



PO Box 427 • 1350 Brush Row Road  
 Wilberforce, Ohio 45384  
 (937) 376-4944, ext.114  
 www.blackmuseums.org

# ADVERTISING CONTRACT

*(Please print)*

Organization / Institution

Contact / Title

Mailing Address

City / State / Zipcode

Phone / Fax

E-mail

Web site

**AAAM Member** (AAAM ID# \_\_\_\_\_)

**Non-member**

## PUBLICATIONS:

### (QUARTERLY NEWSLETTER: *the scrip*)

- Winter Issue (January)
- Spring Issue (April)
- Summer Issue (July)
- Fall Issue (October)

#### Ad Size:

- Full page
- 1/2 page
- 1/4 page

### (ANNUAL CONFERENCE PROGRAM)

#### Ad Size/Placement:

- Full page
- 1/2 page
- 1/4 page
- Inside Front Cover
- Inside Back Cover

## ON-LINE JOB POSTINGS:

*Postings to the website are renewable and can be billed for each 30 day period they are posted. Check one:*

- 30 days
- 60 days

## AD IMAGE/TEXT FILE DELIVERY:

- Artwork/Text File attached
- Artwork/Text File to come by deadline
- Repeat from previous publication:  
(Name/Month-Year \_\_\_\_\_)

## FREQUENCY RATE:

*(Please circle)* 1x 2x 3x 4x

Sub-total Cost \$ \_\_\_\_\_  
(Per insertion)

**Total Cost** \$ \_\_\_\_\_  
(For all insertions)

## Payment type:

*(An invoice will be sent upon receipt of this contract.)*

- Check/M.O. is enclosed (payable to **AAAM**)
- Purchase Order *(Payment due 30 days after the invoice date)*
- Charge my credit card:     Visa     MasterCard

Account No. / Exp. Date

Signature

## Please return to:

**AAAM**  
**ATTN: William Billingsley**  
**P.O. Box 427**  
**Wilberforce, OH 45384**

**FAX: (937) 376-2007**

**OFFICE USE ONLY:** Invoice # \_\_\_\_\_ Check # \_\_\_\_\_ Amount \$ \_\_\_\_\_ Date Rcvd: \_\_\_\_\_ Date Posted: \_\_\_\_\_



# ADVERTISING RATES

## PRINTED PUBLICATIONS

- Conference Programs: Preliminary Program (April/May), Final Program (August)
- *The Scrip* – AAAM Quarterly Newsletter (published January, April, July & October)

### Conference Program Advertisements

Placement of advertisements is made on a first-come, first-serve basis for the conference programs.

Placement/Size	Dimensions	Final Program (Per Insertion)		
		Members	Non-member	
Inside Front or Back Cover*	7 1/2" x 10"	\$600	\$800	
Full page*	7 1/2" x 10"	\$400	\$600	
1/2 Page	7 1/2" x 4 7/8"	\$350	\$500	
1/4 Page	3 1/2" x 5"	\$250	\$350	*Full bleed available: 8 3/4" x 11 1/4"

### Article Submissions to *The Scrip*:

AAAM welcomes submissions of articles from members, as well as colleagues across the museum field. Articles will be published in *The Scrip*, the quarterly newsletter. Guidelines for submission are listed below:

Topics: Articles which address the work of museum professionals as they related to the varied areas of cultural arts collection, preservation, interpretation and management.

Length: Feature articles: 750 words max.  
News & Events: 300 words max.

Format: Only electronic copies will be accepted (Microsoft Word, Rich Text Format or Text Document) and double-spaced. All articles should include the name, title and organization of its authors.

Images: Only digital images will be accepted. Color and black and white images are acceptable; though please note that *The Scrip* is printed in black and white. Digital images can be sent in jpg, tiff, eps or pdf formats. Include photo credits. Feature articles are limited to (2) images.

Deadlines:	ISSUE	DUE DATE	ISSUE	DUE DATE
	Spring (April)	February 10	Fall (October)	August 10
	Summer (July)	May 10	Winter (January)	November 10

Submit all information to: Shirl Spicer at E-mail: [spicer@blackmuseums.org](mailto:spicer@blackmuseums.org)

### Advertisements for *The Scrip*:

Advertisement placement space is limited and advertisements will be placed on a first-come, first-serve basis.

Size	Dimensions	Price (Per Issue)	
		Member	Non-member
Full page	7 1/2" x 10"	\$100	\$200
1/2 Page	7 1/2" x 4 7/8"	\$75	\$150
1/4 Page	3 1/2" x 5"	\$50	\$100

## JOB POSTINGS

[www.blackmuseums.org](http://www.blackmuseums.org) – Advertising fees are for AAAM Website:

- \$75 per first 100 words, \$.10/word thereafter.
- Postings are good for 30 days and will post within 48 hrs after receipt of payment.
- Website rates include (one) free listing in *the scrip*, AAAM's quarterly newsletter, when published during the time the position is open.
- Job listings must include complete contact information, including an e-mail and mailing address.

Submit postings to: Shirl Spicer at E-mail: [spicer@blackmuseums.org](mailto:spicer@blackmuseums.org)

## ADVERTISING POLICY:

As AAAM utilizes its publications to advance the museum profession and benefit its membership, AAAM reserves the right to reject or cancel advertisements that it deems is not in the best interest of the Association's membership.

- Advertisement orders must be confirmed in writing by specified space closing date(s). Orders received after space reservation deadline will not be published for that issue/publication. Verbal confirmations are not acceptable.
- Artwork must arrive by specified space closing dates. No typesetting or alterations will be done by the printer or AAAM.
- AAAM reserves the right to determine ad placement, although every effort will be made to fulfill ad placement requests.
- Rates quoted are per insertion.
- Payment must be received 30 days after the invoice date.
- No cancellations or changes in advertisement orders will be accepted after the space reservation closing dates. Cancellations must be received in writing prior to the space closing date. Any advertiser canceling advertisements after the closing date must pay the full placement charge.