

NACOGDOCHES COUNTY



CHAMBER OF COMMERCE

**TERMS FOR PLACING INSERTS IN THE
NACOGDOCHES COUNTY CHAMBER MEMBERSHIP QUARTERLY MAILING**

1. Businesses may insert a flyer or coupon in the quarterly Chamber mailing. Chamber member price is \$150 per insertion. Non-member price is \$200.
2. The Chamber quarterly mail out will occur in January, April, July, and October.
3. The insert being sent to Chamber members must not be presented in such a manner as to construe Chamber endorsement of the organization or product being presented. For example, do not use the phrase "Dear Chamber Member." All inserts must be pre-approved by the Chamber and a sample must be at the Chamber by the 20th of the month prior to the month of the quarterly mail out. Late or unapproved inserts will not be accepted.
4. Solicitations and/or fundraising by businesses or other non-profit organizations will not be inserted. Also, no political ads of support for any candidate will be accepted.
5. A brief description of the insert piece must be supplied to the Information Services Coordinator at the time this agreement is signed. If possible, an actual example of the piece to be mailed is preferred.
6. Please supply 800 copies of the insert piece, printed on at least 20# paper - no larger than 8.5" x 11". Inserts need to be supplied to the Chamber by the last day of the month prior to the month of the quarterly mail out.
7. The packets are mailed by the 10th of the month, the Chamber has no control over delivery time. *If your event occurs within the first 20 days of the month, please consider inserting the flyer in the prior quarter or an email blast.*
8. If you have additional questions please contact, Sharon Hurst at 936-560-5533.

I agree to the above terms. _____

Signature

Organization _____ Date _____

Name _____ Phone Number _____

Insert Description _____

Chamber Official approval _____ Date _____

Return completed and signed form to Sharon Hurst at info@nactx.com