

VendorBook

The *VendorBook* is a directory of goods and services for schools. It is published each year as an insert in the August *OSBA Journal*. Circulation is 6,800.

You can purchase display ads, and/or four-line listings under two categories of your choosing. After your two category choices, there is a fee of \$10 for each additional category. Listings include company name, address, phone number, fax number and Web site, if space allows. The purchasing of a display ad automatically gets you a four-line listing in two categories.

Space sizes and charges*

Front inside cover*	\$945
44 picas x 57 picas (7 ¹ / ₄ " x 9 ¹ / ₂ ")	
53 picas x 68 picas (8 ³ / ₄ " x 11 ¹ / ₄ ") (bleed)	
Back inside cover*	\$945
44 picas x 57 picas (7 ¹ / ₄ " x 9 ¹ / ₂ ")	
53 picas x 68 picas (8 ³ / ₄ " x 11 ¹ / ₄ ") (bleed)	
Back outside cover*	\$945
44 picas x 49 picas (7 ¹ / ₄ " x 8 ¹ / ₈ ")	
53 picas x 52 picas (8 ³ / ₄ " x 8 ⁵ / ₈ ") (bleed)	
Full page	\$840
44 picas x 57 picas (7 ¹ / ₄ " x 9 ¹ / ₂ ")	
53 picas x 68 picas (8 ³ / ₄ " x 11 ¹ / ₄ ") (bleed)	
1/2 page	\$525
29 picas x 48 picas (4 ¹³ / ₁₆ " x 8")	
44 picas x 28 ¹ / ₂ picas (7 ¹ / ₄ " x 4 ³ / ₄ ")	
1/3 page	\$370
29 picas x 28 ¹ / ₂ picas (4 ¹³ / ₁₆ " x 4 ³ / ₄ ")	
44 picas x 19 picas (7 ¹ / ₄ " x 3 ¹ / ₄ ")	
14 picas x 57 picas (2 ⁵ / ₁₆ " x 9 ¹ / ₂ ")	
1/6 page	\$235
14 picas x 28 ¹ / ₂ picas (2 ⁵ / ₁₆ " x 4 ³ / ₄ ")	
29 picas x 15 picas (4 ¹³ / ₁₆ " x 2 ¹ / ₂ ")	

Categories

A

Appraisal services
Architects
Associations
Athletic equipment
Athletic surfaces
Attorneys
Audiovisual equipment

B

Background checks
Benefit administration
Bleachers/grandstands
Board training

C

Cafeteria equipment

Classroom furniture
Communications
Computer products
Construction managers
Consultants
Curriculum
Custodial services

D

Dental benefits
Drug prevention

E

Educational consulting
Educational equipment
Employee benefit plans
Encyclopedias
Energy services
Engineering services

Business card	\$160
21 picas x 12 picas (3 ¹ / ₂ " x 2")	
Four-line listing only	\$50
Additional categories	\$10
Typesetting for display ads (if needed)	\$60
Each photograph (optional)	\$15
Process color/2-color (optional)	\$700/\$500
• <i>display ads include a four-line listing in two categories</i>	
* <i>covers based on availability</i>	

Closing date

The advertisements, computer files and insertion order deadline is May 12 of the publication year.

Invoicing, payment and termination

Advertisers may prepay or choose to be invoiced upon receipt of the insertion order. If payment is not made, this contract may be terminated by OSBA. If advertiser desires to terminate this contract prior to publication of the *VendorBook*, advertiser shall contact OSBA to request cancellation. OSBA reserves the right to publish ads after such notification and to require payment therefor if the ad cannot, in OSBA's judgment, reasonably be removed from the *VendorBook*. Advertisers agree to pay OSBA for advertisements within 30 days of receipt of invoice.

DTP files

The *VendorBook* uses a direct-to-plate printing technology, therefore, if you use desktop publishing, OSBA can use your Macintosh or PC files to generate a high-resolution ad at no charge. Please send a disk along with the insertion order. All art and font files must be included on the disk, along with a description of the software used and a hard copy.

F

Facilities management
Financial aid
Financial institutions
Financial consulting
Flooring
Food services
Furniture

G

Grounds care
Gymnasium equipment

H

Handicapped lifts
Health insurance
Health services
HVAC equipment
Hydraulic lifts

I

Identification
Insurance
Interior design
Internet resources

J

Janitorial supplies/equipment

L

Labor negotiations
Landscape architects
Library
Lighting

Lockers/cabinets

M

Management associations
Management support systems
Medical services

VendorBook

Medicaid reimbursement
 Mental health services
 Modular classrooms
N
 Nutritionists
O
 Office supplies
P
 Playground equipment
 Playground surfaces

Policy development
R
 Recreational programs
 Recycling
 Roofing
S
 Safety
 School board training
 School bus sales/school bus services
 School equipment

School supplies
 Scoreboards
 Security systems
 Signs
 Stage/theater equipment
 Strike preparation
 Superintendent searches
T
 Teaching aids/materials
 Technology

Telecommunications
 Textbooks
 Track surfaces
 Transportation services
U
 Uniforms
V
 Vending machines
W
 Windows/glass

VendorBook insertion order/contract

Quantity	Size	Cost	Amount due
_____	Cover (front inside/back inside/back outside)	\$945	\$ _____
_____	Full page	\$840	\$ _____
_____	1/2 page	\$525	\$ _____
_____	1/3 page	\$370	\$ _____
_____	1/6 page	\$235	\$ _____
_____	Business card	\$160	\$ _____
_____	Four-line listing only	\$50	\$ _____
_____	Additional categories	\$10	\$ _____
_____	Typesetting for display ads (if needed)	\$60	\$ _____
_____	Each photograph/logo scanned	\$15	\$ _____
_____	Process color/2-color	\$700/\$500	\$ _____
	Total:		\$ _____
	Early bird special: 5% discount if received by April 1		\$ _____
	Final total:		\$ _____

*covers based on availability
all display ads include a four-line listing in two categories.

Invoicing, payment and termination

Advertisers may prepay or choose to be invoiced upon receipt of the insertion order. If payment is not made, this contract may be terminated by OSBA. If advertiser desires to terminate this contract prior to publication of the *VendorBook*, advertiser shall contact OSBA to request cancellation. OSBA reserves the right to publish ads after such notification and to require payment therefor if the ad cannot, in OSBA's judgment, reasonably be removed from an issue of the *VendorBook*. Advertisers agree to pay OSBA for advertisements within 30 days of receipt of invoice.

Billing information

Representative's name _____
 Title _____
 Organization _____
 Agency (if applicable) _____
 Address _____
 City, state, ZIP _____
 Phone number _____
 Fax number _____

Information to be listed in Vendorbook

Company name to be listed _____
 Address to be listed _____
 Phone number to be listed _____
 Fax number to be listed _____
 Category(s) for listing _____
 Signature of representative _____
 Date _____

Credit card information

MasterCard Visa Card expires (Mo./Yr.): ____/____
 Account #: _____ Signature: _____

Mail completed form and materials to *VendorBook Ads*,
 OSBA, 8050 N. High St., Suite 100, Columbus, OH 43235-6481 • Phone: (614) 540-4000 • Fax: (614) 540-4100.