



Electronic Sign Rental Form

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

Organization Name: _____

Contact Name: _____ Phone: _____

Address: _____

City: _____ State: _____ ZIP: _____

E-mail: _____

Display screen is limited to 2 lines of 12 characters (includes spaces and special characters). Each sign rental is limited to 2 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: _____

Dates requested to run:

Start Date: _____ End Date: _____

Rental Fee (see chart below): _____

<u>Type of Ad</u>	<u>Ad Rate</u>	<u>Complimentary Ads</u>
Chamber Member	\$25 per week	2 weeks per year
Non-Chamber Member	\$50 per week	N/A
Yearly Unlimited	\$2000 per year	N/A

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 two weeks 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: _____

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 Secretary. Provided that the advertisement language fits these guidelines, space can be sold and loaded to the sign without Chamber approval.

No single advertisement shall run for more than three weeks. The Chamber shall 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 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 any ad placed and to reject any and all advertising.

<u>Type of Ad</u>	<u>Ad Rate</u>	<u>Complimentary Ads</u>
Chamber Member	\$25 per week	2 weeks per year
Non-Chamber Member	\$50 per week	N/A
Yearly Unlimited	\$2000 per year	N/A

All registered 501(c)3 organizations active in the Watertown Community, with a fiscal agent in Watertown may request one free week of advertising.

All advertising must be paid at the time of the request.

The Watertown Area Chamber of Commerce reserves the right to change the fee schedule with or without notice.

Each advertisement shall receive one “announcement slot.” The Chamber shall only use a maximum of eight (8) announcement slots at any given time.