

MARKETPLACE INSERTION ORDER

The American Institute of Architects New York Chapter (AIANY) and the Center for Architecture produce a bi-weekly newsletter sent via email to approximately 13,000 subscribers, including members of AIANY and related architecture, design, and construction professionals. Your order will secure you two appearances in consecutive issues of the newsletter, linked to a corresponding listing on aiany.org that will remain active for 30 days.

To be featured in Marketplace, the following information is necessary. Prepayment is required; no refunds for cancellations. AIA members receive a 10% discount on their placement.

PLEASE FILL OUT THE FORM BELOW. FOLLOW THESE IMPORTANT INSTRUCTIONS:

1. Complete this form with payment information and email it to the Office Manager at info@aiany.org or fax it to 212-696-5022.
2. Your ad copy and optional images, meeting the specifications below, must be emailed separately to Camila Schaulsohn, Director of Communications, at cschaulsohn@aiany.org.

PLEASE COMPLETE BOTH STEPS ABOVE TO GUARANTEE PLACEMENT OF YOUR ADVERTISEMENT

PRICING

Price includes two runs in the newsletter, and 30 days of advertising on aiany.org.

Text = \$125

For the newsletter ad, please send: A maximum of 40 words including a headline and intro text, and one link to an email address OR web site. We can also link to the full ad listing on the AIANY.org site, if you prefer.

For the corresponding web site listing, please send: A maximum of 80 words, including a headline. Your link to an email address or web site will also appear on the web site.

Images = \$100 per image

Images must be provided at the time of payment. All images must be .jpg or .gif and 72dpi. 750 pixels wide minimum; 3:2 aspect ratio. Please note if your image is the wrong dimension, it will be cropped.

Insertion dates

AIANY and the Center for Architecture's newsletter comes out on alternate weeks. The newsletter may come out sooner, depending on breaking news. Run dates are consecutive. Your listing will be placed in the next available issue after payment is received.

If you have questions, please call Camila Schaulsohn, Director of Communications, at 212-358-6114 or email cschaulsohn@aiany.org.

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AD SUBTOTAL: _____

IMAGE SUBTOTAL: _____

SPONSORSHIP SUBTOTAL: _____

10% MEMBER DISCOUNT: _____

TOTAL: _____

Billing information Payment is to be received before ad is placed.

Form of payment (circle one) Cash Check# _____ Amex MC Visa Discover

Credit Card #: _____ Security Code: _____

Expiration Date: _____ Name on card: _____

Signature: _____

Credit Card Billing Address: _____

Name: _____

Firm Name: _____

Address: _____

Phone: _____

E-mail: _____

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