



## GUIDELINES FOR ADVERTISING ON AKKAOA WEBSITE

*Members who wish to place ads on the AKKAOA website for items they have crafted are encouraged to do so with the following guidelines:*

The member is required to submit the item or a picture and description of it to the AKKAOA Board, along with the asking price for the item, for approval. Approvals will be at the discretion of the AKKAOA Board.

If the Board approves the item for advertising on the website, a flat monthly fee will be charged based on the selling price of the item. The fee will be collected quarterly and will be due on Jan. 1, April 1, July 1 and October 1. The ads will be placed on the website on the 15<sup>th</sup> of the month in which the fee is paid and will run until the 14<sup>th</sup> of the month the next fee payment is due. Fees will be paid to the AKKAOA Treasurer and must be received by the due date for the ad to be placed on the website.

<u>FEE DUE</u>	<u>AD WILL RUN FROM-TO</u>
Jan 1	Jan 15 – Apr 14
Apr 1	Apr 15 – July 14
July 1	July 15 – Oct 14
Oct 1	Oct 15 – Jan 14

**Fee schedule:** Fees will be payable quarterly. If the seller requests that the ad be removed from the website before the end of the quarter, the ad will be removed, but there will be no refund.

<u>SELLING PRICE OF ITEM</u>	<u>QUARTERLY FEE</u>
\$.01 to \$25	\$15
\$26 to \$50	\$25
\$51 to \$75	\$35
\$75 to \$99	\$45
Over \$100	\$50

**Ad Content:** The ads must be brief and contain no more than a 25-word basic description of the item and the selling price. A photo may be included but if there are several items, please group them into one photo. Contact name, address, E-mail, etc. are not considered part of the 25-word description.

**Disclaimer:** All negotiations are between the buyer and seller only and AKKAOA holds no responsibility whatsoever for the quality, payment or receipt of such items.

