



Advertising Application and Contract

In accordance with the advertising regulations on the reverse side of this contract, the undersigned hereby applies for advertising with NCSL. We have read and agree to the advertising regulations. We understand that these regulations are incorporated into this contract by reference and that this application becomes a contract when accepted and confirmed by NCSL. We understand that 100% payment is due within 30 days of invoice.

SECTION 1: Advertising Organization

(if different from Exhibitor information. Leave blank if the same.)

Organization Name:

Billing Address:

City: State: Zip Code:

SECTION 2: Organization Contact

(if different from Exhibitor contact. Leave blank if the same.)

Name:

Title:

Telephone:

Email:

SECTION 3: Advertising Order

Quantity/Frequency	Description	Cost

Ad Materials Due Date:

Acceptable File Formats:

SECTION 4: Charges & Payment Information

Total amount due:

☐ I would like to pay by credit card. NCSL will email you a secure link.

☐ I would like to pay by ACH. NCSL will email you ACH information.

☐ I will mail a check (Check can be made payable to National Conference of State Legislatures)

Mail:

Sales – National Conference of State Legislatures
PO BOX 17474

Denver, CO 80217-0474

NCSL TAX ID: 84-0772595

SECTION 5: Signature

Official digital or manual signature required for processing.

I understand, and agree to abide by, the official regulations on the reverse side of the contract.

Signature _____ Date _____

Note: All applications must be signed to confirm ad reservation.

Return ad materials and completed contract to: sales@ncsl.org

Please note: An advertisement is not confirmed until NCSL management has received a signed copy of this form and payment.

OFFICIAL ADVERTISING REGULATIONS

1. The National Conference of State Legislatures is a nonpartisan organization committed to serving legislators and legislative staff across all states, commonwealths and territories. [This advertising policy](#) ensures that all advertisements placed in NCSL publications, websites and events align with our mission and values.
2. Advertising and Objectives—All advertising on NCSL platforms is managed by the National Conference of State Legislatures herein referred to as the Organization. Organization reserves the right at its absolute discretion, and at any time, to cancel any advertising order or reject or remove any advertisement at Organization's sole discretion.
3. Advertiser Representative Responsibilities—Each advertiser must name at least one person to be the official representative, if applicable, and responsible party. The official representative will receive all relevant materials relating to the Advertisement. That representative shall be authorized to enter into such contracts as may be necessary for fulfillment of obligations to NCSL and to other contractors and subcontractors.
4. Restrictions on Advertiser's Ability to Cancel Advertisement—Orders for all advertisements cancelled more than 120 days prior to event date are subject to paying 50% of net price. No refunds will be provided after the 120-day cut-off. ALL cancellations must be submitted in writing to sales@ncsl.org.
5. Advertiser Positioning at Organization's Discretion—Advertisements containing restrictions or specifying positions, promotions, or other requirements may be accepted but such restrictions or specifications are at Organization's sole discretion.
6. Responsibility for Payment—Advertiser and its Agency, if applicable, each agrees to be jointly liable for the payment of all bills and charges incurred for each advertisement placed on Advertiser's behalf. Payment is due at the terms outlined in the invoice which is sent to Advertiser or Agency once the contract is signed.