

Preprint Space Reservation

Daily	Sunday
16 days prior to publication.	21 days prior to publication.

2012 Holiday Preprint Deadlines

Thanksgiving Day	Christmas Day
Reservation: Nov. 1 Arrival of preprints: Nov. 7	Reservation: Dec. 2 Arrival of preprints: Dec. 5

2013 Holiday Preprint Deadlines

Thanksgiving Day	Christmas Day
Reservation: Nov. 1 Arrival of preprints: Nov. 7	Reservation: Dec. 2 Arrival of preprints: Dec. 5

Delivery Deadlines

Earliest insert delivery date acceptable is 21 days prior to insertion.
Deadline date of delivery to warehouse for insertion date:

Sundays	Daily
10 days prior to insertion date.	7 days prior to insertion date

Preprint Size Requirements

Minimum:	8 1/2" x 5 1/2"
Maximum:	11" x 11"

Thickness Requirements

Maximum: 88-page standard or 176-page tabloid
Minimum: Single sheet insert of .006 of an inch (6/1000 inch thick)
Note: Four-page tabs must be quarter-folded.

Newsprint or coated stock may be used with an 70-lb. minimum stock for a two-page product, 60-lb. minimum for four to eight pages, and 30-lb. minimum for ten pages or more. Stock characteristics, such as basic weight, caliper, permeability, tear strength and finish affect inserting efficiency. Secure stock with the best characteristics.

Smaller or larger preprints may be acceptable with a higher allowance for waste and/or slower throughput.

Maximum one folded side for machine insertion. More than one folded side will require carrier hand insertion at an additional charge.

If preprints do not conform to these specifications, please provide a minimum of 300 samples at least 17 days prior to publication. They will require The Tampa Tribune's approval prior to acceptance.

Split Run Requirements

(Net and non-commissionable)

A/B split run capabilities. Sunday through Saturday (Publisher's option). A/B split charges \$500 (net).

Delivery Requirements

Shipping charges must be prepaid. Advertisers will be responsible for all extra handling costs when incurred as a result of improper packaging, in-transit damage or late arrival.

Packaging Requirements

The following specifications should be utilized to ensure preprints on pallets (skids) are properly packaged and secured:

- All pallets should be four-way entry type, should not be stacked more than 5 1/2' high or loaded beyond 2,500 pounds.
- Preprints must be properly jogged in 4" lifts with 12" turns and brick-stacked with interlocking lifts and no turns within each lift.
- Pallet tops should be protected with hardwood or a sturdy synthetic matching the size of the base. Supplement edges should be protected as well.
- Pallets should be secured with a minimum of four bands and should not be double-decked.
- A substantial protective cover should be placed on the pallet before stacking and another cover placed before topping.
- Do not double stack pallets on trucks.

Carrier Delivery Requirements

For carrier delivery inserts, advertiser must supply inserts bundle-tied on skids with no more than 200 pieces per bundle.

Card/Envelope Supplement Requirements

Card or envelope supplements packed in cartons must be placed in rows with a divider between the rows.

If more than one layer is to be included in the box, there should be a cardboard separator on top of each layer.

All boxes must be fully packed. If cartons are skidded, please follow pallet stacking instructions previously described.

Bills of Lading/Pallet Tags

Bills of Lading and pallet tags should include the following information:

- Name of newspaper
- Name of advertiser
- Insert run date
- Total number of inserts shipped
- Number of inserts on each pallet
- Total number of pallets in shipment
- Total gross weight of shipment, including pallets and shipping materials
- Name of printer and phone number

Preprint Advertising Supplement Requirement

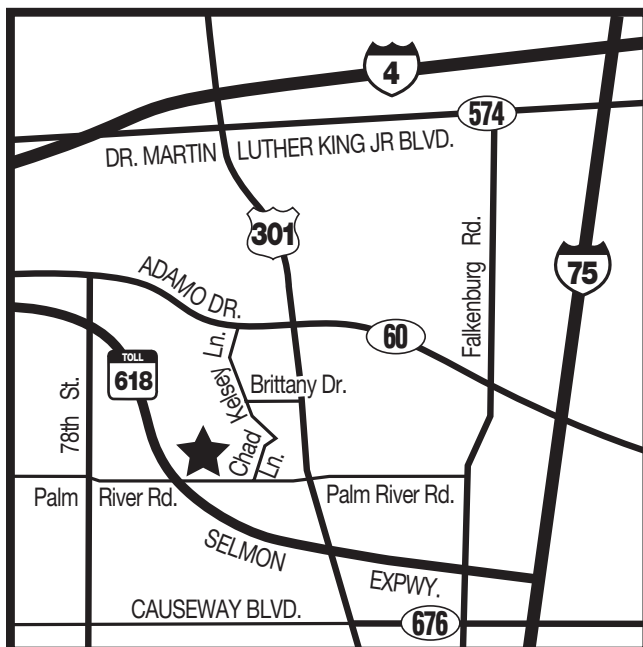
All inserts printed by any of our publications must include the following tagline: "Newspaper Advertising Supplement distributed in (one or more of the following publications) *The Tampa Tribune, Hernando Today, Highlands Today, Sunbelt Newspapers and Suncoast News*"; otherwise publication will charge and collect the applicable sales tax on printing and insertion charges.

All Tampa Tribune, Hernando Today, Highlands Today, Sunbelt News and Suncoast News and Centro Mi Diario inserts should be shipped to:

933 Chad Lane, Tampa, Florida 33619

Receiving hours and phone number:

Monday - Friday	7 a.m. - 4:30 p.m.
Saturday	7 a.m. - 1 p.m.
(813) 627-4708	Insert delivery
(813) 627-4731	After hours or weekends.
(813) 627-4748	Fax



If traveling West from Orlando on I-4 take US Hwy. 301 South (Fairgrounds Exit) traveling South to Palm River Rd.

If traveling South on I-75 to Brandon exit #257, go west to US Hwy. 301, South to Palm River Rd.

Turn Right (West) on Palm River Rd.

Go approximately 1/4 mile and our New Facility is on the right hand side.

When you turn in, stay to the right and proceed down until you notice the parking area on your left hand side.