

INSERTION ORDER

Advertiser Name: _____ PO# _____

Contact Person/Agent: _____ Title: _____

Billing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Payment Method: Credit Card Check ACH

Ad Size: Half Page: \$700 Full Page: \$1,200

This contract is for a print advertisement in the 100th Anniversary Commemorative Edition of *Official Magazine* to be distributed at the 2026 Annual Education and Business Conference.

I have read, understand and agree to all terms and conditions on the accompanying page.

This contract is authorized by _____ Date _____

Email completed insertion order to marketing@iapmo.org | Orders must be received by **July 15th**

MECHANICAL SPECS

FULL PAGE

Trim size: 8.5" x 11"

With bleeds:
8.75" x 11.25"

Safe area: 7.5" x 10"

Preferred formats:
High-resolution (300dpi)
PDF, JPG

HALF PAGE HORIZONTAL

Trim size: 7.5" x 4.75"

With bleeds: 8.75" x 5.625"

Preferred formats:
High-resolution (300dpi)
PDF, JPG

Terms and Conditions of Sponsorship

No sponsorship is officially confirmed until full payment has been received and written confirmation from IAPMO has been returned to you. If full payment is not received and another request for the same opportunity is received, your reservation may not be processed. IAPMO does not pay agency commissions.

Cancellation Policy

No refunds will be issued after July 15

General Policy

No advertiser or sponsor shall have first right of refusal. No advertisement will run without full payment. Rates are net; no agency discount will be applied. Advertiser agrees to furnish all copy, art (film or disks), and color proofs prior to closing deadline stated on specification sheet (July 15). Publisher shall not be responsible for errors caused by typesetter or for claims made in any advertisement. In the event of an error or omission, the Advertiser's sole remedy shall be to seek reimbursement of the payment made by it to the Publisher hereunder, and the Advertiser waives any claim it may have against the Publisher or its employees and/or agents or any other liability or loss arising out of this contract or actions of Publisher with respect to said advertisement. Advertiser warrants that all photographs and endorsements are covered by valid, written consents. Advertiser shall indemnify and hold the Publisher harmless from liability of any kind resulting from publication.

IAPMO Event Management reserves the right to exercise its sole discretion to accept or refuse any contract or reservation request. If any sponsor or advertiser fails to perform any material term or condition of the contract, IAPMO Event Management reserves the right to terminate this contract immediately. Any funds paid to the sponsor/advertiser may be retained by IAPMO Event Management. Sponsorships/advertisements may not be resold, shared, or sublet without permission from IAPMO Event Management. In the event of a failure or other error or omission of IAPMO Event Management in its performance and terms of this contract, the Sponsor/Advertiser waives any claim it may have against IAPMO Event Management or its employees and/or agents or any other liability of loss arising out of this Contract Agreement or actions of IAPMO Event Management with respect to said opportunity.