

Please submit form no fewer than 15 days prior to start date.

Are you a current WACC member? YES: _____ NO: _____ Date: _____

Organization Name: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Display screen is limited to two lines of 12 characters (includes spaces and special characters). Each sign rental is limited to two screens. Please use the lines below to indicate the message you want to appear.*

Screen 1/Line 1: _____	Screen 2/Line 1: _____
Screen 1/Line 2: _____	Screen 2/Line 2: _____

** Some characters use more pixels than others. In some instances, only 11 characters will fit on the screen. The Chamber reserves the right to edit the message requested, to best fit the screen.*

Dates requested to run (ads run in 7 day increments):

Start Date: _____ End Date: _____

Rental Fee (see chart below): _____

Electronic Sign Rental Fee: \$25 per week

Chamber Members receive two free weeks of sign rental each year with paid membership.
Non-Profit organizations may request up to one free week of sign rental.*

**see sign usage policy on next page for details*

Pre-payment is required for all advertising. Please include payment with this request. Requests will not be accepted without pre-payment. Requests must be received a minimum of 15 days prior to requested start date.

Mail form and pre-payment to:
Watertown Area Chamber of Commerce, PO Box 994, Watertown, MN 55388

I have read the Electronic Sign Usage Policy on the following page and agree to the therein.

Signature: _____ Date: _____

Electronic Sign Rental Fee: \$25 per week

Sign Content:

Sign content should promote the Watertown area community. Messages must highlight events relevant to the requesting organization, including, but not limited to, sales, business anniversary celebrations, or business listing (name/phone). All content loaded to the sign must be appropriate and reflective of the Chamber's mission. Personal and campaign messages are prohibited.

Sign content will be managed by the Chamber's Executive Assistant. Provided that the advertisement language fits these guidelines, space can be sold and loaded to the sign without Executive Board approval.

No single advertisement shall run for less than **seven (7)** days and shall not run for more than **21** days. The Chamber shall limit the number of running advertisements to **eight (8)** at any given time. All advertising shall be sold on a first-come first-serve basis. The Chamber's Executive Board shall preside over any issues arising from or relating to the Electronic Sign Usage Policy, Fee Schedule or the advertising on the electronic sign.

The Watertown Area Chamber of Commerce reserves the right to alter/reformat any ad content to make it display properly. The Chamber reserves the right to reject any and all advertising.

All Chamber members receive two complementary weeks of advertising. All registered 501(c)3 organizations active in the Watertown Area Community may request **one (1)** free week of advertising.

All advertising must be paid at the time of the request. The Executive Board of the Watertown Area Chamber of Commerce reserves the right to change the fee schedule with or without notice.