



# Electronic Sign Rental Form

**Business Name:** \_\_\_\_\_

**Phone Number:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Are you a current Chamber Member?** \_\_\_\_\_

**Address:** \_\_\_\_\_  
\_\_\_\_\_

**Rental amount (see chart below):** \_\_\_\_\_

**Requested dates to run message:** \_\_\_\_\_

Display is limited to 2 lines of 12 characters each, including spaces; 2 lines will display then next 2 lines will display. An ad is 4 lines maximum. Please use lines below to indicate message as you would like it to appear. Any additional spaces required please email [watertownchamber@gmail.com](mailto:watertownchamber@gmail.com) for options.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Pre-payment is required for all advertising. Please include payment with this request. Requests will not be accepted without payment.

***Sign Rental Form must be RECEIVED no less than TWO WEEKS prior to first requested rental date.***

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

I have read the Sign Usage Policy, and agree to all terms therein.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



## Sign Usage Policy and Fee Schedule

**Sign Content:** Sign content should promote the Watertown community. Messages must highlight events, sales, and other happenings. 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 Director. Provided that the advertisement language fits these guidelines, space can be sold and loaded to the sign without Chamber Executive Committee approval. If the Executive Director has questions about the content of an advertisement, the Chamber’s Executive Committee should be consulted.

No single advertisement shall run for more than three weeks. The Chamber agrees to limit the number of advertisers to eight per advertising cycle. All advertising shall be sold on a first-come-first-serve basis. The Chamber’s Executive Committee shall resolve any disputes.

The Watertown Area Chamber of Commerce reserves the right to alter any ad placed and to reject any and all advertising.

**Rentals:** Rental rates are based on the following schedule:

Type of Ad	Rate	Free ads with Chamber Membership
All Chamber Members	\$25 per week	2 weeks per year
Unlimited Weekly Ads	\$2,000 annually	--
Non Member Rate	\$50 per week	--

All registered 501(c)3 organizations active in the Watertown Community, with a fiscal agent in Watertown will receive two free weeks of advertising.

All advertising must be paid in advance of the ad run.

The Watertown Area Chamber of Commerce reserves the right to reduce and/or waive fees associated with advertising.

Each advertisement shall receive one “announcement slot.” The Chamber will use a maximum of eight (8) announcement slots per cycle.