

2020 CONFERENCE PROGRAM BOOK ADVERTISING RESERVATION FORM**E-MAIL ELECTRONIC ADS BY MONDAY, NOVEMBER 25, 2019**To: JRRuss@thetaskforce.org**Electronic Art Specifications**

All ads are full color CMYK. Electronic art can be in TIFF (300 dpi), EPS, JPEG or PDF format (high resolution) and must be submitted via email to JRRuss@thetaskforce.org. Please convert all fonts to outline. WORD DOCUMENTS WILL NOT BE ACCEPTED. For technical questions about the electronic production of your ad, contact designer Audrey Denson at adenson@aol.com.

Ad Creation

The published rates are for finished electronic ready art. If you cannot produce electronic ready art, provide your group/business name, address, phone number, camera-ready logo, or other information and we will produce a simple ad at an additional rate of 25% of the cost of the ad size requested. Ads requiring enlargement, reduction, or other production work (such as missing fonts or graphics) will incur an additional charge of \$75. For a quote on the design and production of complex ads, please contact designer Audrey Denson at adenson@aol.com.

Terms and Conditions of Agreement

- If paying by check, make payable to National LGBTQ Task Force.
- The Task Force will determine the ad placement within the book. Special requests can be made in writing and will be accommodated if possible.
- In the event that the Task Force is not able to publish the Program Book, the advertiser is entitled to a full refund of any payment for advertising.
- If the advertiser fails to deliver the ad by Monday, November 25, 2019, The Task Force reserves the right to cancel the ad and collect a cancellation fee of 25% of the ad rate.
- The Task Force reserves the right to reject any ad which, in our opinion, would be offensive to our design standards. In such case any payment made by the advertiser will be returned in full.
- The advertiser shall assume full responsibility for the content of the advertisement. All ads are accepted and published based upon the assumption that the advertiser is authorized to publish the ad and its contents, and that no advertiser has submitted an ad that is in violation of patent, copyright, or artist's first right of publication. The advertiser assumes all liability for claims or suits based upon content, subject matter or placement of an ad.
- The Task Force assumes no liability for errors in or omission of an ad, or placement of an ad beyond the cost of the ad.