

New Haven Register

Preprint Specifications and Delivery Instructions Effective February 2012

A. PRODUCT SPECIFICATIONS

1. All preprints to be inserted in The New Haven Register, TMC or a New Haven Register weekly must be suitable for machine insertion.
2. To insure proper insertion of preprints, sample of all stock should be submitted for approval. The New Haven Register accepts no responsibility for insertion difficulties on preprints not submitted for approval.
 - Inserts of less than 4 pages must be no thinner than .007" or (7/1000 inch thick) finish. Inserts must measure at least 5-1/2" x 8-1/2" with the fold on the 8-1/2" side.
 - Maximum preprint size is 11" x 11".
 - Acceptable 4 page tabloids or 2 page standards must be quarter-folded. Any preprint measuring larger than 11" x 11" should be quarter-folded. If not quarter-folded, advertiser accepts full responsibility of damage and mis-insertion.
3. Preprint should carry Name of Publication, Date of Publication and Version Identification, if applicable, on the front cover.
4. Product samples require MSDS (Material Safety Data Sheets).

B. PALLET REQUIREMENTS

- All skids must be 40" x 48" GMA quality with three stable runners and 4" pallet truck clearance. 6" bindery type skids are unacceptable.
- A maximum skid height of 5'6" and a weight of 2,000 lbs is requested. Each skid must be labeled with the quantity it contains, publication name, the publication date, name of advertiser, version code, (if applicable), skid number, and total number of skids (#3 of 9). A sample copy of the preprint should be attached to the outside of the skid. Inserts for newspaper delivery should be skidded separately from those for nonsubscriber delivery.
- Inserts are to be well jogged, brick piled and in turns of 100's. Skids should be banded with a protective top (cardboard and wood) and banded with a minimum of 3 steel or suitable place straps.
- Preprints that have a tendency to slip or slide during shipment should be enclosed in cardboard or shrink-wrap. Inserts not suitable for shipment on skids should be boxed in cartons not weighing more than 50 lbs each.
- Inserts requiring additional handling may incur additional charges.

C. SHIPPING

All preprints are to be shipped prepaid. No collect shipments will be accepted.

Pallets must not be double decked in trucks or trailers.

Do not pin wheel pallets; the 40 inch side of the pallet should face the trailer door.

Preprint Specifications

The delivery address for inserts and publications is outlined below:

Insert Department
The Hartford Courant
130 Elliott Street Ext
Hartford CT 06114

Dock hours for all preprint delivery: Monday through Friday, 7:00AM - 3:30PM

Publications:

- New Haven Register Sunday and Thursday Editions
- Shore Line Times
- New Haven TMC
- Register Citizen Sunday Comics

Insert Department
The Hartford Courant
25 Flower Street
Hartford, CT 06115

Dock hours for all preprint delivery: Monday through Friday, 7:00AM - 3:30PM

Publications:

- New Haven Register Tuesday, Wednesday, Thursday, Saturday
- Register Citizen: Tuesday, Wednesday, Thursday, Saturday
- Middletown Press
- Granby News
- Simsbury News
- Canton News
- Foothills Trader
- Litchfield County Times
- The Dolphin
- Milford-Orange Bulletin
- Valley Express
- Litchfield News
- Westport Minuteman
- Fairfield Minuteman
- West Hartford News
- Housatonic Times
- Post-Chronicle
- Thomaston Express

E. DELIVERY TIMETABLE

- DAILY SUBSCRIBER PREPRINTS should be delivered no later than noon, Friday, 10 calendar days prior to publication date.
- SUNDAY SUBSCRIBER PREPRINTS should be delivered no later than noon, Friday, 10 calendar days prior to the publications date.

Preprint Specifications

- TMC should be delivered by 12:00noon, Monday, 10 days prior to the publication date.
- BILLS OF LADING must include the name of the Insert (and version, if applicable), number of total copies (by version, if applicable), number of pallets or cartons, and the printer's name and telephone number. Also the newspaper insertion and/or nonsubscriber insertions dates must be on the bill.

F. KEY TELEPHONE CONTACTS

INSERT/RECEIVING DEPT (DELIVERY EXCEPTIONS & DIRECTIONS)

Doug Burchards, Packaging Manager, Insert Dept / PHONE (860)241-3554 / FAX (860)241-3547

Sue Corneliuson, Shipping & Receiving Supervisor / PHONE (860)241-3567 / FAX (860)241-3547

If issues arise that prevent you from sending the preprints by the above deadlines, please contact your account executive to discuss alternative dates or potential accommodations.