

# 2015 Music on the Bay Event Guide Insertion Order

**Ad Size & Rate: Business Card \$125. Half Page \$250. Full Page \$500. Front or Back Cover \$1000**

**Production Requirements:**

Full Page trim size is 5-1/2" wide x 8-1/2" tall. Non-bleed ads should be 5" wide x 8" tall for Full Page, 5" wide x 3-7/8" tall for Half Page, and will be centered on the page with 1/4" white all around. Full bleed ads trim to 5-1/2" wide x 8-1/2" tall and require 1/8" additional image on all sides so art should be 5-3/4" wide x 8-3/4" tall. Keep live copy to 5" x 8" so it doesn't get lost in the binding/trimming process. Business Card space is 2" x 3 1/2".

**PDF, eps, tiff and jpg files are preferred, minimum resolution is 300 dpi at finished size. MS Word (doc, docx, etc) files are discouraged and we will not be responsible for fonts or images that do not reproduce as**

Advertiser: \_\_\_\_\_

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

City/State/Region: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_ Ad Size: \_\_\_\_\_

Notes: \_\_\_\_\_

Authorized by: \_\_\_\_\_ Date: \_\_\_\_\_

(Print)

I understand and agree to the terms and conditions of this order: \_\_\_\_\_

(Sign)

**Space Reservation**

It is important you get your Insertion Order in early. Space is limited and will be allocated on a "First Come, First Served" basis. Previous advertisers will receive position preference. Insertion Orders must be received by Monday, Jan 19, 2015 and are subject to space available and page count restrictions. Art must be received by Friday, Jan 30, 2015.

**Mailing and Contact Info**

Mail to: MOTB Guide c/o Patti Kochanek, 5034 White Sanderling Ct, Tampa, FL 33619. Receipt will be confirmed via e-mail. Contact Patti Kochanek: pattik47@gmail.com or 813-574-7054 with any questions.

**Office Use Only**

Accepted by: \_\_\_\_\_ Date: \_\_\_\_\_

Payment Received: \_\_\_\_\_ Date: \_\_\_\_\_

Art Received and Approved: \_\_\_\_\_ Date: \_\_\_\_\_