



## ADVERTISING AGREEMENT AND INSERTION ORDER

*The Archives of Safety and Health - Safety and Health Historical Society*

- All advertisements and orders are subject to approval by SHHS, which reserves the right to reject any advertising without cause or prior notice. Appearance of ads in SHHS publications does not constitute endorsement of the advertiser, its products, or its services. SHHS reserves the right to edit advertisements when necessary.
- All orders accepted by SHHS for *The Archives of Safety and Health* are subject to the terms and provisions of the current rate listing.
- SHHS sells advertising space on a first come, first served basis. The amount of advertising space depends on the amount available in each issue.
- For other than the Full Back Page advertisement, SHHS will place ads using its judgment about organization of available space in any issue.
- SHHS and any party seeking advertising under this agreement agree that SHHS will accept a cancellation upon written notice from the advertiser that SHHS receives prior to the Copy Due Date.
- The advertiser may change ad materials with any insertion but authorizes SHHS to repeat previous ad material if the advertiser does not provide new material to SHHS prior to the "Copy to SHHS" date.
- Advertisers must authorize and provide ad changes in writing.
- The liability of SHHS for inadvertently failing to publish an advertisement in the issue specified will be limited to publishing the advertisement in a subsequent issue at the published rate.
- Claims for adjustment due to error must be made within 30 days of the release date.
- SHHS must receive payment in advance for ads. Payment must accompany a signed agreement to advertise with SHHS and received by SHHS not later than the published Agreement Completion date for any issue. Advertising agreements for two or more issues must provide payment for each issue not later than the Agreement Completion date applicable to an issue. SHHS reserves the right to cancel ad orders if payment is late. Advertisers may pay for advertising ordered for multiple issues prior to the deadline for the first issue requested.
- SHHS will send to an advertiser a tear sheet for its ad(s) after SHHS publishes that issue.
- SHHS is not responsible for any financial costs advertisers may incur as a result of an advertiser error.

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Address \_\_\_\_\_

Title \_\_\_\_\_

\_\_\_\_\_

Email \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone \_\_\_\_\_

I have read and agree to this Advertising Agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

I am requesting ad space for the following issues of *The Archives of Safety and Health*

January 2019     April 2019     July 2019     October 2019

Size: \_\_\_\_\_

Rate    \$ \_\_\_\_\_    \$ \_\_\_\_\_    \$ \_\_\_\_\_    \$ \_\_\_\_\_    Total \$ \_\_\_\_\_

**Payment**

Check attached     Paying by credit card (Visa, Master Card, Discover, Amex)     Paying with PayPal

Credit Card Number \_\_\_\_\_    Exp Date M \_\_\_\_\_ Y \_\_\_\_\_    Security Code \_\_\_\_\_

Name on Card \_\_\_\_\_    Signature \_\_\_\_\_

Submit agreement to: SHHS, PO Box 1001, Tolono, IL 61880    Email: [info@safetyandhealthhistory.org](mailto:info@safetyandhealthhistory.org)