## 2016 Media Kit



# THE **VOICE** OF OUR **COMMUNITY**

Since 1846, The Hamilton Spectator has been the voice of our community providing credible, comprehensive and award-winning journalism. We carry on this tradition each day offering a trusted news source across multiple platforms.

> Every week, The Hamilton Spectator reaches over 419,000 readers 12+ in the Hamilton market!

TheSpec.com is the most visited site in the area with over 7.1 Million Page Views Monthly and 1.5 Million Unique Visitors!

HAMILTON SPECTATOR

## **Readership – The Hamilton Spectator**

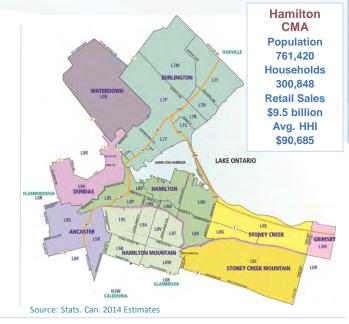
### CIRCULATION

Weekday	113,052
Saturday	116,191
	Source: CCAB 2015

### **READERS (PRINT / ONLINE)**

Average Weekday Issue Readership	287,000
Average Saturday Issue Readership	281,000
Total Weekly Readership	419,000

Base: Hamilton CMA 12+ (675,000) Source: Vividata 2016 Q1 Readership based on Print/Digital



### Print & Online – A Powerful Combination!

Spectator Readers are:

Established Knowledgeable Educated Accomplished







HAMILTON SPECTATOR

SPECTATOR READERS	PRINT (%)	ONLINE (%)
Male	49	46
Female	51	54
AGE DISTRIBUTION		
12-17	9	10
18-34	22	33
35-49	18	25
50-64	24	18
65+	26	12
Baby Boomers	38	26
(1945-1965)		
EDUCATION		
College/University Graduates	53	53
OCCUPATION		
Managers/Professionals	21	26
Technical/Sales/Teaching/Clerical	21	24
HOUSEHOLD INCOME		
\$50,000 +	64	70
\$75,000 +	44	50
\$100,000 +	28	31
HOUSEHOLD STATUS		
Own	73	71
Rent	27	29

Demographic Profile - Print and Online Readers

Source: Vividata 2016 Q1

Weekly Cume Print (352,000) and Online Readership (213,000)

## **Specialty Initiatives**

Reach Hamilton's Diverse Consumer and Business Audience with our Award-Winning Special Sections, Products and Digital Solutions!

- A medium should be able to reach both wide and targeted audiences, and should impact on consumer buying decisions. It should also meet consumer expectations for quality and usefulness, thereby increasing its advertising effectiveness.
- The Hamilton Spectator has a wide reach, and impact on consumers. The Spectator delivers strength to marketing strategies, by reaching shoppers effectively by providing unique targeting opportunities through our special sections, feature pages, and other unique products. The newspaper is the most frequently used advertising medium.
- Improve your market share by reaching viewers online with advertising combination opportunities with the most trusted online news and information resource, thespec.com. We also offer custom digital and print publishing solutions and can create a marketing campaign to suit your needs.



### **Creative Opportunities**

The Hamilton Spectator has many creative ad shapes, products and placements available. These shapes are all designed to fit with our award winning editorial.

If there are other creative impact executions that you are interested in and would like to explore, please contact your local rep.



#### **ADDITIONAL OPPORTUNITIES**

Homefinder.ca Autocatch.ca LocalWork.ca Lifenews.ca Inserts Flyer Jackets Sponsorships Save.ca EarLug Post-it Notes Belly Bands Consumer Shows WagJag.com Mobile Advertising Custom Publishing Solutions Province-wide Online/Digital Faux Post-It Notes Spine Ads



#### **CONTENT SOLUTIONS - IN YOUR NEIGHBOURHOOD**

This program leverages the SEO power of thespec.com and the Metroland Media Network. Fully searchable across our entire network and includes articles, video and pre-roll, impressions and links to website, social media, etc.

#### **DIGITAL ADVERTISING PROGRAMS**

Online impressions extend your audience and drive digital business strategies forward. Banner programs can include site takeovers, wallpaper, video overlay and page peels.

#### **PRINTERNET BUNDLES**

Combining the reach and distribution of print and digital is a powerful formula. GO Ask offers full broadsheet pages and Video and ensure prolonged shelf life.

#### **WEBSITE DESIGN**

A website is your calling card, your online storefront. We offer design services from stock to custom, Responsive and Mobile based on your needs assessment

#### SOCIAL MEDIA MANAGEMENT

Social Media is a good medium for portraying your brand the way that you want it to be seen. We provide set up and management of all channels as well as training to get you on your way...

#### CONTESTS

Contesting can be an effective way to engage new customers and develop Social Media networks. Facebook Page Contests, Landing Pages.

#### SEARCH

Potential Customers research online first before making purchasing decisions. Ranking high in search is fundamental to your business. We execute both Search Engine Optimization (SEO) & Pay Per Click (PPC) Programs, optimizing your business for both paid and organic search.

#### THE SPECTATOR MULTIMEDIA

Exclusive "Specialty Channel" that offers an alternate distribution point for your video content from a portal that updates content daily.



## **Digital – Standard Executions**

### **BANNER SOLUTIONS FROM DESKTOP TO MOBILE**

**thespec.com** reaches your customer wherever their day takes them...ensure your advertising message follows...book your advertising campaign across our complete Metroland Network

#### MONTHLY PAGE VIEWS: Total 7.6 Million

•Total Average Desktop/Mobile Opt: 4.9 million •Tot •Total Average Mobile App: 2.7 million •Tot

#### **MONTHLY UNIQUE VISITORS: Total 1.3 Million**

- •Total Average Desktop/Mobile Opt: 1,272,075
- •Total Average Mobile App: 16,995

Source: Omniture/Spreed (Avg. 2014)

#### BANNERS AND BIG BOXES AVAILABLE ACROSS ALL DEVICES STARTING FROM \$15 CPM

### DESKTOP

Banners: 728 x 90 Big Boxes: 300 x 250 Skyscraper: 300 x 600



MOBILE OPTIMIZED for Tablet Banners: Native App: 728 x 90 Big Boxes: Standard: 300 x 250 Tall Box: 300 x 600

**MOBILE APP** Banners:

iPhone: 300 x 50 BB and Android: TBD

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### Submit Creative in the Following Sizes: Banner 728 x 90; Big Box 300 x 250; Banner 300 x 50

How TO BOOK: Make size selection (i.e.. Big Box OR Banner OR Both), contact your local rep with separate URL for Smartphone mobile optimized page redirects

## **Digital – Specialty Executions**

### SITE TAKE-OVER'S

- Site take-over's/wallpaper dominate the home page
- Wallpaper take-over's include on banner size (ie) leaderboard, however big box and pushdown banners can be added to enhance the takeover experience.
- Click thru URL from banner inventory only

### **Take-Over Pricing**

Home Page Wallpaper + Leaderboard: \$1,700 Home Page Wallpaper + Leaderboard + Big Box: \$3,060 Home Page Wallpaper + Leaderboard + Big Box + Pushdown Banner: \$4,760





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### **NATIVE ADVERTISING**

- Content functions like Editorial Content; aligns with the native user experience
- Ads are consumed in the same way that user views editorial content
- Native Advertising has both desktop and mobile site applications
- Client content and video can be deployed through this strategy

#### Pricing

- \$25/000
- +250K Impressions: \$22/000
- 1 Million Impressions: \$20/000

## **Digital – Specialty Executions**

### **VIDEO OVERLAY**



- ✤ Big Box "roll over" to Video Overlay
- Video Overlay covers thespec.com home page
- Overlay Box content is clickable to selected URL
- Overlay box plays video directly. Great opportunity to engage our reader longer, to tell more of your story

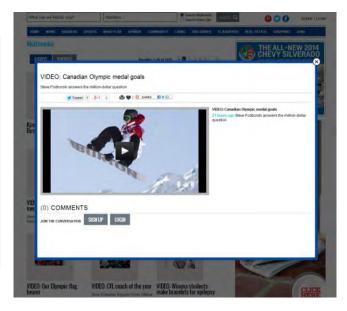
#### Pricing

- > \$25/000
- +250K Impressions: \$22/000
- > 1 Million Impressions: \$20/000

### **NEWS ARTICLE PRE-ROLL VIDEO**

- Pre-Roll Video is a form of advertising that viewers watch prior to their video selection
- Pre-Roll video is one of the fastest growing forms of advertising
- Pre-Roll video ensures that your ad will be seen
- Interactive Pre-Roll video gives customers a reason to find out more about your business
- ✤ Specs: MP4 / 512 x 288

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## **Digital Creative Opportunity - Layar**



#### WHAT IS AUGMENTED REALITY?

Augmented reality (AR) allows digital content – videos, images, links – to be connected to items in the physical world. AR is making waves in the print industry by helping to bridge the gap between print and digital.

#### WHAT IS LAYAR?

Layar is the world's leading platform for AR and interactive print. It enable publishers and advertisers to enrich their print material with engaging digital experiences.

#### THE LAYAR EXPERIENCE

Scan print materials enhanced with Layar to view rich digital experiences and interact with your world in a whole new way! See print come alive with videos right on the page, easily buy items with direct mobile shopping and connect with links to web content and share items on social media.

#### HOW DOES IT WORK?



Download the free Layar app to your Smartphone or tablet (only available on participating iOS and Android devices) at www.layar.com/download/



Scan the page



Discover bonus interactive content

#### WHAT'S IN IT FOR YOU?

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- Bring static advertising to life with videos and photo slideshows
- Interact with your audience
- Drive traffic directly to your website and social media channels



### **Insert Program**

DAY OF THE WEEK	SCHEDULE	TOTAL QUANTITY AVAILABLE	BOOKING DEADLINES	MATERIAL DELIVERY DEADLINE
Tuesday	Full Subscribers and SCS	89,400	Tuesday Prior	2pm Tuesday Prior
Wednesday	Full Subscribers and SCS	85,000	Wednesday Prior	2pm Wednesday Prior
Thursday	Full Subscribers and SCS	85,400	Thursday Prior	2pm Thursday Prior
Friday	Full Subscribers and SCS	86,100	Thursday Prior	2pm Friday Prior
Saturday	Full Subscribers and SCS	91,500	Friday Prior	2pm Friday Prior

\*Monday through Thursday are available by request for special sized products and catalogues

SHIPPER ADDRESS: 44 Frid Street, Hamilton, Ontario L8N 3G3

RECEIVING HOURS: Monday - Friday 7:15am-2pm

MINIMUM BOOKING QUANTITY: Tuesday or Wednesday – 20,000; Thursday, Friday or Saturday – 40,000 DELIVERY OF FLYERS/SPECIAL PRODUCTS:

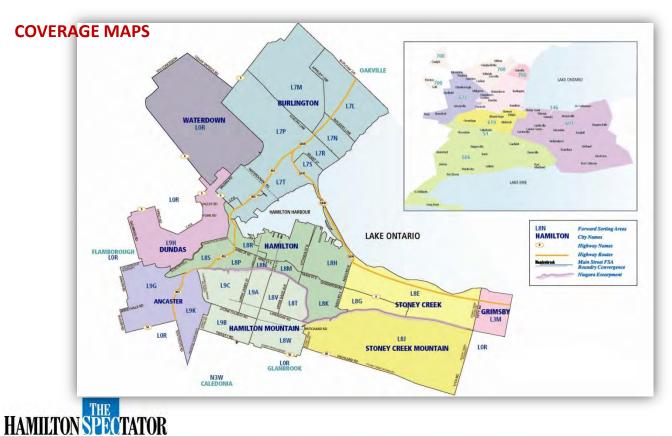
Arrival: No less than 5 business days and no more than 10

#### SIZE SPECIFICATIONS:

Min: 5" width by 8" length (fold or spine must be 8" side) Max: 11 ½" width by 11 ¼" length (fold or spine must be 11 ¼" side)

#### **SPECIAL PRODUCTS:**

Reservation: 2 weeks prior (Monday through Thursday only)



## **Testimonials**

"Top of mind awareness is always something A-Plus Air strives to achieve and we want people to recognize our company, not just for sales and specials, but to remember us when they need a quality HVAC repair. We need to ensure a good mix of marketing is part of that strategy. The Hamilton Spectator, offers us an advertising campaign that serves all areas and it works. We measure our advertising efforts, so it's nice to see when an ad campaign works. Like a twitter inquiry, a blog email, or a QR code access all tied with our print ad campaigns. We choose The Spec - it works!"

> A PLUS AIR easonal Sales t

"Romano's had done very little advertising until recently. Linking up with The Spectator allowed us to get our message out. This year we saw a 17% increase in sales from 2012 thanks in a large part I believe to the consistent, creative advertising we had with The Hamilton Spectator."

**MICHAEL GRIS, ROMANO'S RISTORANTE** 

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"I came across an ad on Facebook which was picked up from a Twitter post that featured our son in the Hamilton Spectator. In Saskatchewan, the ad has gone viral and Jackson is getting a lot of attention. We are proud to be from Saskatchewan and the way the Roughrider organization reached out to Hamilton fans. We are honoured that Jackson's picture was chosen for this ad."

**COLLEEN, PARENT AND READER OF NEWSPAPERS** 



"We have been loyal advertisers in the Spectator for years. Connecting with Spectator readership continues to be a big part of the growth of our family business. Their creative solutions go a long way in helping us with our media purchasing decisions. Thank you Spectator!"

**MAXIMA TOURS** 

"When we need to get the message out about our great price opportunities we have always turned to the Hamilton Spectator and have been doing so for over 55 years!

**FIRST CHOICE HAIRCUTTERS** 







IMPRESSIONS - STANDARD TARGETING				
AD UNIT	IMPRESSIONS	EXECUTION	RATES (CPM)	
Leaderboard, Big Box, Double Skyscraper, Mini Banner, Mobile	10,000 to 249,999	RON/ROS, IP Targeting	\$15	
	250,000 to 999,999	RON/ROS, IP Targeting	\$12	
MODILE	1,000,000 +	RON/ROS, IP Targeting	\$10	
Pushdown	Rotational	Homepage	\$40	
Native Ads Or Video Overlay	10,000 to 249,999	RON/ROS, IP Targeting	\$25	
	250,000 to 999,999	RON/ROS, IP Targeting	\$22	
	1,000,000 +	RON/ROS, IP Targeting	\$20	

FOR AVAILABILITY - CONTACT YOUR LOCAL SALES REP

IMPRESSIONS - SPECIAL TARGETING				
SPECIAL EXECUTION	WEBSITE	OPTIONS	AD UNITS	PREMIUM
Any	Any Metroland Section	Home, News, Business, Sports, What's On, Community, Living, IP, Other	Leaderboard, Big Box,	
Sections / Segments	RON - User Segment (US)	News Junkies, People & Pets, Event Goers, Movers & Improvers, Bargain Hunters & Motorists	Double Skyscraper, Mini Banner, Mobile	Add \$5 CPM

	IN YOUF	R NEIGHBOURHOO	D	
PRODUCT	EXECUTION	DET	DETAILS	
Business Profile	Metroland Network	Annual Contract,	Unlimited Updates	\$4,909
4-Pack Articles	Community Site	Written	& Hosted	\$1,000
4-Pack Articles	Spec/Record	Written	& Hosted	\$1,400
8-Pack Articles	Community Site	Written	& Hosted	\$1,750
8-Pack Articles	Spec/Record	Written	& Hosted	\$2,450
12-Pack Articles	Community Site	Written	& Hosted	\$2,500
12-Pack Articles	Spec/Record	Written	& Hosted	\$3,500
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PACKAGE	DETAILS		RATE	
	Business Profile, previou	Business Profile, previous article hosting, 12 new articles written & hosted, 100,000 Native ad Impressions (RON w/ IP only)		Community Site \$3,600
Renewal Special #1	articles written & host			Spec or Record \$4,600
Renewal Special #2	Business Profile, previous Native ad Impressio	•	Only offered to IYN renewals from 2013 within 30 days of expiry. *60,000 bonus impressions included	Any Site \$2,750



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### **Digital Rate Card**

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PRODUCT	EXECUTION	DETAILS	RATE
Article (Written Only)	N/A	Written & delivered to client	\$100
Article Hosting	Community Site	Cost per article, 12 months	\$150
Article Hosting	Spec/Record	Cost per article, 12 months	\$250
Article Written & Hosting	Community Site	A	\$250
Article Written & Hosting	Spec/Record	Approx. 350 words, optimized for search	\$350
Responsive Website	5 page template	Annual Contract, Unlimited Updates	\$85/month
Basic 30 sec. video	1.5 hr single location shoot	Includes 1 edit and delivery	\$1,500

SAVE.CA			
PRODUCT	EXECUTION	DETAILS	RATE
Digital Flyer or Deal	1 region (excluding Toronto)	Unlimited Category Tagging	\$120
	All of Toronto		\$240
	Unlimited Tagging	Plus cost of Flyer	\$30
Save.ca Bundle	1 deal or flyer + 10,000 imps	Impressions served on Save.ca/IP only	\$199
Save.ca Bundle Toronto	1 deal or flyer + 10,000 imps	Impressions served on Save.ca/IP only	\$319

FOR IMPRESSIONS AVAILABILITY OR CUSTOM QUOTES, PLEASE CONTACT YOUR LOCAL SALES REP

Rate Card Effective January 1, 2016



#### **FULL PAGE SIZE**

10 columns x 307 lines

•Weekday Sections: A Section, Go Section, Classified, Sports, Wheels (Thursday)

•Weekend Sections: A Section (News), Go Weekend with full Arts & Entertainment Coverage, Classified, Sports, New Homes and Spec Homes

YOUR CONTRACT	MON – FRI	SATURDAY
Flat Rate	\$6.08	\$7.19
\$2,500	5.23	6.18
\$5,000	4.99	5.89
\$10,000	4.34	5.13
\$20,000	4.15	4.91
\$25,000	4.10	4.85
\$35,000	3.96	4.67
\$50,000	3.84	4.55
\$75,000	3.83	4.53
\$100,000	3.81	4.52
\$125,000	3.80	4.49
\$150,000	3.78	4.47
\$200,000	3.74	4.45
\$250,000	3.73	4.44
\$350,000	3.63	4.29
\$500,000	3.50	4.15
\$1,000,000	3.44	4.09
\$1,500,000	3.39	4.04
\$2,000,000	3.33	3.95
COLOUR	\$2,610	\$3,160

#### BANNER AD PRICING (Includes Process Colour)

- Front Page 10 columns x 30 lines
- Section Front (GO & Sports) and Page 3 (A3 & GO) 10 columns x 40 lines

	1X	6X	13X	<b>26X</b>	52X
FRONT PAGE					
Monday to Friday	\$5,000	\$3,910	\$2,980	\$2,350	\$1,950
Saturday	5,890	4,610	3,520	2,750	2,280
<b>SECTION FRONT (</b>	GO & SF	PORTS)			
Monday to Friday	3,590	3,110	2,210	1,870	1,560
Saturday	4,230	3,810	2,700	2,190	1,860
PAGE 3 (A3 & GO	)				
Monday to Friday	3,050	2,640	1,980	1,580	1,330
Saturday	3,600	3,240	2,300	1,880	1,570

#### GATEFOLD BUNDLES (Includes Process Colour)

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#### INDIVIDUAL PRICING

Hamilton Spectator	\$15,000	\$22,000
Waterloo Region Record	7,000	10,000
Guelph Mercury	3,500	5,000
2 PAPER BUNDLE BUY		
Spectator & Record	18,500	26,000
Record & Mercury	9,000	13,000
Spectator & Mercury	16,500	21,500
3 PAPER BUNDLE BUY	20,145	29,230
4 PAPER BUNDLE BUY	19,890	28,860

(REDUCED RATE IF THE TORONTO STAR IS INCLUDED – STAR RATE NOT INCLUDED IN THIS PRICE)



Advertising rates effective January 1, 2016. All rates are in net Canadian \$ per line (unless otherwise stated), based on annual dollar volume contract commitment.

## **Electronic Advertising Guidelines**

The Hamilton Spectator is fully set up to receive electronic advertising via email, ftp or CD/DVD, in Macintosh. Note to PC users: We will accept properly prepared EPS and PDF files that require no modification. The following is a list of procedures, software and hardware which we support. The Hamilton Spectator will not be liable for any errors resulting from incorrect advertising materials received from an outside source which do not meet these specifications. We will attempt to ensure trouble free output but the liability rests with the supplier of the advertising materials.

#### **ELECTRONIC MATERIAL DEADLINES**

Your electronic advertising material must be received by The Hamilton Spectator no later than 4 p.m. EST 2 days prior to insertion for regular ROP. For pre-printed sections please contact your representative for deadlines.

#### SOFTWARE/HARDWARE COMPATIBILITY

The Hamilton Spectator is a Macintosh computer environment and is equipped to receive files in the following software formats:

- Adobe InDesign CS3 (preferred) but up to CS6
- Quark Xpress (will be converted to InDesign) (all fonts & Images included)
- Adobe Photoshop CS3 (saved as a binary EPS or uncompressed TIFF)
- Adobe Illustrator CS3 (saved as an Illustrator EPS with fonts outlined)
- Adobe Acrobat PDF
- Placeable EPS (with fonts outlined or text exported as curves)

Transport Media accepted: CD/DVD, FTP (see below for details), AdDrop (see page 3 for details).

#### **PREPARING FILES**

To avoid reproduction problems:

- Include all printer and screen fonts and supporting graphics with your file. If fonts are not included, the Hamilton Spectator will attempt to match the missing font as closely as possible.
- Ensure all colour is set for process separation/CMYK printing. Knockouts and colour trapping are the responsibility of the advertiser
- DCS files are not acceptable
- Confirm that the file is prepared to the size which it has been booked
- If the ad is to run B/W, be sure there are no colour components
- Placed image reductions of more than 20% are not recommended.
- Ensure all images are in either TIFF or EPS format. When saving a file in EPS format, in the EPS Options Window, select Macintosh (8 bits/pixel) Preview and Binary Encoding. Do not use JPEG compression of any kind. Leave all other options unchecked. When saving a file in TIFF format, set the Byte Order to Macintosh. Do not use LZW Compression.

#### **ELECTRONIC TRANSFER**

Before uploading your ad, please compress all the necessary files into a single archive using file compression software such as Stuffit. (This is crucial to maintaining the integrity of your files). The filename should not contain any slashes (/or\), spaces, commas, question marks (?) or ampersands (&). Limit filenames to 28 characters. Please do not create folders on our FTP site.

• Fax a hard copy of the advertisement(s) to your Hamilton Spectator representative if sending via email or ftp or include with disk Fax #: 905-526-9205

#### FTP SITE

HOST: 192.206.151.19 User ID: specads Password: specads

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#### CLIENT/AGENCY FTP: FAX COPY OF

advertisement, site instructions, file name and contact name and number to (905) 526-9205.

#### WEB UPLOAD

addrop.thespec.com (then follow the instructions on page 3)



## **Electronic Advertising Guidelines**

### COLOUR, BLACK & WHITE GUIDELINES REPRODUCTION

• SCREEN RULING: (100 lines per inch)

• TONAL RANGES:

HIGHLIGHT – 10% in area intended to reproduce as the whitest white or light colour with detail. MIDTONE – Placement will vary with the tonal range of the original. Set to compensate for approximately 30% total gain in the midtone area. A 50% dot on film will measure as approximately 80% printed dot. SHADOW – 85% in shadow areas intended to hold detail. Greater than 90% will print solid.

- GRAPHIC COLOUR (Screen Tints):
  - Minimum reproducible screen tint,
  - Any tint 80% or higher will print solid

Ensure all colour images are converted to CMYK. (RGB colour mode images may print as grayscale)

• **RESOLUTION GUIDELINES:** 

Colour and Grayscale Images	200 dpi
Bitmap Images	600 dpi

#### Түре

- **REVERSE TYPE:** 10 pt. sans serif acceptable reversed in solid black only. Otherwise, less than 14 pt. reversed in areas having at least 50% tone value in black. Screened type reversed in solid black must not exceed value of 20% black.
- SURPRINT TYPE: Type should not be surprinted in areas that exceed 30% screen tint value.

#### FAX & PHONE NUMBERS

FAX NUMBERS:
National/Multi Market - 905-526-9205
Local Retail - 905-522-1696
Classified Advertising - 905-526-6779

#### PHONE NUMBERS:

Main Switchboard - 905-526-3333 Advertising Switchboard - 905-526-3477 Classified - 905-527-5555

#### **MECHANICAL REQUIREMENTS RETAIL**

1 col	5p 4.8	0.9″	6 col	37p 4.8	6.233"
2 col	11p 9.6	1.967"	7 col	43p 9.6	7.3″
3 col	18p 2.4	3.033"	8 col	50p 2.4	8.367"
4 col	24p 7.2	4.1"	9 col	unava	ailable
5 col	31p	5.167"	10 col	63p	10.5″

#### AD DEPTH MEASUREMENT: AGATE LINES

Broadsheet: 10 Column Full column depth: 307 agate lines or 21.929" deep

Tabloid: 10 Column Full column depth: 142 agate lines or 10.143" deep

#### BROADSHEET & TAB DOUBLE TRUCK

21 Columns - or 22" wide

ADVERTISEMENTS THAT EXCEED 90% OF THE DEPTH SPACE OF A COLUMN WILL BE CHARGED FOR 100% OF THE COLUMN.

#### **TABLOID SPECIAL FEATURES**

1/8pg	31 pica x 34 agate	1/2pg vert	31 pica x 142 agate
1/4 pg	31 pica x 70 agate	Full Page image Size	63 pica x 142 agate
1/2pg horz	63 pica x 70 agate	Inside Banner	63 pica x 34 agate



## AdDrop – AESB Cheat Sheet

### UPLOADING YOUR FINISHED AD

STEP 1 – Access AdDrop using your web browser: <u>http://addrop.thespec.com</u>

STEP 2 – Click on the button for uploading Camera Ready (the one at the top of this column).

- **STEP 3** Fill out the form with your information. Fields preceded with a red asterisk are mandatory.
- **STEP 4** Although not required, it is extremely useful to enter the "ad Order Number' if you have it.

Account Representative	<u>·</u>	1
* Ad's First Run Date		-
Ad Order Number	R00******	
* Publication		•
Comments		

- **STEP 5** Click on the "Browse..." button and locate your high resolution pdf or eps file.
- **STEP 6** Click on the "Upload File Note" button.
- **STEP 7** In the next window click the "Done" button.

### UPLOADING COMPONENTS FOR YOUR AD

- **STEP 1** Access AdDrop using your web browser: <u>http://addrop.thespec.com</u>
- **STEP 2** Click on the button for uploading component artwork (the one at the top of this column).
- **STEP 3** Fill out the form with your information. Fields preceded with a red asterisk are mandatory.
- **STEP 4** Although not required, it is extremely useful to enter the "ad Order Number' if you have it.

Account Representative	•	
* Ad's First Run Date		
Ad Order Number	R00******	>
* Publication		•
Comments		

**STEP 5** – Click on the "Browse..." button and locate your artwork, text, layout or other component file.

**STEP 6** – You can upload multiple files. If you need to upload more than five files click on the "Attach More Files" link and more upload fields will be added.

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STEP 7 – Click on the "Upload File Now" button.

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**STEP 8** – In the next window click the "Done" button.

### **Terms & Conditions**

All layouts and compositions of advertisements produced by the Hamilton Spectator are copyright vested in the Publisher of the Hamilton Spectator and any reproduction in any form other than in the Hamilton Spectator is subject to the Publisher's approval.

All copy and type arrangements subject to approval of Publisher.

Payment in full must accompany the insertion order unless a suitable credit rating has been established with the Publisher.

The Publisher shall not be liable for any damages arising out of errors in advertisements beyond the actual amount paid for the space used by the portion of the advertisement containing the error, regardless of the onus of blame for such error.

Notice of error required before second insertion.

Liability not accepted for non-insertion of any advertisement.

The Publisher reserves the right to insert, above or below any copy, the word "advertisement."

Not responsible for return of advertising material unless return delivery instructions are received when the advertisement is placed.

The Publisher will not knowingly publish any advertisement which is illegal, infringing, misleading, or offensive to readers.

The Hamilton Spectator reserves the right to classify all advertisements.

The Publisher reserves the right to revise, reject, discontinue or omit any advertisement, or to cancel any advertising contract, for reasons satisfactory to the Publisher without notice and without penalty to either party.

The advertiser agrees to indemnify the Publisher for any losses or costs incurred by the Publisher as a result of publishing any advertisement which is libelous, or misleading, or otherwise subjects the Publisher to liability. This indemnity shall apply to all advertisements published, even if produced by the Publisher on behalf of the advertiser.

