

CONTRACT ROUTING FORM

1. Complete the information below BEFORE printing and completing items 2 through 7. Items in red are required.

Department: Council on Aging
Department contract file name (use effective date): TriangleMedia_AgingServices_20240227
Project Code: Click here to enter text.
Contract type: Agreement
Contracted Services/Goods: Senior Games advertising in Chatham

Magazine.

Contract Component: Master
Change Order Number/Addendum Number: Click here to enter text.
Vendor Name: Triangle Media
Effective Date: 03/01/2024
Approved by: County Manager
Date approved by the BOC: Click here to enter text.
Ending Date: 3/30/2024
Total Amount: \$225

Please Return Contract to:

Name: Ashlyn Martin

Email:

ashlyn.martin@chathamcountync.gov

Special Instructions for Clerks Office:

2. Department Head or his/her designee has read the contract in its entirety.

By: Ashlyn Martin (Department Head signature required)

3. County Attorney has reviewed and approved the contract

County Attorney has reviewed and rejects the contract Reason: _____

This is an automatic renewal and does not require approval from the County Attorney: Yes No



If this box is checked the County Attorney's Office has reviewed the contract but has not made needed changes to protect the County because the contract is a sole source contract and the services required by the County are not available from another vendor.

4. Technical/MIS Advisor has reviewed the contract if applicable. Yes No

5. Vendor has signed the contract. Yes No

6. A budget amendment is necessary before approval. Yes No
If budget amendment is necessary, please attach to this form.

7. Approval

Requires approval by the BOC - contracts over \$100,000.00. Follow Board submission guidelines.

Requires approval by the Manager – contracts \$100,000 or less.

8. Submit to Clerk.

Clerk's Office Only

- Finance Officer has signed the contract
- The Finance Officer is not required to sign the contract

triangle media


we get your customers

INSERTION ORDER 23513



Primary Contact
Chatham County Aging Services
Liz Lahti
365 NC Hwy 87 N
Pittsboro, NC 27312
(919) 542-4512
liz.lahti@chathamcountync.gov

Order Rep
Lucinda Poole
1777 Fordham Blvd
Suite 105
Chapel Hill, NC 27514
Lucinda.poole@trianglemediapartners.com

This instrument has been pre-audited in the manner required by the Local Government Budget and Fiscal Control Act.


Roy Lynch, Finance Officer

Service	Product	Channel	Start Date	Ad Notes	Net
Digital Sponsored Content	Chatham Weekender Sponsored Content	Newsletters	2024-03-01	One Sponsored Content Post : February 13. Other dates posted : March 7 & March 21	\$225.00
Digital Media Items					\$225.00
					Total \$225.00

			
Representative Lucinda Poole	Date 02/07/2024	Customer Signature Dan LaMontagne	Date 2/28/2024

Service Agreement

This contract is a legally binding document between you, (Client), and Shannon Media Inc, the parent company of Triangle Media Partners (TMP) and Triangle Digital Partners (TDP).

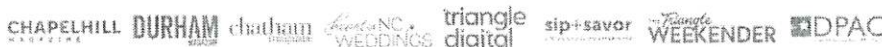
BILLING & INVOICES

Payment is due upon receipt of invoice. Credit card or ACH information is required from all clients. **All credit card payments will incur a 3% surcharge.**

Print Products: All print products are invoiced when the issue goes to press. Typically, this is two weeks prior to publication date for city magazines and four weeks prior to publication date for annual issues. Previously arranged automatic payments will be processed at this time. Heart of NC Weddings is invoiced a 50% **nonrefundable** fee at signing and the remaining 50% when the issue goes to press in late November or early December. Payments will be processed automatically for invoices that are 30 days old unless arrangements are made with accounting prior to signing this contract.

Digital Products: Digital Products with monthly spend are invoiced on the first of the month or when the product goes live. Some fees, including but not limited to Onboarding Fees, Setup Fees, Campaign Restructure Fees, and Websites, are invoiced immediately after signing this contract. Payment will be processed automatically at the time of invoice unless arrangements are made with accounting prior to signing this contract.

LATE FEES



Triangle Media Partners is a division of Shannon Media, Inc.
1777 Fordham Blvd., Suite 105, Chapel Hill, North Carolina 27514 | 919-933-1551
trianglemediapartners.com | triangledigitalpartners.com

TMP/TDP reserves the right to charge a 3% penalty fee on all accounts that are over 60 days.

CANCELLATION POLICY

If you must cancel, the Client may do so with a written 45-day notice prior to publish date for magazines or a digital contract's start of the month. If the Client cancels after the 45-day grace period, they will be charged in full for that insertion or digital contract. The written cancellation notice should be sent by the Client to Cassady.Orsini@TriangleMediaPartners.com and the Client's Digital Strategist. By canceling, the Client may be charged a one-time fee at cancellation.

Additional Provision for Digital Products: All digital products have a minimum length of contract or impression requirement. If you cancel prior to the digital minimum commitments for these products, the Client will be charged in full for the minimum months/impressions required for a contract.

Additional Provision for Websites: Your website will always be 100% yours. Should you ever wish to host it elsewhere, the website is yours to do with and move as you wish. Client may cancel hosting services at any time. Should Client choose to cancel, Client must submit a request to cancel via email to Sally.Scruggs@TriangleDigitalPartners.com and to their digital strategist.

Client has two options after cancellation: (1) Client may stay on Flywheel and self-manage at Flywheel's current rate on Client's chosen plan. Client will have 30 days from the date of cancellation notice to accept a billing transfer initiated by Triangle Digital Partners. Or, (2) Should Client choose to migrate away from Flywheel, Client will be responsible for any data migration, including but not limited to hiring and managing a developer to migrate the site to a new hosting platform. We are happy to provide information during this process. By signing this agreement, you, the Client, agree to retain Triangle Digital Partners ("Service Provider") to proceed with Workday as set forth in the [Terms & Agreement](#).

CREATIVE RIGHTS

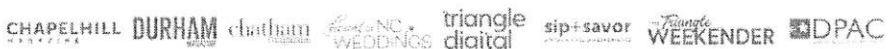
Print: All ads designed by Triangle Media Partners are creative properties of TMP. Copyrights may be purchased. Clients are responsible for sharing photo credits for provided images. Shannon Media Inc and its subsidiaries will not be held responsible for the copyright of images provided by the Client without permission.

Digital: Clients are free to use ads created for them by Triangle Digital Partners. Any rights to stock photography purchased by TDP must be purchased by the Client for use. Shannon Media Inc and its subsidiaries will not be held responsible for the copyright of images provided by the Client without permission.

ADDITIONAL TERMS AND CONDITIONS FOR DIGITAL SERVICES

Please see our complete [Terms & Conditions for Digital Services](#): By signing this contract, you agree to the terms outlined therein.

FEDERAL EIN 45-1832610



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