

ACEA POLICIES and PROCEDURES

Section: ACEA Membership	Index: 420.00	Supersedes: New
Subject: ACEA Newsletter Insert Advertisement	Effective: October 6, 2009	
Proposed by: Chairman Training Committee Date October 6, 2009	Approved: Date	

Purpose

To provide a means by which members or non-members 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 or non-member companies with Board approval to utilize the monthly Newsletter for advertisement purposes of products, techniques, or training opportunities that they provide.

The advertiser may have an 8 1/2" x 11" informative insert placed in the monthly Newsletter. The production of the insert will be the responsibility of the purchasing company and the content of the insert must receive approval 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.

Refer to the Fee Schedule for the cost.

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.