

## COMMUNITY DIGITAL SIGN FEES AND CONDITIONS

- The Community Digital sign will be updated with new postings once per week, where practical.
- Updates will occur on Monday, except when Monday is a Federal or Provincial holiday, on these occasions' updates may happen on Tuesday.
- The dates of postings, their duration and content are all at the final discretion of the Municipality.
- In the event of an emergency, the Municipality has the right to suspend all messages and use the sign for emergency purposes only.
- All bookings must be made at least 5 business days prior to the advertisement release date
- There are various pricing options to choose from based on what is best for your organization or event
- Content can be provided as text or graphic file .jpg. See Advertising Parameters below.
- Booking is subject to availability.

## COMMUNITY DIGITAL SIGN FEES

Duration	Fee	Details
1 week	\$35.00	Monday to Monday
1 month	\$125.00	consecutive
3 months	\$300.00	Can be broken into 3 different month blocks
6 months	\$450.	Can be broken up into 6 different month blocks
1 year	\$750	To be broken up as required. Messaging can change up to 12 times a year.
<b>Note:</b> Programs, Charities and Service clubs may be eligible for 2 free weeks of advertising. See the COMMUNITY DIGITAL SIGN, USAGE AND ADVERTISING POLICY for more information.		

## PROCESS FOR BOOKING SIGN

1. Complete the application form.
2. Ensure that you choose the date you like your advertisement to start and end.
3. Review and complete your advertisement.
4. Complete the form online or bring the printable application form to the Recreation and Culture Office – located at Almonte Old Town Hall, 14 Bridge St. Almonte Office.

**Note:** *The online form is not a final confirmation of your booking.*

5. Your booking will be confirmed upon receipt of payment and artwork or text.
6. All advertisements including graphics must be completed at the point of booking
7. Please use a separate form for each advertisement.

## ADVERTISING PARAMETERS

1. The sign is 384 x 144 pixels
2. Messaging should be kept simple. 2-3 lines of text with a telephone number, email address or website.
3. The sign accommodates .jpg files, in RBG format (simple colours).
4. Text of fonts should be a minimum of 14 pt.
5. A white background is not recommended.
6. If providing a finished graphic high contract is recommended White (or light colour) on a Black (or very dark) background, Or a light background with dark (or black) text.