



# E-mail Blast Sponsorship Form



Thank you for your continued support of the Otay Mesa Chamber of Commerce through the E-mail Blast Sponsorship Program. The Chamber sends a weekly email every Wednesday. Due to the overwhelming demand of this program, sponsorship reservations are on a first come, first served basis

Company: \_\_\_\_\_ Contact: \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Email: \_\_\_\_\_

Our Business has read and agrees to the Email Blast Sponsorship Guidelines and would like to participate. Please indicate the preferred Email Blast send date: \_\_\_\_\_

\_\_\_\_\_ **Email Blast for \$199.00**

**No dates are guaranteed until contract and payment are received and confirmed by staff.**

Authorizing Person's Name: \_\_\_\_\_

Signature \_\_\_\_\_ Date: \_\_\_\_\_

**Payment Information**

Today's Date \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Payment Type:  Cash  Check  Credit Card Visa, MasterCard, AMEX, Discover are accepted.

Credit Card #: \_\_\_\_\_ Exp. Date \_\_\_\_\_

Name on Card: \_\_\_\_\_ Signature \_\_\_\_\_

**Fax completed sponsorship form to 619-661-6178 or email to: [otaymesachamberinfo@otaymesa.org](mailto:otaymesachamberinfo@otaymesa.org)**

**For Chamber Use Only**

Agreed Upon Send Date: \_\_\_\_\_ Form received: \_\_\_\_\_ Payment received: \_\_\_\_\_

Deadline for Copy: \_\_\_\_\_ Invoice number: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Content is at Chamber's discretion and subject to Chamber's approval. The Chamber has the right to refuse any advertising not consistent with the Chamber's mission.



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## General Information:

- Advance payment and completed sponsorship form are required to reserve an Email Blast.
- Send Ad to [rtorra@otaymesa.org](mailto:rtorra@otaymesa.org).
- Send all credit card information by fax to 619-661-6178 or by email.
- Text should be submitted as Word document.
- Logo, picture and/or flyer should be submitted as a separate .jpg file.
- PDF files are not supported by the software program.
- Content is at Chamber's discretion and subject to Chamber's approval.

## Deadlines:

- Ad copy must be received for Chamber processing at least one week prior to the scheduled send date or the Chamber can't guarantee its publication.
  - \* Refunds and rescheduling are not possible due to high demand.
- Sponsors must approve layout and content *before* the close of business the Tuesday before the Email Blast send date.
  - \* If final approval is not received the sponsor may forfeit payment and sponsorship.
  - \* The Chamber is not responsible for any errors in the email after final approval is received.

## Email Blast Specs:

- Maximum size is 600 pixels wide, height may vary.
  - \* Constant Contact's standard template width is 600 pixels. Images wider than 600 pixels may cause the template to display incorrectly.
- Businesses may sponsor up to (5) Email blasts per year.
- Cost \$199

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