

Founded in 1991, Guide Book Publishing (GBP) is the leader in the direct-mail directory publications industry for local religious and non-profit organizations. Inspired by the communication needs of both organizations and companies, GBP has developed a direct-mail advertising medium that is referenced in over 1.1 million homes for an entire year at an affordable price.



# **Build Brand Recognition** through Multi-Channel Advertising

### By the Numbers

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### **Printed Guide Book & Directory**

- Available for All Publications

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### **Online Directory & Mobile App**

- Available for Select Publications

**Product Information**Page 11 **Advertising Packages & Rates**Pages 11-13

# **Contact Us**

322 Sovereign Court St. Louis, MO 63011 636-391-2121 800-597-3037

Fax: 636-391-3172

Email: sales@guidebookpublishing.com Website: www.guidebookpublishing.com

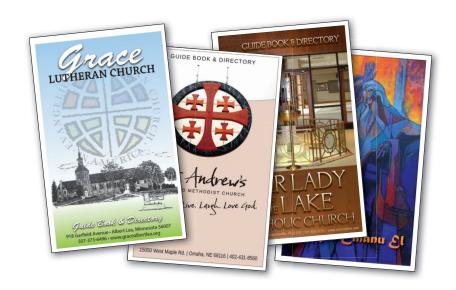


# Working for YOU



- **Serves affluent readership.** An extremely efficient opportunity by focusing on the most desirable demographic households in the market.
- Targets households through guaranteed direct-mail distribution.
- Has a superior shelf life- a full year! Through QR Codes the advertisements provide flexible information in the printed book. Online Directory & Mobile App advertisements come with two free re-designs during the year.
- **Gains new readers during the year.** New members are also provided with a Guide Book and Directory when they join the congregation.
- Offers modular ad sizes, packages, and rates, allowing the design of a Personalized Marketing Program to fit your objectives.
- Interactive Media Complimentary online advertising presence on GBP's website to increase exposure in multiple mediums for all publications. Online Directory & Mobile App advertisements available for purchase for select publications.
- Great Public Relations for you, as the congregation's positive image will reflect upon your business.

# Working for the Members



- Participation by businesses provides this service at absolutely **no cost** to members.
- The congregation's only vehicle for describing everything pertinent: the various ministries, organizations, committees, activities, functions and events all in one location- PLUS 98% of publications include a complete directory of all members.
- The **Online Directory & Mobile App** provides this information to members in real time, 24 hours a day.

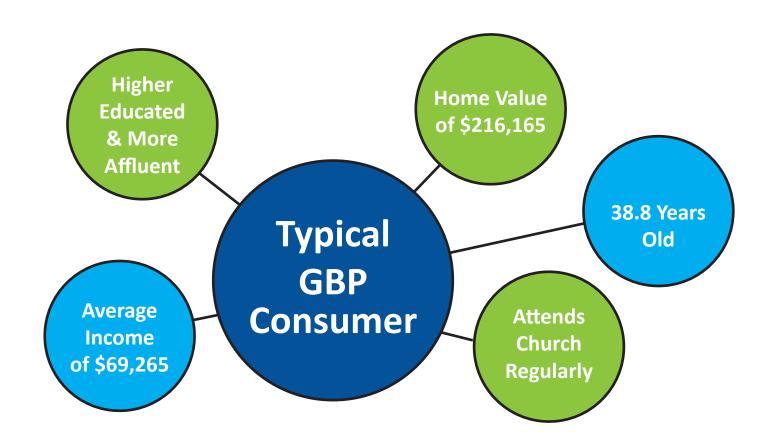


As of January 2021, we are in 25 states which equates to:

- 1.15 million households
- 1.80% of all households in those states
- 5.69% of all the households in the zip codes we serve
- Buying power is \$80.1 billion according to the data from www.city-data.com

# **Target YOUR Audience**

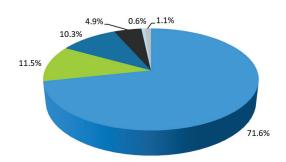
GBP can help you build brand loyalty and advocacy because you are supporting a project that is important in the viewer's eyes through their congregation's Guide Book & Directory.



# **Engaged**& Responsive

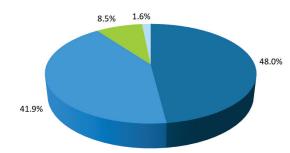
- **98.4%** of families **enjoy receiving** their books.
- 92.1% of families would rather patronize one of our advertisers over a non-advertiser.
- 74.0% of families regularly patronize advertisers in their book.
- **70.9%** of families report that they **consciously look** to see who is advertising in their book.
- **97.4%** of families **still have** the previous year's book in their home after one year.
- **80.6%** of **families go out to eat** before or after services.
- **50.0%** of families report that they selected a business **specifically because that business advertised** in their book.
- **70.5%** of families find the **Index of Advertisers** in the front of each book useful.
- 46.6% of families report that they have used the Index to locate a particular advertiser.
- 42 times per year on the average the book is used in each household.

### **Publications By Faith Groups**



Catholic Publications	71.6%
Methodist Publications	11.5%
<b>Lutheran Publications</b>	10.3%
Other Protestant Publications	4.9%
Jewish Publications	0.6%
Non-Religious Publications	1.1%

### **Number of Books Per Publication**



0-1,000 Books	48.0%
1,001-2,500 Books	41.9%
2,501-4,000 Books	8.5%
4,001 Books & Up	1.6%

# **Printed**Guide Book & Directory

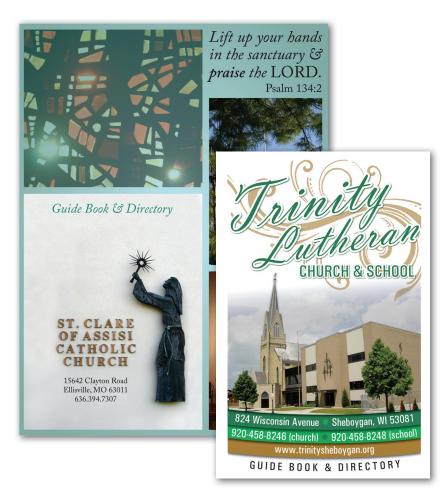
- Available for All Publications
- Direct-mailed to Members' Homes
- Published annually
- Includes Complimentary Online Presence on www. guidebookpublishing.com

# **Book Formats**

Large Vs. Regular

Book format (regular or large) is typically determined by the number of households in each publication.

- Large Format Books are for publications with approximately 2,500 or more households.
- Regular Format Books are for publications with less than 2,500 households.



# **Dimensions** & Rates

### **Advertisement Pricing**

When purchasing advertisements in multiple books there are discounts available (see chart below). Contact us if you would like a proposal for mass advertising or for a bartering proposal.

### **Advertising Locations**

GBP offers advertising in the following locations within each Guide Book & Directory: Back Cover, Inside Front Cover, Inside Back Cover, Center Spread, and Inside Pages. Contact us for availability in particular Guide Book & Directories.

### **Full Color Advertising**

Advertising in full digital color is available at an additional cost per advertisement in all prime advertising spaces, not to include inside pages.

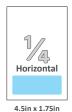
### **Multiple Book Discounts**

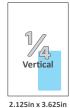
# of Books	Discount Percentage	# of Books	Discount Percentage
2-4	5.0%	25-29	17.5%
5-9	7.5%	30-34	20.0%
10-14	10.0%	35-39	22.5%
15-19	12.5%	40 Plus	25.0%
20-24	15.0%		

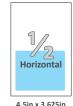
### **Advertisement Sizes**

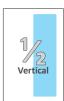
Please use these exact advertisement sizes if submitting a camera ready advertisement. If you are submitting copy for our graphic artists to use in designing the ad, use these sizes as a reference for how much copy space you have purchased.

### Regular Format Books: 5.0" x 8.5"









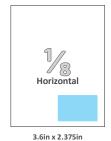
2.125in x 7.5in

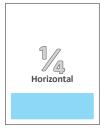




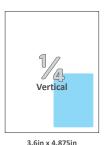
Two Page Center Spread Only 10in x 1.75-7.5in

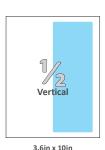
Large Format Books: 8.5" x 11.0"



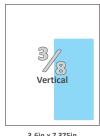


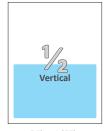
7.5in x 2.375in





Horizontal







7.5in x 7.375in

3.6in x 7.375in

7.5in x 4.875in

7.5in x 10in





7.5in x 2.375-10in

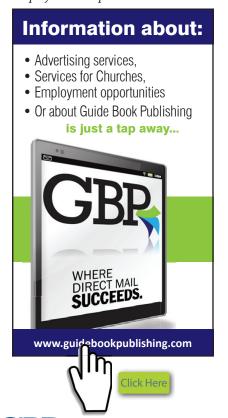
# Increase Your Ad Exposure

### With Our Complimentary Online Advertising

### **Online Advertising**

When a book is published, we will post an electronic version of the guide section and all of the advertisements on our website, www.guidebookpublishing.com. If you include a website address in your ad, viewers will be able to click on that link and be directed to your website (see below). Also included in this complimentary service is an alphabetical listing of the advertisers. If a website link has been provided, the viewer will be able to click on your company name and be directed to a website of your choice (see image to the right). For Q & A's, turn the page.

Display ad example:



Alphabetical Listing Example: GBR Guide Book Publishing How Guide Book Works On this page you will find a list of every advertiser currently in a Guide Book & Directory sorted by individual congregations. To find a particular Guide Book & Directory click on the name of **Design Services** the state the congregation is located within, followed by the name of the city, and then the name of the congregation itself. Once there if you click on "view website" next to the name of Ad Specifications a business you will be taken directly to their website. If you are a member of one of our congregations and have the four digit book # from the back Media Kit spine of the book, you may enter that number into the search bar, prepended with a # sign, to go directly to your book's list of advertisers. (ex. #1750) Major Accounts If you find a broken website link, please email up at amandavogt@guidebookpublishing.com and we will get it fixed. SEARCH ADVERTISERS States with Guide Book & Directories: Arkansas Colorado Georgia Illinois Indiana Kentucky Louisian Michigan Missouri Clayton Creve Coeur Our Lady of the Pillar Parish #125 TOM JON'S CATERING View Website SCHNEITHORST'S RESTAURANT View Website SCHNARR'S TRUE VALUE HARDWARE View Website SAFE DEPOSIT COMPANY, THE View Wel PRUDENTIAL - GORRIS View Website PARIC CORPORATION View Website OPEN DOOR DOG/CAT ADOPTION A OFFICE OF CATHOLIC SCOUTING Vie Click Here MCKNIGHT PLACE EXTENDED CARE VI MARTHA'S HANDS View Website LUPTON CHAPEL View Website LOU FUSZ AUTOMOTIVE NETWORK Vie LORDO'S DIAMONDS View Website LAFAYETTE INDUSTRIES View Website KRIEGSHAUSER WEST MORTUARY HABCO PARTNERSHIP, INC. View Website GAMMA TREE EXPERTS View Website FACIAL PLASTIC & COSMETIC SURGERY CENTER View Website DOXEY R. SHELDON, D.M.D. View Website DEBRA K. SCHUSTER, PC View Website BRANDT & SONS ACE HARDWARE View Website BOPP CHAPEL FUNERAL DIRECTORS View Website BLUE OCEAN PORTFOLIOS View Website Ellisville Farmington Festus Florissant High Ridge Kansas City Lee's Sumi Normandy Richmond Heights Shrewsbury Springfield St. Charles Nebraska Ohio Oklaho Pennsylvania



# Details About GBP's Complimentary Online Advertising

### Who is included in this advertising?

Ads in the printed Guide Book & Directory are in both the Online Guide Section and the Alphabetical Listing.

### Where is my online ad located?

Ads are located on the GBP website www.guidebookpublishing.com. We encourage our churches to put a link on their website.

### Is there any cost for participating in the online advertising?

No, this is at no charge with the purchase of an advertisement in the printed Guide Book & Directory.

### When does the advertisers' online presence begin?

Within a few weeks after the book publishes.

### Does the link go directly to the advertiser's website or to a re-direct message first?

Links go directly to the advertiser's website in a new internet browser window.

### Where will my ad appear?

Ads are placed in the online Guide Section in the following order: back cover, inside front cover, inside back cover, center spread, last page, inside page, then benefactor ads.

### How does the advertiser get a link to their company's website on GBP's website?

For the Alphabetical Listing of Advertisers, a website address must be included on their Advertising Agreement. For the Online Guide Section, an actual website link (including the "www.") has to be in the ad.

### Can an advertiser change their website address?

Prior to publication of the printed Guide Book, yes. However, once the book is in print. no.

## What happens to the online ads if a church chooses not to publish a book the following year? If a church skips a year, the ads will remain on the website until the next edition publishes.

# What benefit does an advertiser get by being listed on our website if they do not have a link to their company's website?

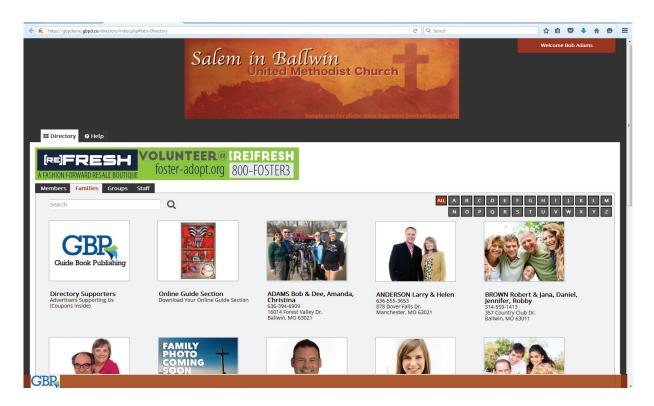
The Alphabetical Listing of Advertisers is located in a "web crawler search-able area" of the internet. Web Crawlers (Google, Yahoo, etc.) put items closer to the top of search results based on the number of times the item appears on the internet. Therefore, their business will appear closer to the top of search results on the internet.

For Additional Information, Call The Home Office 800-397-5057 • (Local) 636-391-2121





# Online Directory & Mobile App



\*All online ads appear in full color, provided color copy is provided



Online Directory & Mobile App Families Tab







GBP Guide Book Publishing

GRP Guide Book Publishing



Online Directory & Mobile App G

Online Directory & Mobile App Staff Tab

- Available for Select Publications
- Visible for an entire year on computers and mobile devices
- Only available with purchase of a printed Guide Book & Directory advertisement for the same publication



Guide Book Publishing is partnering with a leading Online Directory Company to bring this congregation a top-of-the-line Online Directory & Mobile App encrypted with bank-level security. These products allow the members of the congregation one-touch calling, texting, emailing, directions/mapping, uploading photos, and more. For congregation members, the Mobile App is available through their iPhone<sup>TM</sup>, iPad<sup>TM</sup>, iPad Mini<sup>TM</sup>, Android devices<sup>TM</sup>, Kindle Fire<sup>TM</sup>, laptops, and PCs.

### **Advertising Opportunities**

To advertise in the Online Directory and Mobile App, you must first purchase an ad in the printed Guide Book & Directory for that congregation.

## **Basic Package**

### Sponsor Ad: **\$150**

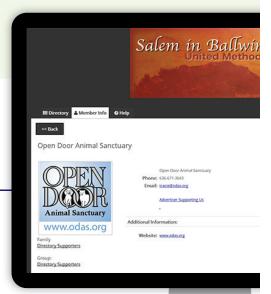
- » Includes company logo, QR Code, or small ad 350 x 350 pixels (approx. 2.3" x 2.3" on a cell phone screen)
- » Visible 24/7 on three pages (member directory, family directory, and group directory) on computers and mobile devices
- » Your company's name
- » Click-navigation to your address
- » Click-to-call phone number
- » Click-to-website of choice
- » Click-to-email
- » Can include a coupon code or discount offer line (Limited to 25 characters)

# **Premier Package**

### Banner plus Sponsor Ad: \$250

- » Includes a Sponsor Ad along with a Computer Banner Ad 728 x 90 pixels
- » Featured placement 24/7 on computers
- » Limit of four per book
- » Choice of placement: Members, Families, Groups or Staff tab (one tab)







## Frequently Asked Questions

Online Directory & Mobile App



# Some of the most popular features offered on the mobile app include:

- » Easy to use search features
- » One-touch calling
- » One-touch texting
- » One-touch emailing
- » One-touch directions and mapping
- » Available 24/7 anywhere

# How does the pricing structure work?

The price for a Basic or Premier Ad Package is in addition to the cost of the advertisement in the printed Guide Book & Directory. For example, if you purchase a quarter page ad in a regular size book and a Basic Package in the Online Directory & Mobile App it would cost \$650. If you purchased the same quarter page ad and a Premier Package, it would cost \$750. The multi-book discount for the printed Guide Book & Directory ads do not apply to the Online Directory & Mobile App ads.

# How do we submit the logo we want to use?

To submit the graphics and copy you want to appear in the Online Directory & Mobile App, email the information to graphic@guidebookpublishing.com. In the subject line please put "Mobile Directory <Book #>, <Business Name>". Images may be no larger than 9MB.

Do you have to purchase an advertisement in the printed Guide Book & Directory to purchase an advertisement in the Online Directory & Mobile App?

Yes. The Online Directory & Mobile App is an add-on feature to the printed Guide Book & Directory in the same way that color, special placement, or additional lines are add-on features. All display advertisements and benefactor advertisements qualify regardless of size.

If we purchase an advertisement in one congregation's Guide Book & Directory, can we purchase an online advertisement for a different congregation without the print ad?

No. To purchase an advertisement in the Online Directory & Mobile App, you must purchase an ad in the same congregation's printed Guide Book & Directory. Likewise, you cannot purchase an advertisement in a single congregation's printed Guide Book & Directory and then purchase an advertisement in multiple different congregations Online Directory & Mobile Apps.

### Do advertisers in the printed Guide Book & Directory still get complimentary online advertising?

Yes. GBP will continue to post all advertisers' business names at guidebookpublishing.com/books.php with the website address link provided on the Advertising Agreement. We will also place all display and benefactor ads exactly as they appear in the printed Guide Book & Directory within their Online Guide Section located at guidebookpublishing. com/booklist.php at no charge. However, no complimentary advertisements are available in the Online Directory and Mobile App.

# Can advertisers get access to view the Online Directory & Mobile App if they purchase an advertisement within it?

No. We highly value the privacy of our congregations and state that we will not, under any circumstances, sell their information. One main feature of the Online Directory & Mobile App is the ability to call, text & email with one touch. Therefore, advertisers do not have access to the Online Directory & Mobile App unless they are a member of that congregation in order to uphold our promise.

# **Demographics By** State & Metro Areas

### Alabama: Birmingham– 9.35% of Households 5,425 Households 4 Churches Med. Income of \$109,280.00 Med. Income of 318 Med. Age of 39.8 Mobile– 5.72% of Households 8,985 Households 6 Churches Med. Income of \$57,224.00 Med. Age of 38.2 Whole State– 6.22% of Households 21,455 Households 15 Churches Med. Income of \$72,313.00 Med. Age of 40.0 **Arkansas:** Fayetteville– 10.26% of Households 9,595 Households 4 Churches Med. Income of \$56,590.00 Med. Age of 39.0 Little Rock- 6.65% of Households 7,150 households 6 Churches Med. Income of \$46,410.00 Med. Age of 37.1 Whole State- 7.22% of Households 21,785 Households 14 Churches Med. Income of \$47.552.00 Avg. Age of 37.2 Colorado: Denver– 5.75% of Households 23,595 Households 13 Churches

Med. Income of \$80,911.00 Med. Age of 38.0 Whole State– 4.93% of Households 26,925 Households 17 Churches Med. Income of \$81,120.00 Med. Age of 37.6

### Florida:

Orlando- 4.06% of Households 10,510 Households 6 Churches Med. Income of \$51,437.00 Med. Age of 37.3 Tampa/St. Petersburg– 7.63% of Households 8,935 Households 5 Churches Med. Income of \$46,857.00 Med. Age of 51.3 Whole State – 5.33% of Households 30,745 Households 20 Churches Med. Income of \$52,359.00 Med. Age of 42.4

Georgia: Atlanta– 1.95% of Households 4,905 Households 7 Churches Med. Income of \$75,497.00 Med. Age of 38.0
Whole State– 1.95% of Households
4,905 Households 7 Churches Med. Income of \$75,497.00 Med. Age of 38.0

lowa: Des Moines- 5.73% of Households 11,400 Households 9 Churches Med. Income of \$62,828.00 Med. Age of 35.1 Whole State– 5.30% of Households 20,184 Households 18 Churches Med. Income of \$57,411.00 Med. Age of 36.1

### Illinois:

Chicago- 6.17% of Households 88,313 Households 58 Churches Med. Income of \$85,006.00 Med. Age of 40.0 Rockford- 7.47% of Households 8,810 Households 5 Churches Med. Income of \$56,040.00 Med. Age of 39.4 Springfield– 4.57% of Households 4,970 Households 5 Churches Med. Income of \$43,430.00 Med. Age of 39.7 St. Louis- See Missouri Whole State-5.95% of Households 123,569 Households 92 Churches Med. Income of \$74,258.00 Med. Age of 39.5

### Indiana:

Chicago- 4.55% of Households 7,535 Households 6 Churches Med. Income of \$61,469.00 Med. Age of 40.1
Evansville– 4.59% of Households
4,645 Households 5 Churches Med. Income of \$55,819.00 Med. Age of 40.0 Ft. Wayne– 5.97% of Households 3,250 Households 5 Churches Med. Income of \$48,980.00 Med. Age of 34.6 Indianapolis– 3.86% of Households 23,630 Households 26 Churches Med. Income of \$56,242.00 Med. Age of 36.1 South Bend– 5.56% of Households 9,805 Households 7 Churches Med. Income of \$57,950.00 Med. Age of 36.1 Whole State– 4.14% of Households 58,985 Households 61 Churches Med. Income of \$55,183.00 Med. Age of 37.7

### Kansas:

Kansas City– See Missouri Wichita– 4.12% of Households 7,185 Households 8 Churches Med. Income of \$59,863.00 Med. Age of 34.8 Whole State– 6.85% of Households 31,600 Households 26 Churches Med. Income of \$64,331.00 Med. Age of 36.6

Kentucky: Cincinnati– See Ohio Lexington– 7.20% of Households 6,705 Households Med. Income of \$68,485.00 Med. Age of 37.5 Louisville– 5.24% of Households 31,964 Households 29 Churches Med. Income of \$65,919.00 Med. Age of 39.6 Whole State- 5.06% of Households 50,576Households 46 Churches Med. Income of \$64,552.00 Med. Age of 39.4

<sup>\*</sup>These numbers are correct as of January 1st, 2021. The numbers are constantly changing as demographics change, new churches are added, etc. Keep in mind that the zip code demographic information is only updated with new census information.

<sup>\*</sup>The percentage of households is the percentage of households in each zip code that publishes a Guide Book & Directory within the metro area or state. The household number is the number of books we publish in that area for households. The Median Income is the individual household income information that has been released by www. city-data.com, as is the Median Age of an individual living in that area.

### **Demographics By State & Metro Areas**

GBP has publications in 25 states. The following information is the distribution numbers for those states and some of our larger metro areas:

### Louisiana: Baton Rouge – 7.33% of Households 22,625 Households 11 Churches Med. Income of \$62,740.00 Med. Age of 35.2 Houma- 6.51% of Households 7,485 Households 6 Churches Med. Income of \$59,815.00 Med. Age of 37.1 New Orleans— 8.72% of Households 24,945 Households 14 Churches Med. Income of \$64,568.00 Med. Age of 40.0 Whole State- 7.55% of Households 63,729 Households 37 Churches Med. Income of \$63,092.00

Maryland: Whole State- 2.21% of Households 1020 Households 1 Church Med. Income of \$37,933.00 Med. Age of 33.2

Avg. Age of 37.7

Michigan: Detroit– 4.80% of Households 20,475 Households 17 Churches Med. Income of \$73,254.00 Med. Age of 38.8 Whole State– 4.34% of Households 27,460 Households 25 Churches Med. Income of \$67,621.00 Med. Age of 39.1

### Minnesota:

Minn. /St. Paul- 5.04% of Households 31,425 Households 27 Churches Med. Income of \$79,059.00 Med. Age of 39.0 Whole State- 5.00% of Households 32,215 Households 28 Churches Med. Income of \$77,832.00 Med. Age of 39.3

### Missouri:

Kansas City– 5.72% of Households 42,340 Households 37 Churches Med. Income of \$66,307.00 Med. Age of 37.9 St. Louis-8.21% of Households 142,705 Households 126 Churches Med. Income of \$72,788.00 Med. Age of 40.6 Whole State– 7.14% of Households 166,436 Households 148 Churches Med. Income of \$67,214.00 Med. Age of 39.1

Mississippi: Whole State-4.49% of Households 7,590 Households 6 Churches Med. Income of \$54.999.00 Med. Age of 38.0

North Carolina: Whole State– 1.43% of Households 550 Households 1 Church Med. Income of \$33,513.00 Med. Age of 38.0

Nebraska: Omaha– 8.01% of Households 24.995 Households 15 Churches Med. Income of \$65,075.00 Med. Age of 35.1
Whole State– 8.01% of Households
24,995 Households
15 Churches Med. Income of \$65,075.00 Med. Age of 35.1

New Jersey: Philadelphia– See Pennsylvania Whole State– 13.14% of Households 16,445 Households 6 Churches Med. Income of \$77,892.00 Med. Age of 37.6

### Ohio:

Cincinnati– 5.57% of Households 47,372 Households 44 Churches Med. Income of \$64,183.00 Med. Age of 39.3 Cleveland- 6.71% of Households 43,740 Households 31 Churches Med. Income of \$69,975.00 Med. Age of 42.2 Columbus—3.35% of Households 17,720 Households 15 Churches Med. Income of \$74,864.00 Med. Age of 37.9 Dayton– 5.64% of Households 12,420 Households 11 Churches Med. Income of \$58,396.00 Med. Age of 39.8
Whole State– 5.31% of Households
119,724 Households
98 Churches Med. Income of \$67,034.00 Med. Age of 40.4

### Oklahoma:

Oklahoma City– 3.69% of Households 9,845 Households 9 Churches Med. Income of \$61,369.00 Med. Age of 35.3
Tulsa– 7.43% of Households
11,842 Households 8 Churches Med. Income of \$60,733.00 Med. Age of 38.6 Whole State – 5.09% of Households 21,687 Households 17 Churches Med. Income of \$61,114.00 Med. Age of 36.7

Pennsylvania: Philadelphia- 9.21% of Households 50,300 Households 25 Churches Med. Income of \$89,842.00 Med. Age of 40.2 Pittsburgh– 7.18% of Households 16,350 Households 12 Churches Med. Income of \$146378.00 Med. Age of 43.5 Whole State– 6.86% of Households 59,822 Households 39 Churches Med. Income of \$99.916.00 Med. Age of 42.1

### **Demographics By State & Metro Areas**

GBP has publications in 25 states. The following information is the distribution numbers for those states and some of our larger metro areas:

**Tennessee:** 

Knoxville-5.48% of Households 5.970 Households 5 Churches

Med. Income of \$52,410.00 Med. Age of 40.3

Memphis- 3.77% of Households 18,094 Households

18 Churches Med. Income of \$64,238.00 Med. Age of 36.7

Nashville- 3.25% of Households 16,975 Households

13 Churches Med. Income of \$58,466.00

Med. Age of 36.2 Whole State– 3.89% of Households 45,714 Households

39 Churches

Med. Income of \$59,134.00

Med. Age of 37.2

Texas:

Austin-8.81% of Households 17,130 Households 8 Churches

Med. Income of \$180,883.00

Med. Age of 35.9
Dallas/Ft. Worth- 7.18% of Households
41,370 Households 17 Churches

Med. Income of \$75,914.00 Med. Age of 38.7

Houston- 5.02% of Households 42,911 Households 19 Churches

Med. Income of \$78,320.00 Med. Age of 35.9

San Antonio – 6.96% of Households

26,496 Households 11 Churches

Med. Income of \$72,921.00

Med. Age of 38.1 Whole State– 6.04% of Households 133,302 Households 61 Churches

Med. Income of \$89,016.00 Med. Age of 37.0

Wisconsin:

Appleton- 3.40% of Households 4,265 Households 6 Churches

Med. Income of \$60,252.00 Med. Age of 37.1

Milwaukee– 5.64% of Households 32,125 Households 30 Churches

Med. Income of \$69,293.00

Med. Income of 369,293 Med. Age of 40.9 Whole State– 4.93% of Households 45,725 Households

45 Churches Med. Income of \$65,200.00

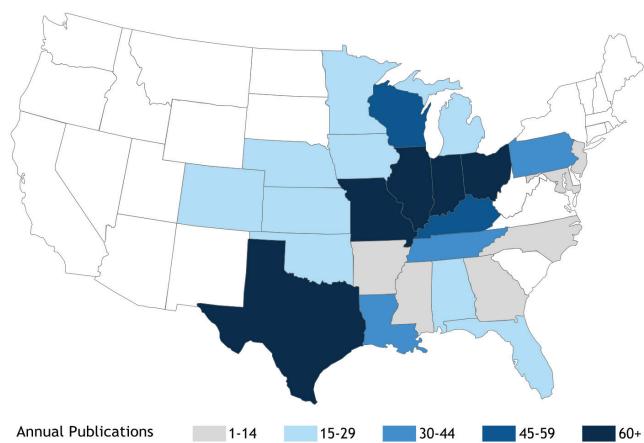
Med. Age of 40.2

Overall Company: 5.68% of Households

1,157,143 Households 882 Churches

Med. Income of \$69,265.00

Med. Age of 38.8





# **Contact Us**

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# **Terms & Conditions**

### 1. Payment Policy

All advertising is payable in advance unless credit is approved by Publisher. Failure to receive copies of printed publication and/or proof of the online advertising containing advertisements or disagreement concerning ad size will not be considered a reason to delay payment.

### 2. Agency Commissions

Rates in this rate card are not subject to either advertising agency commissions or cash discounts.

### 3. Contract and Copy Regulations

Orders are non-cancelable after deadline. Deadline for display advertising is 21 days prior to publication date. Advertisements in the Online Directory & Mobile App will be provided two free design changes during the publication period. Additional design changes may result in design charges.

### 4. Application of Discounts

Discount rates apply to the contract year. Only Advertisers signing contracts calling for frequency discounts in the printed publication will be billed at the discount rate. Advertisers will be short-rated if contract is not fulfilled to lowest rate earned. Frequency discounts do not apply to the advertising in the Online Directory & Mobile App.

### 5. Policy

No advertising will be run without a signed contract. All advertising submitted is subject to the approval of the Publisher. The Publisher reserves the right to refuse any advertising content which does not meet the company's standards of acceptance. On acceptance, publication is contingent upon space availability. The advertiser understands and agrees not to use information in the Guide Book and Directory for solicitation purposes of any kind. All information in the Guide Book & Directory is solely for the private use of the members. The advertiser understands and agrees that access will not be provided for the Online Directory & Mobile App to protect the privacy of the members. Type of headings, text, etc. shall not be the same or similar to that used in the Guide or Directory sections of the book. Advertisements having the appearance of editorial material must have the word "Advertisement" printed above, and Publisher reserves the right to insert above any copy the word "Advertisement." The Publisher shall not be liable for slight changes or typographical errors which do not lessen the value of an advertisement. The Publisher shall not be liable for any other errors appearing in an advertisement unless the Publisher received corrected copy before the copy deadline with corrections plainly noted a reasonable length of time before publication. In the event of an error in a printed advertisement for which the Publisher is liable as herein defined, its liability shall be limited to republishing the advertisement or refunding such proportion of the entire cost of the advertisement as the space occupied by the error bears to the whole space occupied by such advertisement, as it shall elect. The Publisher shall not be liable for

any slight changes, typographical errors, or any other errors appearing in the online advertisement unless the Publisher received corrected copy before the copy deadline with corrections plainly noted. In the event of an error in an online advertisement for which the Publisher is liable as herein defined, its liability shall be limited to re-uploading the corrected advertisement. In the event of an error in an online advertisement for which the Publisher is not liable as herein defined, the Advertiser may use one of the two free design changes to make corrections. In no event will the Publisher be responsible for errors when correct copy of advertisement is not supplied by Advertiser or Advertising Agency by deadline. The liability of the Publisher for failure to publish a printed or online advertisement for any reason in the issue specified shall be limited to publishing the advertisement in a subsequent issue (at regular rate). The subject matter, wording, illustrations and typography of all advertising are subject to the approval of the Publisher, but unless otherwise authorized in advance, no change will be made without the consent of the Agency or Advertiser. The Advertiser and/or Advertising Agency agrees to defend and indemnify the Publisher against any and all liability, loss or expense arising from claims of libel, unfair competition, unfair trade practice, infringement of trademarks, trade names of patents, violations of privacy and infringement of copyrights and proprietary rights resulting from the publication of the Advertiser's advertisements. Advertisers and Agencies forwarding orders to the Publisher which contain incorrect rates or conditions are hereby advised that the advertising called for will be inserted and charged at the regular schedule of rates and conditions in force at the time. The Advertiser and/or Agency shall designate the size and type of the advertisement per our rate card. Advertisements will be published and billed on the basis of exact space ordered.

Composition produced by the Publisher shall be its property and shall not be reproduced photographically and used by other publications without its consent. The Publisher reserves the right to change its advertising rates and conditions set forth on its rate card at any time, in which event the Advertiser may amend or cancel his contract or space reservation order as of the date the change of rates or condition takes effect. The Publisher reserves the right to place the advertisement in a different nearby local publication if, due to circumstances beyond its control, the contracted book and/or online directory are not published or become unreasonably delayed in publication. Advertiser agrees to pay a finance charge of 1.5% per month (18% per annum) on amounts past due (30 days) and agrees to pay reasonable attorney fees and court or collection costs for printed advertisements. Advertiser agrees that online advertisements will be removed from the Online Directory & Mobile App for failure to pay in a timely basis. Claims for adjustment due to error must be made within 14 days of insertion. The Publisher is liable only for the first insertion.

