

# *inStore.* Editorial Submission Form

Company name: \_\_\_\_\_  
Contact name: \_\_\_\_\_  
Your email: \_\_\_\_\_  
Website: \_\_\_\_\_  
Mailing address: \_\_\_\_\_

*InStore* offers B2B vendors and artisans 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!

## **TO BE CONSIDERED, 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 **169 James St S., Unit 606, Hamilton, ON L8P 3A3** by the deadline date. Instruct the courier to use buzzer code 1198 to access the building. Telephone number to list is 905-308-8045.
- 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 courier or personal 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** to Eagles Nest Waterdown, an organization that equips people in our local community with the tools they need to create a healthier future. We will send two emails alerts indicating the product must be returned. Then 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 with an advisement to arrange for a courier to pick up your parcel directly from our office. Products not reclaimed within two weeks of receiving final email will be donated to Eagle's Nest to support the important work they do. We do not have the space to hold onto unclaimed product submissions. **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