

TOWN CRIER POLICIES & PROCEDURES

- 1. You must be a member of The Westport Area Business Association to advertise in the town CRIER. Membership of \$20.00 per year is due annually on January 1.**
- 2. The CRIER is distributed bimonthly on the 1st week of the publication month. These issues are February/March; April/May; June/July; August/September; October/November; December/January. Any changes or corrections to your ad or directory listings need to be made to the editor prior to the 10th before the issue month.**
- 3. Invoices are due upon receipt. If you owe a past bill of 90 days or more your ad will be pulled from the CRIER until your balance is paid.**
- 4. When an ad is accepted for publishing, it will run in each issue (until or unless) you call the editor to make changes or cancel; you will not receive a call to confirm each issue.**
- 5. Advertisers must maintain a residence, own or work for a business within a twenty-five (25) mile radius from Westport.**
- 6. Your first ad requires membership and the cost of the ad paid up front. After that ad, you will be billed by the Treasurer.**
- 7. A membership entitles an individual or household to have two (2) businesses within one membership. You can advertise both in the CRIER. Come to the monthly meetings and be listed on our websites as local businesses with your contact information.**

NAME & ADDRESS of BUSINESS:

DATE

Signature for payment responsibility