

inStore. Editorial Submission Form

Company name: _____
Contact name: _____
Your email: _____
Website: _____
Mailing address: _____

InStore offers B2B vendors and artisans to opportunity to submit product for free publicity. This service involves unpacking, photographing and featuring your products at no cost and repacking the items you have submitted, if required, at no cost. We do our best to feature at least one item from every company and will send you a print copy of the magazine featuring your products at no cost!

PLEASE THOROUGHLY READ, RESPECT AND FOLLOW OUR PROCESS:

- Send a maximum of 10 small to medium-sized products. Exclude bulky & items requiring assembly
- Package in a medium-sized box without packing peanuts or shredded paper.
- Send to **60 Adelaide St., Unit 4, Port Colborne, ON L3K 2W2** by the deadline date.
- Place this form in the box with a handwritten or typed note on an 8x11 single piece of paper that details the product descriptions and retail prices for each item submitted. All postcards, brochures, catalogues and business cards sent are not required and are recycled.
- Indicate below whether your products need to be returned. ***InStore* doesn't cover the cost of returning submitted samples.** If products are to be returned, arrange for a courier service to pickup from our office. *For full details, review the **Product Returns** section.*

PLEASE NOTE

- **If products are not retrieved two weeks after you have first been contacted, they will be donated** as we need to make space for the next issue's submissions.
- Products arriving past the deadline will not be considered - no exceptions:)
- Items could be lost or misplaced, items could arrive broken as a result of improper packaging or courier mishandling and items could pick up the scent of items they're photographed with. Vendors submitting samples choose to assume these risks in exchange for fantastic coverage:)

PRODUCT RETURNS

Approximately six weeks after you have submitted your product, we will have finished production and will email you to arrange for a courier to pick up your parcel directly from our office. Products not reclaimed within two weeks of receiving your first email will be donated as we do not have the space to hold onto unclaimed product submissions or the time to manage submissions not returned in a reasonable time frame.

NO CANADA POST RETURNS: We do not return via Canada Post, as this requires travel to the post office which is not part of the free service we provide to vendors receiving free coverage.

☐ No ☐ Yes