

December 2011

Dear Sponsor:

Our Board of Directors and members would like to invite your company be a sponsor of AFE Twin Cities Chapter 13. **Your support means very much to our organization.** Your support of the directory helps to finance AFE Twin Cities Chapter 13 programs such as facilities engineering scholarships, educational activities, monthly meeting expenses, and involvement in AFE National programs. We would also like to extend our gratitude to previous and existing sponsors for their ongoing support of AFE Twin Cities Chapter 13 Directory.

Each year, AFE Twin Cities Chapter 13 prints its directory, which contains up-to-date contact information for more than 250 members. As a sponsor, your complete contact information and a detailed description of your products and services will be listed in the directory. This serves as a handy reference guide for our members to obtain your products and services and as a source of contacts for your sales personnel. Each of our members and sponsoring companies receives a copy of the directory in January. With your copy, you will have contact information for decision-makers in the facilities, maintenance, and engineering departments of most of the Twin Cities' leading companies. Also included is an emailed version of our monthly newsletter to your designated contact. By being a sponsor, you are also given the opportunity to advertise in our monthly newsletter. We sincerely hope you see the benefits of listing your organization in our directory.

The minimum ad is only \$100 for full company contact information and 6 lines of text. A line is 48 characters long. Please see sample below.

**ABC Company**

*Primary Contact*

Phone 1: 651-123-4567 Phone 2: 651-234-5678

Fax: 651-345-6789

678 Any Street, Minneapolis, MN 55044

Email: primarycontact@abccompany.com

Website: www.abccompany.com

**Products/Services**

Mechanical & Temperature control, service & installation, including: building automation, pneumatics, steam trap testing, surveys, troubleshooting. Boilers, burners, RTU's, chillers & DX systems. Hydronic & steam systems, piping, ventilation & heat recovery.

Included in the directory is a list of sponsors categorized by area of specialty. With the cost above, your company will be listed on **(2) specialty listings**. To be listed under more than two specialty headings, the cost is \$10 for each additional specialty heading. In addition to the text ad, a display/showcase ad can be put into the directory for an additional fee as shown below.

	<b>Black &amp; White Printing</b>	<b>Color Printing</b>
¼ page display	\$100	\$350
½ page display	\$175	\$450
1 page display/showcase ad	\$300	\$550
1 Page Inside Back Cover display/showcase ad	\$600	\$700
1 Page Back Cover display/showcase ad	\$700	\$800

**To participate:**

1. Complete the attached **Directory Advertising Form** or **Project Showcase Directory Cover Form** and/or the enclosed invoice.
2. If running a display/showcase ad, please email electronic artwork to [contact@afetwincities.org](mailto:contact@afetwincities.org) or **enclose camera-ready artwork**.
3. **Please send a check** (payable to AFE Twin Cities Chapter 13) and the above items to the address below.

If you have any questions and/or require additional information, please feel free to contact Joe Ryan, Administrative Assistant at 651-895-3502.

Sincerely,

*Steve Fall*

Sponsoring Companies and Directory Chair

# Directory Ad Form

Company \_\_\_\_\_  
 Primary Contact \_\_\_\_\_ Certifications \_\_\_\_\_  
 Title \_\_\_\_\_  
 Address \_\_\_\_\_  
 City, State, Zip \_\_\_\_\_  
 Office Phone \_\_\_\_\_ Mobile Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 Email \_\_\_\_\_ Website \_\_\_\_\_  
 Products & Services Description \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**SPECIALTY LISTINGS – TWO INCLUDED IN BASE PRICE.  
 ADDITIONAL AT \$10/SPECIALTY:**

- \_\_\_\_\_ Alarms, Access Control, Fire Protection
- \_\_\_\_\_ Asbestos Abatement
- \_\_\_\_\_ Cleaning Equipment & Services
- \_\_\_\_\_ Cleanrooms
- \_\_\_\_\_ Communication – Material & Services
- \_\_\_\_\_ Compressors
- \_\_\_\_\_ Construction – Material Service & Systems
- \_\_\_\_\_ Controls – Material Service & Systems
- \_\_\_\_\_ Electrical Material & Services
- \_\_\_\_\_ Energy Fuels
- \_\_\_\_\_ Engineering Consultants
- \_\_\_\_\_ Environmental Services
- \_\_\_\_\_ Filters
- \_\_\_\_\_ Fire Life Safety
- \_\_\_\_\_ Generators
- \_\_\_\_\_ Heat Transfer-Boilers and Burners
- \_\_\_\_\_ Heat Transfer - Cooling Towers
- \_\_\_\_\_ HVAC, Sheet Metal, Plumbing
- \_\_\_\_\_ Indoor Air Quality
- \_\_\_\_\_ Insulation Material & Services
- \_\_\_\_\_ Lighting - Material & Services
- \_\_\_\_\_ Lubricants, Hydraulic Oils, Oil Analysis
- \_\_\_\_\_ Machining, Metal Fabrication, Welding
- \_\_\_\_\_ Mechanical Power Transmission
- \_\_\_\_\_ Mechanical - Material & Services
- \_\_\_\_\_ Personnel Protective Equipment & Supplies
- \_\_\_\_\_ Power Distribution
- \_\_\_\_\_ Pneumatic Equipment

- \_\_\_\_\_ Power Transmission
- \_\_\_\_\_ Pumps
- \_\_\_\_\_ Recycling Services
- \_\_\_\_\_ Roofing Material & Services
- \_\_\_\_\_ Services – Painting, Cleaning, Interior Design
- \_\_\_\_\_ Services – Excavating, Paving, Snow Removal
- \_\_\_\_\_ Services – Grounds, General Waste Collection
- \_\_\_\_\_ Services – Special
- \_\_\_\_\_ Software and Hardware Services, CAD, etc.
- \_\_\_\_\_ Surfaces – Scaling, Abrasion/Corrosion
- \_\_\_\_\_ Surfaces – Control/Coatings
- \_\_\_\_\_ Water Treatment – Chemicals & Equipment
- \_\_\_\_\_ **Write in your own specialty.**
- \_\_\_\_\_
- \_\_\_\_\_

**CALCULATE TOTAL COST HERE**

Base Ad with 2 free specialty listings included.		<b>\$100.00</b>
Add Specialty Listings \$10 each		
	<b>B/W Ad</b>	<b>Color Ad</b>
¼ page Display Ad	\$100	\$350
½ page Display Ad	\$175	\$450
1 Page Display or Showcase Ad	\$300	\$550
<b>Premium Locations</b>		
1 Page Inside Back Cover Ad	\$600	\$700
1 Page Back Cover Ad	\$700	\$800
	<b>Total</b>	

Artwork deadline is **February 3, 2012**. Electronic artwork should be emailed to [contact@afetwincities.org](mailto:contact@afetwincities.org) Camera ready or hard copy artwork should be mailed with your payment.

If you have any questions or require additional information, please contact Joe Ryan at 651-895-3502.

**Please note:** If more than one sponsor is interested in the Back or Inside Back Cover, you will be contacted to submit a blind bid for that space. Thank you.

**Please make checks payable to: AFE Chapter 13**

**Mail to:** AFE Twin Cities Chapter 13  
 1960 Cliff Lake Rd, Suite 129-409  
 Eagan, MN 55122

Federal Tax ID # 41-1742092

Invoice # 2012-900 (if needed)