



2024-2025 MAGAZINE ADVERTISING
INSERTION REQUEST FORM

(please email completed form to admin@ottawadentalsociety.org)

Please select one

RUN AD:

- 1 TIME, 2 TIMES, 3 TIMES, 4 TIMES

A 10% discount (before taxes) will apply if you advertise and prepay for all 4 issues by July 19, 2024.

Please select one

- Please use the same artwork for all issues (ODS will NOT contact the advertiser prior to printing.)
Please contact us for new artwork each time (ODS WILL contact the advertiser for new artwork prior to printing.)

Please indicate the date(s) you would like your advertisement to be published:

Table with columns: Mailing Date, Artwork Submission Deadline. Rows include dates from September 2024 to April 2025.

A 10% discount (before taxes) will apply if you advertise and prepay for all 4 issues by July 19, 2024.

Table with columns: Ad sizes (width x height), Rates. Rows include Full Page, Half Page, Quarter Page, and Business Card with corresponding rates.

ADVERTISER INFORMATION:

Contact Name: _____ Email Address: _____
Company Name: _____ Telephone: _____
Mailing address: _____ Fax: _____
City: _____ Province/State: _____ Postal Code/Zip: _____

I have read the ODS' Advertising Terms and Conditions and agree to comply with them.

Acceptance: _____ Date: _____

PAYMENT: (Payment must accompany each insertion request. You may call in credit card information)

Amount: \$ _____ (apply 10% discount if applicable and include 13% HST) (HST #8746 93757 RT0001)

Do you require an invoice prior to making payment? [] Yes [] No A receipt will be issued following payment

Method of Payment: [] Visa [] MasterCard [] AMEX [] Cheque (enclosed)

Credit Card #: _____ Expiry: _____/_____ Security Code: _____

Cardholder's Name: _____ Signature: _____

(please print)

For Office Use Date Paid: _____ Auth./Chq. # _____ Invoice # _____ Receipt # _____



**2024-2025 THE CAPITAL EXAMINER MAGAZINE ADVERTISING
Deadlines and Rates**

RESERVE BY	ARTWORK SUBMISSION BY	MAILING DATES
August 6, 2024	August 12, 2024	September 9, 2024
November 4, 2024	November 11, 2024	December 9, 2024
February 3, 2025	February 10, 2025	March 10, 2025
April 21, 2025	April 28, 2025	May 26, 2025

AD SIZES	Width x Height	1 Time	4 Times (Includes 10% discount)
Full Page [†]	8.5" x 11.0"	\$655*	\$2358*
Half Page	8.0" x 5.0"	\$365*	\$1314*
Quarter Page	4.0" x 5.0"	\$210*	\$756*
Business Card	3.5" x 2.0"	\$115*	\$414*

***Plus HST**

Please submit all advertising in a high-resolution PDF file with all fonts converted to outlines/curves and formatting embedded. All overprints/transparencies and layers must be flattened. If these specifications are not possible, a high-resolution JPEG will also be accepted.

[†]For full page ads only, please allow for 1/8" bleed margins with crop marks. All text must be kept within 1/4" of the inside cut margins.

Premium Placement

Requests may be made after the Reserve By date of each issue on a first come, first serve basis:

Premium Placement Full Page ads only	1 Time
Outside Back Cover (OBC)	\$210* + Full Page fee
Inside Front Cover (IFC) Inside Back Cover (IBC) Page 3	\$160* + Full Page fee

***Plus HST**

Special Position Rates:

Non-cover: 15% of space charges extra

Near Centre: 20% of space charges extra

If you have any questions, please call the Society office at 613-523-3876 or contact us by email at admin@ottawadentalsociety.org.

ADVERTISING TERMS & CONDITIONS

The Ottawa Dental Society (ODS) shall be the sole judge of the suitability of materials for advertising and accepts advertising for the magazine, *The Capital Examiner*, and the website, subject to the following conditions:

1. Advertisement Guidelines

- 1.1. The appearance of advertising and marketing of any kind on the ODS website or in publications is not an endorsement or guarantee of the product or service being advertised or of the claims made for the product or service by the advertiser.
- 1.2. All advertisements must be reviewed by the ODS for approval prior to publication. The ODS reserves the right to decline, withdraw, or edit any advertisement not in keeping with ODS's standard of purpose. The ODS may, at its sole discretion, at any time and for any reason, cancel or refuse any advertisement, regardless of whether such advertisement previously was accepted by the ODS.
- 1.3. Advertisers may not use the ODS name or logo without prior written consent.
- 1.4. The ODS shall not act as a broker through an advertisement for any product or service not manufactured or provided directly by the party named in the advertisement. Brokers placing advertisements on behalf of a client assume total responsibility for on-time payment to the ODS regardless of the client's payment standing with the broker.
- 1.5. Advertisers warrant to the ODS that the advertisement is the advertiser's own original work; that the advertiser is the sole owner of the work and all of the rights herein granted; that the content of the advertisement does not violate any copyright, trademark, proprietary or personal rights of others, and that the advertisement is factually accurate and contains no matter defamatory or otherwise unlawful.
- 1.6. Advertisers agree to indemnify the ODS and its affiliates, employees, officers, directors, and agents from and against all liability, including attorneys' fees, for any loss, damage, or claims that arise from or are related to the use or publication of the advertisement, including but not limited to claims for copyright or trademark infringement, unfair competition, defamation, breach of contract, Privacy Act violations, or breach of the representations and warranties provided herein.
- 1.7. Advertisers shall comply with any and all provincial and/or federal laws governing solicitations and individual privacy information.
- 1.8. Advertisers shall indemnify and hold harmless the ODS, its officers, directors, affiliates, agents, and employees for any third-party claims arising out of alleged violations of such laws including but not limited to damages, liabilities, losses, costs, and attorneys' fees, and legal expenses.
- 1.9. Advertisers or their representatives are required to acknowledge their understanding and agreement of the ODS Advertising Policy on the Advertising Insertion Request Form.
- 1.10. The ODS will not be bound by conditions printed or appearing on order blanks or copy instructions that conflict with provisions of this policy.

2. Advertisement Submissions

- 2.1. Ads supplied to the ODS must be in a high-resolution PDF, JPEG (300 dpi or greater), .eps, or .cdr (Corel Draw) format, with all fonts and formatting embedded. **For full page ads only, please allow for 1/8" bleed margins with crop marks and all text must be kept within 1/4" of the inside cut margins.** Please convert all fonts to curves/outlines prior to saving or exporting the file to a PDF. Any ads which require additional typesetting, edits, layout, colour separation on material supplied are subject to additional charges which are the responsibility of the advertiser.
- 2.2. Advertisers shall provide to the ODS the advertisement, including all necessary artwork, by the published due date. In the event that all necessary artwork is not received by the due date, the ODS may at its sole discretion elect to use artwork from previous advertisements placed by the Advertiser (if any).
- 2.3. Every care is taken to avoid mistakes, but responsibility cannot be accepted by the ODS for clerical or printer errors.
- 2.4. All ads must be submitted electronically to admin@ottawadentalsociety.org. The ODS will not be responsible for any errors or typos for ads that need to be rekeyed from a hard copy submission.

3. Advertisement Payment

- 3.1. Advertisers shall be liable for any and all amounts payable to the ODS under this agreement. Payment must be received in advance by completing an Insertion Request Form.
- 3.2. Ads are posted or published once full payment is received. No refunds, either full, partial, or pro-rated will be made should the advertiser decide to cancel the ad or shorten the term, except under extraordinary circumstances, as determined by the Magazine Committee.

Updated June 21, 2024