

ADDED-VALUE SERVICES



E-XPRESSLY FOR TRAVEL PROFESSIONALS (EXTP) 2009 INSERTION ORDER FORM

Advertiser Information

Member Company Name _____ Contact Name _____

Address _____

City _____ State _____ Zip _____

(_____) (_____)

Phone _____ Fax _____ Email _____

Billing Information Same as Advertiser Information

Company Name _____ Contact Name _____

Address _____

City _____ State _____ Zip _____

(_____) (_____)

Phone _____ Fax _____ Email _____

Please indicate with an "X" the requested service:

EXTP Type of Ad:	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
Small Ad \$400 per listing, per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Ad 1st Row \$1000 per listing, per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Large Ad 2nd Row \$750 per listing, per month	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Grand Total:										\$		

This Insertion Order constitutes the agreement entered between the parties with respect to the subject matter hereof. The parties hereby agree of the contract terms set forth in this Insertion Order:

Advertiser Signature

Date



Visitors & Convention Bureau

2270 Kalakaua Avenue, Ste. 801
Honolulu, HI 96815

HVCB EXTP Program Policies & Procedures

1. Program available to Hibiscus (Standard Business) level members and above. These members will receive instructions via email regarding the online ad space reservation request process.
2. Limited ad placements are available and offers are subject to Hawai'i Visitors & Convention Bureau review and approval.
3. There is no limit on the number of monthly ad(s) that may be purchased. Frequency discounts are not available.
4. Upon email notification of awarded ad(s), **signed and completed insertion order form must be received via fax at (808) 924-0284** to secure ad placement.
5. Members are responsible for the accuracy and fulfillment of their promotions for the duration of their ad(s) purchased.
6. Please upload creative materials, to MemberNet. To provide your content, login to MemberNet at www.hvcb.org/membernet. Your username will be your email address. If you do not know your password, you can use the Forgot Password link to have the system reset it for you. If the system does not recognize your email address, contact Michael Duke at (808) 924-0232 or mduke@hvcb.org.
7. HVCB EXTP program policies and procedures are subject to change.
8. Large Ads:
 - a. Large ad must include a value offer to travel agents, such as a special price offer, booking discount, incentive, or promotional offer.
 - b. Advertisers are limited to one (1) URL link per ad.
9. Advertisers who fail to submit ad copy or provide edits upon request, within the allotted time frame, are subject to full payment for reserved ad space.
10. HVCB reserves the right to substitute out ad copy and images of advertisers who fail to send in ads or edits within the allotted time frame as prescribed by HVCB. Failure to comply with any of the policies stated above may result in ad not being placed without reimbursement of pre-paid insertion fee(s).

Cancellation

Prior to the running of the monthly advertisement, advertiser may cancel the campaign with 90 days advance written notification without penalty. Failure to notify cancellation of insertion will be required to pay the full price for the insertion.