

**To return this form to the PR Coordinator:**

Email: [pr@occtransport.org](mailto:pr@occtransport.org) | Fax: 607-777-6990 | OCCT Office: Univ. Union UUW-B20



# Bus Advertisement Request - Student Association Organization

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OCC Transport allows all Binghamton University Student Association organizations to advertise events, meetings, and other content on our buses. Over 45,000 people ride our buses each week, allowing for high advertisement visibility!

|   |
|---|
| <b>ADVERTISEMENT RATE:</b> \$45.00/week for full fleet coverage ( <i>Blue &amp; Green Buses</i> ) |
|---|

## **ADVERTISEMENT GUIDELINES**

- Must be on standard 8.5" x 11" paper, vertically oriented
- Requests must be submitted to the PR Coordinator at least two (2) weeks prior to the desired week of posting
  - Requests submitted **7-13 days** prior to the posting date are subject to a **\$5 late fee**
  - Requests submitted **less than seven (7) days** prior to the posting date are subject to a **\$10 late fee**
- Requests may be rejected due to inappropriate content or lack of space on buses
- Advertisements may not remain posted for longer than three (3) weeks per request
- Only one (1) request will be accepted by the same organization at a time
- Non-University affiliated organizations **MUST** be sponsored by a SA Organization
  - SA organizations may only sponsor outside organizations once per semester
  - Sponsored advertisements must include mention of the sponsoring SA organization (ex. "Sponsored by [SA Organization Name]")
- **Payments may only be made via cash, check, or SA Account**
- After approval, 25 copies of the desired advertisement must be printed and delivered to the OCC Transport office (University Union UUW-B20)
- Upon approval, advertisements will be installed on the entire available fleet - some vehicles may be temporarily out of service for maintenance or repairs at vendors/contractors
- Advertisements will only be hung and removed by OCC Transport personnel

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## Bus Advertisement Request Form

Please submit this form along with one (1) copy of your advertisement to the Public Relations Coordinator at least two (2) weeks prior to the desired posting date.

|                                       |                             |   |                                |
|---------------------------------------|-----------------------------|---|--------------------------------|
| Group Name:                           |                             | Payment Method:                           |                                |
| Org. Being Sponsored (If Applicable): |                             | <input type="checkbox"/> Cash             | <input type="checkbox"/> Check |
|                                       |                             | <input type="checkbox"/> SA Acct. Number: |                                |
| Contact Name:                         |                             |   |                                |
| Contact Email:                        |                             |   |                                |
| Contact Phone:                        |                             | Campus Address:                           |                                |
| Purpose of Advertisement Content:     |                             |   |                                |
|                                       |                             |   |                                |
|                                       |                             |   |                                |
|                                       |                             |   |                                |
|                                       |                             |   |                                |
| Desired Posting Dates:                | Posting (Must be a Sunday): |   |                                |
|                                       | Removal (Must be a Sunday): |   |                                |
| Additional Notes:                     |                             |   |                                |