



## The best way to advertise in Forest Hill

Our biannual newsletter provides neighbors with updates on events, local news, new commercial development, and even neighbor profiles and celebrity pets. More than 900 copies of The Flyer are hand-delivered per cycle. Each home in the neighborhood receives The Flyer and additional copies are made available at local sites and events throughout the year. The publication is entirely created by volunteers. Printing costs are covered by financial support of local businesses who advertise.

*We would love to have your support and to feature your business in the Flyer!*

### Publication Schedule and Deadlines

Spring: Delivered first week of March  
Form submission/payment deadline: Feb. 1st  
Files for ads transmission deadline: Feb. 15th

Fall: Delivered first week of September  
Form submission/payment deadline: Aug. 1st  
File transmission deadline: Aug. 15

### Rates & Ad Sizes — *Save time and money by purchasing ads for two issues!*

<u>Type</u>	<u>Size</u>	<u>Spring only rate</u>	<u>Spring + Fall rate</u>
Full page	7.5" x 10"	\$185	\$330
Half page	7.5" x 5"	\$125	\$230
Quarter page	3 5/8" x 4.5"	\$85	\$150
Eighth page	3 5/8" x 2.5"	\$50	\$90

### How to advertise with us — *We now offer online payment!*

1. Choose desired ad size and whether you would like to advertise in one or two issues.
2. Complete the "Forest Hill Flyer Ad Form" (page 2) and email it to [fhnaflyer@gmail.com](mailto:fhnaflyer@gmail.com) or send it by mail to the FHNA PO Box (see below).
3. Submit payment either online or by mailing a check to the FHNA PO Box (see below).
  - a. Online payment: Visit <https://foresthillneighborhood.com/forest-hill-flyer> and select an option by clicking "Add to Cart". Proceed to checkout with PayPal.
  - b. Mailed check: Send a check made out to "Forest Hill Neighborhood Association" to:

Forest Hill Neighborhood Association  
PO Box 13201  
1021 Hioaks Rd  
Richmond VA 23235-9995

4. Submit a PDF or full resolution image for your ad via email or Google Drive to [fhnaflyer@gmail.com](mailto:fhnaflyer@gmail.com) before the file transmission deadline.

# Forest Hill Flyer Ad Form — Spring 2024

PLEASE FILL OUT ALL INFORMATION

Name/Company/Organization: \_\_\_\_\_

Ad size: \_\_\_\_\_

Number of issues (1 or 2): \_\_\_\_\_

Amount of Payment: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Signature of authorized representative  
on behalf of the advertiser (please include date): \_\_\_\_\_

## Conditions for advertising in The Forest Hill Flyer

### Format

Ads must be submitted as a print-ready PDF file (with fonts embedded) or a full resolution image (.jpg, .pdf, etc.). If you are unable to submit your ad in this format or need assistance, please email us at [fhnaflyer@gmail.com](mailto:fhnaflyer@gmail.com) or call Riley Champine at (415) 497-5530

### Deadline

The deadline for submission of advertising files for each issue is firm. If an advertiser has paid for an issue but does not meet the deadline indicated on the previous page, the editor has the option to substitute the following: "[Advertiser] is proud to support The Forest Hill Flyer. We appreciate your patronage during the year."

### Regulations

Acceptance of advertising material is subject to the approval of the Executive Board of Forest Hill Neighborhood Association (FHNA). As evidenced by signature above, the advertiser agrees to indemnify and protect FHNA from loss resulting from claims or suits based on content or subject matter of advertising. FHNA reserves the right to modify or reject any advertising that it deems objectionable in text or illustration.

### Payment

Payment must be made by check sent to the FHNA PO Box (see below) or through <https://foresthillneighborhood.com/forest-hill-flyer> via Paypal.

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