

ACEA POLICIES and PROCEDURES

Section: ACEA Membership	Index: 420.00	Supersedes: New
Subject: ACEA Newsletter Advertisement	Effective: February 19, 2009	
Proposed by: Chairman Training Committee Date February 19, 2009	Approved: Date	

Purpose

To provide a means by which members of ACEA can promote or inform the membership of new technologies, products, and other training opportunities for new product developments or applications changes in regulatory codes or any other developments related to the ACEA Mission Statement.

Scope

This policy shall apply to all members.

Policy

The ACEA, in its effort to keep its membership current with the ever-changing advancements in products, policies, and technology in our industry and service area, shall allow for ACEA member companies in good standing to utilize the monthly newsletter and lunch meetings for advertisement purposes of products, techniques, or training opportunities that they provide.

For a fee of \$250.00 per issue, members can have 8 1/2" x 11" informative inserts placed in the monthly newsletter. The production of the insert will be the responsibility of the purchasing member, and the content of the insert will be reviewed by the Board of Directors prior to inclusion in the newsletter.

The content of the insert should be directed toward informing the ACEA membership of new products, services, or training related to construction, engineering, and education for the benefit of ACEA members.

The format of the insert must include "PAID ADVERTISEMENT" prominently displayed at the top or bottom of the insert. The insert can include company names and contact information for additional information about the product or service being advertised.

Procedure

1. Payment of advertising fee with copy of proposed insert must be submitted for Board review and approval.
2. Advertiser will be notified of any modification requested by Board prior to final printing of insert.
3. Advertiser to provide required number of inserts to ACEA office 48 hours prior to mailing.