



Advertising Contract

Click for our [2024 Advertising Dates](#).

Prior to completing this form, please read our [Advertising Guidelines](#).

Company Name: _____	CCPA#: _____
Contact: _____	
Billing Address: _____	
City, Province, Postal code: _____	
Email: _____	Telephone: _____

Please attach advertisements to this contract and indicate preferred timeframe (urgent, standard, etc.).

I would like (check all that apply):

1. Emails

Member Newsletter (Listserv)

Preferred date(s): _____

Dedicated Isolated Email

Preferred date(s): _____

2. Job Postings, Office Space Listings, Research Participant Recruitment for the Members-Only Portal

3. Upcoming Events

4. Upcoming Event Featured Post

Preferred date(s): _____

5. Direct Mail-Out

6. Cognica select side below

Full page

1/2 page

1/4 page

Business card size

Please select all issues in which you wish to include your advertisement:

Fall

Spring

Advertising Contract

The publication of any advertisement by CCPA is neither an endorsement of the advertiser, or of the products or services advertised. CCPA is not responsible for any claim(s) made in an advertisement. Advertisers may not, without prior consent, incorporate in a subsequent advertisement, the fact that a product or service had been advertised in a CCPA publication. The acceptability of an advertisement for publication is based upon legal, social, professional, and ethical considerations. CCPA reserves the right to unilaterally reject, omit, or cancel any advertisement that does not meet these standards.

Please note that all advertising submissions are subject to CCPA approval. Isolated Emails and Listserv will be reserved upon receipt of a completed Advertising Contract and a deposit of 50% of the costs of the requested advertisement. An invoice will be sent to the email address provided in the contract with simple instructions on how to complete payment. The remaining balance will be invoiced one week before your scheduled advertisement. For all other advertisements, payment will be invoiced either before or at the time of publication.

CCPA requires all ad content no later than 7 business days prior to the scheduled date. Please note, in the event that the content is not received within the stipulated time frame, the advertising space will become available and will be obtainable for advertisers to purchase. Refunds will not be issued if an advertiser deadline is missed. Any modifications to the advertisement must be sent 3 business days before the date of your advertisement. Changes will be made within 24 hours upon receipt of the updates.

Cancellations are permitted, however, they must be submitted in writing to CCPA via email at communications@ccpa-accp.ca. The 50% deposit required upon booking will not be refunded. Additions and/or revisions are subject to extra charges. Prices are net of agency commissions and are not subject to GST. Publication of any advertisement and insertion of materials is subject to the approval, by CCPA, of the advertisements and inserts.

*By signing this contract, I agree to the above-mentioned terms.

*Signature: _____

*Date: _____

Please email the completed form to communications@ccpa-accp.ca.