE MAILING LIST ORDER FORM

Name _____

Business name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Choose the item(s) you want to receive:

☐ 2016 **PRE-Conference** delegate **electronic list** (\$75 or \$100 after deadline)
MUST receive payment and rental agreement by Dec. 8, 2015; list will be sent late December. \$ _____

☐ 2016 **POST-Conference** delegate **electronic list** (\$100 or \$125 after deadline)
MUST receive payment and rental agreement by Feb. 11, 2016; list will be sent mid-February. \$ _____

☐ **BEST DEAL:** Receive both the **PRE-Conference** and **POST-Conference electronic list** for only \$150, if ordered by Dec. 19, 2015. \$ _____

Total Due \$ _____

Payment Options:

☐ Check # _____ (made payable to MTA)

☐ Credit card: ☐ VISA ☐ MasterCard

Card number _____ Expiration date _____

Cardholder name _____

Cardholder signature _____

Return this completed form and the rental agreement (page 10) by the specified date, along with payment to:

Michigan Townships Association
P.O. Box 80078, Lansing, MI 48908-0078
Fax: (517) 321-8908

MTA Mailing Address Rental Agreement Terms

**FOR ONE-TIME
USE ONLY**

The Michigan Townships Association (MTA) authorizes and agrees to rent the MTA mailing address of Conference attendees (requested on this form), for the price indicated on the reverse side of this form, to _____ (name), the responsible party representing _____ (name of business/organization), subject to the terms and conditions identified below:

- 1) MTA retains full ownership rights of its mailing addresses in all formats and mediums, including digital databases.
- 2) MTA reserves the right to refuse to rent, or to withdraw authorization of use of its mailing addresses to any person or entity if any of the addresses are to be used, or are used, for a purpose inconsistent with the mission or policies of MTA.
- 3) I affirm that, in my capacity as _____ (title), I have the authority to agree to the terms and conditions of this rental agreement on behalf of _____ (name of business/organization).
- 4) I agree to use the mailing address only for a one-time use defined as one (1) mailing to any of the rented addresses by postal delivery. Indicate use: ☐ pre-Conference ☐ post-Conference ☐ both
- 5) I agree that I will not do, nor allow others to do, the following:
 - a) make copies of any of the mailing addresses in any form;
 - b) give, sell, deliver, or otherwise convey any of the mailing addresses to any other party or person in any form;
 - c) use any of the mailing addresses for a purpose inconsistent with the mission or policies of the MTA.
 - d) remove or alter the MTA rental registration number that is attached to each member name and address from any of the mailing addresses.
- 6) I agree that I will remit to MTA an additional rental fee of two thousand dollars (\$2,000), immediately due and payable to the Michigan Townships Association, for each use that is not authorized by MTA of any of the rented mailing addresses by any party, with or without the express consent of myself or the business/organization that I represent here.
- 7) I agree that I will remit to MTA an additional fee of three thousand dollars (\$3,000), immediately due and payable to the Michigan Townships Association, for any other violation of any other term or condition of this agreement, with or without the express consent of myself or the business/organization that I represent here.

Signature of Responsible Party

Organization

Printed Name of Responsible Party

Date

MTA Rental Agreement
Identification Number

Catch the attention of potential clients at the MTA Expo ... and keep it.

As an exhibitor at the 2016 MTA Expo, you are eligible to order a one-time-use electronic list of ALL delegates who attend MTA's 63rd Annual Educational Conference.

Please complete the order form and rental agreement and return it to MTA. Payment must accompany the order form, along with an email address for the electronic list.

NOTE: MTA does not provide the list on CD, and no lists will be sent electronically without a completed rental agreement. If you have questions, contact Ashley Maher at (517) 321-6467, ext. 254. *Conference sponsors at the Platinum or Gold level receive a complimentary list of labels of the pre- and post-Conference attendees, while sponsors at the Silver level receive a complimentary list of pre-Conference attendees. Sponsors must complete and return an order form and rental agreement.*

MTA EDUCATIONAL CONFERENCE MAILING LIST ORDER FORM

Name _____

Business name _____

Address _____

City _____ State _____ Zip _____

Phone _____

Email _____

Choose the item(s) you want to receive:

☐ 2016 **PRE-Conference** delegate **electronic list** (\$75 or \$100 after deadline)
MUST receive payment and rental agreement by Dec. 8, 2015; list will be sent late December. \$ _____

☐ 2016 **POST-Conference** delegate **electronic list** (\$100 or \$125 after deadline)
MUST receive payment and rental agreement by Feb. 11, 2016; list will be sent mid-February. \$ _____

☐ **BEST DEAL:** Receive both the **PRE-Conference** and **POST-Conference electronic list** for only \$150, if ordered by Dec. 19, 2015. \$ _____

Total Due \$ _____

Payment Options:

☐ Check # _____ (made payable to MTA)

☐ Credit card: ☐ VISA ☐ MasterCard

Card number _____ Expiration date _____

Cardholder name _____

Cardholder signature _____

Return this completed form and the rental agreement (page 10) by the specified date, along with payment to:

Michigan Townships Association
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MTA Mailing Address Rental Agreement Terms

**FOR ONE-TIME
USE ONLY**

The Michigan Townships Association (MTA) authorizes and agrees to rent the MTA mailing address of Conference attendees (requested on this form), for the price indicated on the reverse side of this form, to _____ (name), the responsible party representing _____ (name of business/organization), subject to the terms and conditions identified below:

- 1) MTA retains full ownership rights of its mailing addresses in all formats and mediums, including digital databases.
- 2) MTA reserves the right to refuse to rent, or to withdraw authorization of use of its mailing addresses to any person or entity if any of the addresses are to be used, or are used, for a purpose inconsistent with the mission or policies of MTA.
- 3) I affirm that, in my capacity as _____ (title), I have the authority to agree to the terms and conditions of this rental agreement on behalf of _____ (name of business/organization).
- 4) I agree to use the mailing address only for a one-time use defined as one (1) mailing to any of the rented addresses by postal delivery. Indicate use: ☐ pre-Conference ☐ post-Conference ☐ both
- 5) I agree that I will not do, nor allow others to do, the following:
 - a) make copies of any of the mailing addresses in any form;
 - b) give, sell, deliver, or otherwise convey any of the mailing addresses to any other party or person in any form;
 - c) use any of the mailing addresses for a purpose inconsistent with the mission or policies of the MTA.
 - d) remove or alter the MTA rental registration number that is attached to each member name and address from any of the mailing addresses.
- 6) I agree that I will remit to MTA an additional rental fee of two thousand dollars (\$2,000), immediately due and payable to the Michigan Townships Association, for each use that is not authorized by MTA of any of the rented mailing addresses by any party, with or without the express consent of myself or the business/organization that I represent here.
- 7) I agree that I will remit to MTA an additional fee of three thousand dollars (\$3,000), immediately due and payable to the Michigan Townships Association, for any other violation of any other term or condition of this agreement, with or without the express consent of myself or the business/organization that I represent here.

Signature of Responsible Party

Organization

Printed Name of Responsible Party

Date

MTA Rental Agreement
Identification Number

Michigan Township Focus

Display Advertising Information

Published monthly, except for a combined January/February issue, by the Michigan Townships Association (MTA), *Township Focus* magazine (formerly *Michigan Township News*) is circulated to more than 6,500 elected township officials including supervisors, clerks, treasurers and trustees, as well as more than 1,000 planning commission chairpersons, township attorneys and auditors. Member county elected officials, equalization directors and road commissioners also receive the magazine, as do state officials, and state and federal legislators.

Total Circulation: 9,600 plus thousands of additional exposures through "pass-along" value to other township employees.



Pricing and Billing

Frequency discounts are earned on the basis of total advertising placed in *Township Focus* within a 12-month period. Receive the largest discount by advertising in *Township Focus* 11 times per year.

Billing options include annual pre-payment or monthly invoices for companies with contracts in good standing. Payment of invoices is expected within 30 days of issuance of the invoice. Invoices for display ads are sent at the beginning of the month. Advertising contracts will be suspended if invoices are more than 90 days past due. NOTE: New advertisers are required to pay two months in advance until a line of credit with MTA is established.

General Regulations—All advertising is subject to publisher approval. MTA reserves the right to reject any advertising, and/or cancel any insertion order or contract at any time. Placement of advertising is not an endorsement of products or services by MTA.

Cancellation Policy—Contracts and orders for insertion are due by the closing date of the issue, and cannot be cancelled after that date.

Specifications

Ads must be submitted in high-resolution (300 dpi minimum) digital format, preferably PDF, TIF or EPS. Color ads must be CMYK. Specific Pantone colors will incur additional charges.

All supporting font and graphic files must be embedded or included in a zipped folder.

MTA must receive ad copy six weeks prior to the issue date. EXAMPLE: For the October issue, ad copy must be received by mid-August.

Changes in ad size, copy, frequency or other issues affecting the contract must be confirmed in writing or emailed to MTA.

Questions may be directed to
Ashley at (517) 321-6467, ext. 254
or email ashley@michigantownships.org.

Save even more!

Become an MTA Allied Service Provider to receive additional discounts up to 15% off display advertising rates! Find out more at www.michigantownships.org/asp.asp

Michigan Township Focus

Company/Firm _____

Address _____

City _____ State _____ Zip _____

Contact Person _____ Title _____

Email _____ Phone _____

Insertion order & rates

Starting insertion issue and year: _____

Select issue(s):

- ☐ January/February ☐ August
☐ March ☐ September
☐ April ☐ October
☐ May ☐ November
☐ June ☐ December
☐ July

Indicate ad size and frequency:

	Rate per insertion	x11	x6-10	x1-5
<input type="checkbox"/> Full-page (8.5" x 11") w/bleeds	\$850	\$895	\$935	
<input type="checkbox"/> Half-page (7.17" x 4.67")	\$525	\$565	\$600	
<input type="checkbox"/> Quarter-page (3.5" x 4.67")	\$375	\$410	\$440	
<input type="checkbox"/> Eighth-page (3.5" x 2.25")	\$230	\$260	\$285	

Special positions (subject to availability)

<input type="checkbox"/> Inside front cover (8.5" x 11") w/bleeds	\$1,000	\$1,045	\$1,085
<input type="checkbox"/> Inside back cover (8.5" x 11") w/bleeds	\$900	\$940	\$975
<input type="checkbox"/> Back cover (7.5" x 8.25")	\$1,100	\$1,150	\$1,195

4-color
ads—no
extra
charge!



Allied Service Providers receive discounts on display ads 1/4-page and larger. Check the appropriate box to receive your discount.

- ☐ President's Round Table (15% off)
☐ Leadership Circle (10% off)
☐ Keystone Club (5% off)

If you would like more information on this program, check this box.

☐ **Yes! Please contact me!**

I agree to have our ad published in *Township Focus* for _____ issue(s) annually at the rate of \$ _____ per issue. (NOTE: Size of ad may vary month to month. Contact MTA for details.)

Advertising copy (check one):

- ☐ Enclosed ☐ Will be sent under separate cover ☐ Use ad on file

Billing options (check one):

- ☐ Check enclosed for \$ _____
☐ Invoice my company (available to established advertisers):
☐ Monthly ☐ Annual prepayment for all ads
☐ New advertiser (prepayment required) ☐ VISA ☐ MasterCard

Credit Card #: _____ Exp. Date: _____

Cardholder Name: _____

I understand that any ad copy changes must be submitted six weeks prior to the issue in which I want the changes to appear. I authorize my previous ad to be repeated if the new copy or instructions are not furnished by the ad closing date. Ad copy that needs manipulation by MTA staff in order to print will incur additional costs at the rate of \$60 per hour.

The Michigan Townships Association reserves the right to reject any advertising, or interrupt insertion of ads if the advertiser's account becomes more than 90 days past due. If the company wishes to interrupt this contract before it is completed, MTA must be given 60 days' notice, and billing will be adjusted to reflect the appropriate ad frequency rate. Please retain a copy of this contract for your records.

PRINT NAME OF PERSON SIGNING CONTRACT

SIGNATURE

DATE