

North Carolina Music Educator

Official Publication of the North Carolina Music Educators Association

*Copies are mailed to active professional and student members of the NCMEA,
the MENC-affiliated state organization, as well as retired/lifetime members*

AD SUBMISSION INFORMATION

Ads requiring typesetting, layout, scanning or halftones, will be billed for production costs, in addition to the actual space cost.

ELECTRONIC SUBMISSIONS: Advertisers may submit their ads electronically or on disk or CD. Programs preferred are PageMaker or InDesign, but all graphic files can be accepted. PDF files are also acceptable. A hard copy of the ad should be submitted by regular mail as a proof copy of the finished ad.

Ads submitted directly by electronic transmission should send a proof copy of the ad by regular mail, together with paper authorization, which must include an authorizing signature, complete mailing and billing address, a contact phone number and email address.

Any ads submitted for publication, which do not include the necessary paperwork and proof copy may be withheld from the requested issue.

We reserve the right to refuse any ad which contains copy we deem unacceptable for publication, or which violates the publication's non-profit permit status.

Advertising materials (including proofs of electronically submitted ad) for each issue of the North Carolina Music Educator as well as purchase orders and any other correspondence should be sent to

LINDA SABELLA, Advertising Representative, P.O. Box 25353, Tampa, Florida 33622-5353

Overnight or Express Service should be sent to the magazine at
3006 Abdella Street, Tampa, FL 33607-1908

PROOF OF PUBLICATION: Each advertiser will receive a complete copy of each issue in which their ad appears.

10% DISCOUNT: Ads contracted for four consecutive insertions within the same academic year (September – May) will earn a 10% discount on each insertion. Ads authorized on an issue-by-issue basis, do not qualify for the frequency discount.

AGENCY COMMISSION – NONE.

BILLING: New advertisers must pre-pay, including payment with their paperwork to the ad rep. Checks should be made payable to North Carolina Music Educator. All advertisers may pre-pay.

WHEN PRE-PAYING FOR AN AD, INDICATE THE ISSUE IN WHICH THE AD IS SCHEDULED, AND SEND PAYMENT TO AD REPRESENTATIVE, TO INSURE PROPER CREDIT.

Advertisers and agencies which do not pre-pay will be invoiced in duplicate, following publication, unless otherwise requested. Return one copy of the invoice (or photocopy of same) with payment to insure proper credit.

Payments for ads after publication, with checks made payable to the North Carolina Music Educator, should be sent to NCMEA, 7520 E. Independence Blvd., Suite 155, Charlotte, NC 28227.