

Destinations

from here to there

The American Express Travel Services Newsletter

Published by Traveling Times, Inc.



PARTICIPATION PACKET

CONTENTS

Page 1	Welcome Letter
Page 2	Editorial Calendar
Page 3	Newsletter Participation Agreement
Page 4	Personalization Information
Page 5	Shipping and Distribution

WELCOME to DESTINATIONS

Let's get started...

If you are new to the program, please send your logo/masthead materials and "Sidebar" information as soon as possible. (See "Personalization Information" in this Participation Packet).

Materials can be sent in the following manner:

- Digitally, via E-mail to: Dorothy@travelingtimes.com
- Ship/mail on a disc to: Dorothy Crouch, Traveling Times, Inc.
25061 Avenue Stanford, Unit 10, Valencia, CA 91355

Format:

Your logo is best reproduced from camera-ready artwork. Please send files via email or on CD; be sure to include a hard copy with your CD. Logo art cannot be adequately reproduced from faxed or pre-printed material. For any logos, we prefer Adobe Illustrator CS3 (or higher) live/eps but will accept hi-resolution tiff or jpeg files. Images/photos should also be hi-resolution tiff or jpeg files.

Production Dates...

SPRING 2016 EDITION (ships/mails the week of January 25-29, 2016):

Agency copy/ads due November 16-20, 2015

SUMMER 2016 EDITION (ships/mails the week of April 25-29, 2016):

Agency copy/ads due February 29 – March 4, 2016

FALL/WINTER 2016 EDITION (ships/mails the week of August 29 – September 2, 2016):

Agency copy/ads due June 27-29, 2016

A reminder will be sent to you a couple of weeks out.

Thank you...Please call or email us with any questions you may have, or visit us at www.xstravelnews.com. We look forward to working with you in the coming year!

CONTACT US

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DUE DATES

SPRING 2016 EDITION (ships/mailed the week of January 25-29, 2016):

Agency copy/ads due November 16-20, 2015 (If applicable logo/masthead materials due November 3, 2015)

Distribution/Mailing lists (if applicable) due December 14-18, 2015

SUMMER 2016 EDITION (ships/mailed the week of April 25-29, 2016):

Agency copy/ads due February 29 – March 4, 2016 (If applicable logo/masthead materials due Feb. 10, 2016)

Distribution/Mailing lists (if applicable) due March 28 – April 1, 2016

FALL/WINTER 2016 EDITION (ships/mailed the week of August 29 – September 2, 2016):

Agency copy/ads due June 27-29, 2016 (If applicable logo/masthead materials due June 9, 2016)

Distribution/Mailing lists (if applicable) due July 25-29, 2016

2016 EDITORIAL FOCUS (Regionalized)

SPRING 2016

In circulation mid/late-January through April

EUROPE – Cruises & Tours / **ALASKA/CANADA** – Cruises & Tours / **WARM WEATHER DESTINATIONS (CARIBBEAN/MEXICO/HAWAII)** – Cruises, Tours and All-inclusive Resorts

SUMMER 2016

In circulation late-April through August

FAMILY VACATIONS – Cruises & Tours, including cruising with kids and all-inclusive family resorts / **MULTI-GENERATIONAL** travel opportunities / **FALL FOLIAGE** – Cruises & Tours

FALL/WINTER 2016

In circulation Labor Day through mid-January 2017

EXOTIC DESTINATIONS – Upscale/Luxury Travel Opportunities, Cruises & Tours / **“WHAT’S ON THE HORIZON”** for the new year

CONTACT INFORMATION:

For editorial needs:

Dorothy Crouch
Dorothy@travelingtimes.com

For distribution needs:

Tracy Tobler
Operations@travelingtimes.com

Traveling Times, Inc. will be closed in observance of the following 2016 holidays:

May 30.....Memorial Day	November 24-25...Thanksgiving
July 4.....Independence Day	December 26.....Christmas
September 5.....Labor Day	

NEWSLETTER PARTICIPATION AGREEMENT

___ We agree to a one fiscal-year commitment/three editions: Spring, Summer, Fall/Winter, or specific editions that are indicated below) at \$500 per edition.*

With my commitment to three editions, my agency will receive ONE of the following:

- Complimentary pdf of each edition we participate in (a \$75 value per edition)
- OR** \$75 off an online version of our newsletter for each edition we participate in giving us a reduced rate of:
 - \$50 per edition for the Flipbook Webletter (a \$125 value per edition)
 - \$150 per edition for the Interactive Webletter (a \$225 value per edition)

For more information and to view a sample of all webletter versions, please visit our website at www.xstravelnews.com and click the webletter link.

___ We will participate on an issue by issue basis at \$500 per edition.*

Additionally, please include the following online version of our publication:

- PDF (\$75)
- Flipbook Webletter (\$125)
- Interactive Webletter (\$225)

___ Interactive Webletter ONLY, no print version order required – \$500 per edition.*

(Includes your agency's call to action, as well as a custom made "Travel Agency Highlights" page)

**First time participating agencies will be charged a \$75 one-time set up fee.*

Starting edition:

- Spring _____ (year)
- Summer _____ (year)
- Fall/Winter _____ (year)

Three edition commitment, if applicable:

- Spring _____ (year)
- Summer _____ (year)
- Fall/Winter _____ (year)
- Spring _____ (year)
- Summer _____ (year)
- Fall/Winter _____ (year)

Quantity: _____ (Minimum order of 1,500 per edition with a maximum of 50,000.

Over 50,000 will be billed at printer's cost. Note: shipping and handling not included)

Do you want us to mail for you? Yes No

For 44 cents apiece, your newsletters are folded, wafer-sealed, inkjetted and mailed Standard Presort (aka: bulk rate) using our indicia/permit #. NCOA processing for one mailing list is included.

Agency Name: _____

Agency Address: _____

Owner/Manager Name: _____

Signature: _____ Date: _____

Contact for "Destinations": _____

Phone: _____ Fax: _____ Email: _____

Once signed this agreement is non-cancellable.

Advertisers pay for all the printing costs of the newsletter, so any leads you can provide would be helpful. If advertising support is not enough for any given edition, it will not be printed.

To order, please fill out the above agreement, sign and fax to (661-295-8558) or email to Angela@travelingtimes.com

Thank you and please feel free to call or email us with any questions you may have. We look forward to working with you!

NEWSLETTER PARTICIPATION AGREEMENT

Please provide us with updated contact information.

New agency

Please make noted changes

Name: _____ Title: _____

Company: _____

Address: _____

Phone: _____ Fax: _____

Email: _____

Signature: _____

MASTHEAD AND "SIDEBAR" INFORMATION:

These areas are created specifically for your Agency and contact information. Although some choose to include other items such as ads, photos and accomplishments, the following information is what most chose to include. Please keep in mind that if the area becomes too crowded the reader will have trouble finding the information that he/she needs.

Masthead: Located on the left column, top to bottom, of the front cover of the newsletter.

LOGO

Slogan: _____

Location (s): _____

Phone # (s): _____

Fax # (s): _____

Web Address: _____

Email (s): _____

Hours of Operation: _____

CST#: _____ (When applicable)

"Sidebar:" Located on the left hand side of your two-page center spread (Most participants repeat the information on the front in this area as well additional information such as ads, photos, accomplishments, services, etc.)

Additional information: _____

In order for us to distribute your Newsletters accurately and in a timely manner, we need a little more information...

The following is our **Distribution and Shipping Sheet** for:

Spring _____ (year) Summer _____ (year) Fall/Winter _____ (year)

DISTRIBUTION AND SHIPPING SHEET

AGENCY NAME	TOTAL ORDER	SPLIT SHIPPING	SHIPPING ADDRESS	CONFIRM	BULK PERM
SPECIAL INSTRUCTIONS					

Traveling Times, Inc. mails: _____ (Qty)

Signature: _____

Example:

DISTRIBUTION AND SHIPPING SHEET

AGENCY NAME	TOTAL ORDER	SPLIT SHIPPING	SHIPPING ADDRESS	CONFIRM	BULK PERMIT #
Marty's Travel World	5,000	Ship 3,000	The Newspaper Center 1800 Colorado Blvd. Jackson, MI 55667 555-890-1234		Blank
		Ship 2,000	Marty's Travel World 1000 McCreedy Ave. Jackson, MI 55667		
SPECIAL INSTRUCTIONS Please deliver to newspaper for insertion. Please notify when product is shipped.					

Please note: Shipping and handling is not included and will be billed separately.

If you should have any questions of what all needs to be provided to us or anything else regarding distribution, please do not hesitate to ask.

DISTRIBUTION & SHIPPING