

COTTAGES & GARDENS PUBLICATIONS

CONNECTICUT | HAMPTONS | NEW YORK | SAN FRANCISCO

2014 REQUEST FOR PDF

ALL PDF REQUESTS MUST BE PAID FOR IN FULL PRIOR TO PDF BEING RELEASED

Please send the completed form to mmanger@cottagesgardens.com

Contact Name: _____

Publication (WHICH EDITION OF C&G): _____

Month of Feature: _____

Article Name: _____

Company Name: _____

Contact Phone: _____

Contact Email: _____

Company Address: _____

Fees for Custom PDFs

- \$250 for 1-4 pages of editorial. Covers count as one page; ads count as one page.
- \$495 for 5-10 pages of editorial. This covers most entire editorial features as well as the cover.
- \$95 for a Single Party Pics page, as it ran in the magazine.

How to Pay

Payment required prior to creating PDF and may be submitted by check (payable to Cottages & Gardens Publications) or by calling Michelle Manger | 203.957.3130 to provide a credit card (Visa, Mastercard, American Express accepted.)

I AGREE TO THE TERMS ON THE ATTACHED SHEET. I UNDERSTAND THAT IF C&G DISCOVERS THAT THE TERMS ARE NOT ADHERED TO, I AGREE TO IMMEDIATELY REMOVE THE C&G PDF FROM MY WEBSITE, AND DISCONTINUE ITS USE IN ALL MY PROMOTIONAL MATERIALS.

SIGNATURE OF PDF REQUESTER

DATE

Editorial requests will be approved by D.J. Carey, Editorial Director, CTC&G and SFC&G or Kendell Cronstrom, Editor in Chief, NYC&G and HC&G and advertising requests will be approved by Jennifer Matthews, Group Publisher.

PDF Policy

EFFECTIVE JULY 2014

Use of PDF

- The PDF is to be used intact and THE COVER OF THE MAGAZINE MUST BE USED.
- The piece MUST be labeled, "As seen in Cottages & Gardens Publications" OR individual titles as described in branding below.
- The layout CANNOT be redesigned, the logos CANNOT be moved and photos CANNOT be cropped or reused.

Cottages & Gardens does not own "All Rights" to the photography published in the magazines. The copyright of photographs are retained by the photographer, therefore, to purchase images 90+ days after publication, contact the photographer directly.

Posting to Website or Social Media

When posting on your website or social media outlets from an article featured on the C&G website or in our editorial pages, you must source Hamptons Cottages & Gardens with a link to the site www.cottagesgardens.com/HCandG. For example, make sure to include "(Name of Article) was originally published in HC&G and on cottagesgardens.com/HCandG." We are happy to cross-promote with you as long as promotion is in line with our editorial mission and approved by our editors.

Our HCandG social media handles are as follows:

Facebook @HamptonsCandG

Twitter @HCandG

Instagram @HCandG

Branding Requirements

The company should always be referred to as Cottages & Gardens Publications. Individual titles are known as: CTC&G (Connecticut Cottages & Gardens), HC&G (Hamptons Cottages & Gardens), NYC&G (New York Cottages & Gardens), and SFC&G (San Francisco Cottages & Gardens). When writing out the name of the individual magazine, for example, it is to be written as CTC&G (Connecticut Cottages & Gardens) for the first mention; then CTC&G thereafter, and so on with with NYC&G, HC&G and SFC&G

For more information, contact

Michelle Manger, Executive Administrator at (203) 227.1400 | mmanger@cottagesgardens.com