

## **BILLING STATEMENT & NEWSLETTER ADVERTISEMENT POLICY**

The Manheim Area Water & Sewer Authority would like to provide an opportunity to local businesses and non-profit organizations to advertise their products, services, and events in the Authority's billing statement/newsletter.

Advertisements to be published in the Authority's monthly billing statement/newsletter must adhere to these policies. The Authority reserves the right to reject any advertisement that it deems unfit for publication based solely on the discretion of the Authority.

Additionally, the following subjects are **NOT PERMITTED** in an advertisement:

1. Businesses advertising products, services or events located outside of Lancaster County, Pennsylvania,
2. Pornographic, obscene, violent, offensive or otherwise lewd material,
3. Political ads or ads endorsing political candidates or organizations for any level of government,
4. Language discriminating against any race, color, ethnicity, gender, sexual orientation, religion, age group, disability or other protected characteristic.
5. Defamatory, libelous or fraudulent advertisements

By accepting any material, art or copy for advertising under this policy, the Authority does not endorse the product, service or event or agree with the message conveyed by such advertisement. Advertisers are solely responsible for the content of their material, and must acknowledge and agree in writing to the terms of this policy. The Authority reserves the right to refuse any advertisement or to cancel any running or planned advertisement for legitimate reasons other than those set forth in this policy.

Customers should provide a horizontal advertisement no larger than the specified advertisement space. The advertisement should be photocopy/print ready with no changes in size or type to be made by Authority staff, in a .jpg, or .png format. Authority reserves the right to place ads as space provides. The price is \$75 per advertisement 365 pixels by 90 pixels; or \$94 per advertisement 287 pixels by 143 pixels; or \$116 per advertisement 543 pixels by 93 pixels. (1 run per application.) Cancellations are non-refundable.

Advertisements are due the 1<sup>st</sup> of the month, and are published on a first-come first-serve basis as space allotment allows. Publication dates are subject to change. Ads must be current for the publication period they are being issued. Statement dates are from the 20<sup>th</sup> to the 20<sup>th</sup> of each month. (For example, advertisements submitted by June 1 will be printed on the May 20 to June 20 billing statement, which will be received by customers on or about July 1. Customers may pre-purchase specific months on a case-by-case basis as determined by Authority Staff. There will be limitations on multiple runs based upon space availability.

No advertising shall result in any direct pecuniary benefit to any Authority employee or Board member, member of their immediate family, or businesses with which they are associated, in violation of the Public Official and Employee Ethics Act.



18 East High Street, Manheim, PA 17545-1506  
Phone: 717-665-2737  
Fax: 888-602-5300

### BILLING STATEMENT & NEWSLETTER ADVERTISEMENT APPLICATION

**Organization:** \_\_\_\_\_ | **Date:** \_\_\_\_\_

**Contact Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ | **Cell:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**\*Requested Advertisement Run Date:** (MM/DD/YYYY) \_\_\_\_\_

Please select size below. Authority reserves the right to place ads as space provides.

D 365px by 90px \$75/run	D 287px by 143px \$94/run	D 543px by 93px \$116/run
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**Signature:** \_\_\_\_\_

**OFFICE USE**

**Amount Paid:** \_\_\_\_\_ | **Payment Type:** \_\_\_\_\_

**\*Run Date:** (MM/DD/YYYY) \_\_\_\_\_

**Initials & Date:** \_\_\_\_\_

**Submission of this form constitutes acceptance of Manheim Area Water & Sewer Authority's Newsletter Advertisement Policy, which are incorporated herein. When signed, this is a legally binding contract with cancellation at the discretion of the Authority.**

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