

# wood bioenergy™

Wood Pellets • Biomass Power • Biofuels • Feedstock Harvesting



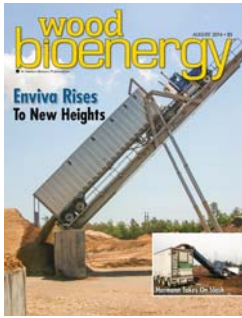
a Hatton-Brown Publication

[www.woodbioenergymagazine.com](http://www.woodbioenergymagazine.com)

## 2015 MEDIA KIT

# WOOD BIOENERGY

WOOD PELLETS • BIOMASS POWER • BIOFUELS • FEEDSTOCK



## Our History...

*Wood Bioenergy* magazine started up in 2009 as the only publication devoted exclusively to all segments of the new generation wood energy industry, including wood pellets, biomass power, biofuels and woody feedstock. Because of the popularity of the magazine, it has increased in frequency through the years from two issues per year to six issues per year. The magazine has been a natural addition to the family of wood products industry magazines published by Hatton-Brown Publishers, Inc.

## Our Editors...

*Wood Bioenergy* is known for its detailed, insightful articles on project and technology developments. *Wood Bioenergy* editors have accumulated more than 120 years of combined experience covering the wood products industries. *Wood Bioenergy* editors are constantly in the field, visiting mill operations and interviewing production personnel. The editorial staff also organizes the content and speakers for the Wood Bioenergy Conference & Expo, which is held every two years—next scheduled for April 5-6, 2016 at the Omni Hotel at CNN Center in Atlanta, Georgia, USA.



## Our Numbers...

*Wood Bioenergy* is delivered six times per year to more than 16,000\* subscribers worldwide. Readership includes corporate executives, operations ownership, management, production personnel, contractors and equity venture interests.

\*Publishers Statement, June 2014

## Your Opportunities...

The opposite page reveals a range of advertisement opportunities, which our sales representatives will happily discuss with you so that you reach the readership you want to reach in the most appropriate manner. In addition, we offer advertisement opportunities on the *Wood Bioenergy* magazine web site, [www.woodbioenergymagazine.com](http://www.woodbioenergymagazine.com).



wood  
bioenergy

## CORPORATE HEADQUARTERS



**Hatton-Brown Publishers, Inc.**

225 Hanrick Street (36104)  
Post Office Box 2268  
Montgomery, AL 36102-2268  
(334) 834-1170  
Fax: (334) 834-4525  
[www.hattonbrown.com](http://www.hattonbrown.com)

## ADVERTISING SALES REPRESENTATIVES:



### NORTH AMERICAN

Susan Windham  
Tel: 334.271.4087  
Fax: 334.834.4525  
[Windham.Susan4@gmail.com](mailto:Windham.Susan4@gmail.com)



### INTERNATIONAL

Murray Brett  
Tel: +34 96 640 4165  
Fax: +34 96 640 4022  
[murray.brett@abasol.net](mailto:murray.brett@abasol.net)  
[murray.brett.aba@gmail.com](mailto:murray.brett.aba@gmail.com)



### CLASSIFIED SALES

Bridget DeVane  
Tel: 800.669.5613  
Fax: 334.834.4525  
[bdevane7@hotmail.com](mailto:bdevane7@hotmail.com)

# wood bioenergy™

Dear Valued Advertiser,

Thank you for considering partnering with Hatton-Brown Publishers, Inc. and *Wood Bioenergy* magazine. At Hatton-Brown, we are committed to building long lasting, successful relationships with everyone who is a part of our advertising family. We hope that you will find the information contained in the 2015 media kit helpful, informative and influential in your advertising decisions.

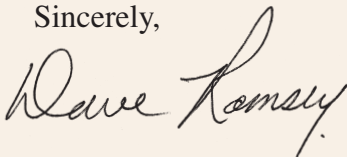
We are here to serve you and your business by offering quality advertising opportunities in our industry leading publication that will bring you the positive and satisfying results you desire.

The *Wood Bioenergy* magazine readership is both loyal and select. Potential subscribers must qualify to receive our publication before they go on our mail list, which means that your ads will reach industry professionals and decision-makers. We make sure that your ads are seen by the people who matter.

When you advertise with *Wood Bioenergy* magazine, you'll receive superior customer service and the support you need, when you need it. We do all the work to make your advertising efforts effective and targeted. From planning, to design, to scheduling, we're here to help you from beginning to end. We want your advertising experience with us to be the best you could ask for.

Let us assist you in implementing a successful magazine advertising campaign. Please contact us today for more information and to join the Hatton-Brown Publishers and *Wood Bioenergy* magazine family of advertisers.

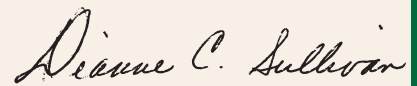
Sincerely,



David H. Ramsey  
Co-Publisher



David (DK) Knight  
Co-Publisher/Executive Editor



Dianne C. Sullivan  
Chief Operating Officer

# wood bioenergy™

## REACH YOUR TARGET AUDIENCE WITH WEB ADVERTISING

At *Wood Bioenergy* magazine, your advertising efforts can cover both the print and online medias. Please reference the rates and information below to find out how you can advertise on [www.woodbioenergymag.com](http://www.woodbioenergymag.com) today!

### LEADERBOARD AD 940 x 116 pixels • \$450



NOTE: TRUE SIZE OF 13.056" x 1.611" COULD NOT BE SHOWN. SIZE ABOVE IS 60% OF TRUE SIZE.

### BANNER AD 468 x 60 pixels • \$225/month



### SQUARE AD 300 x 250 pixels • \$250

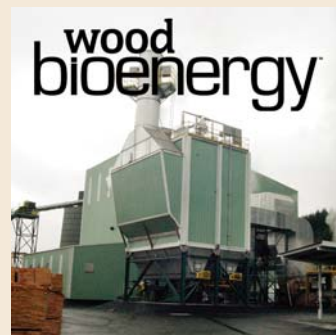


\* Flash and shockwave files must have fonts embedded

**SPECIFICATIONS**—The following file types are accepted: PNG, GIF, JPG and \*FLASH. Resolution: 72dpi

### BUTTON AD

125 x 125 pixels • \$75



**FOR MORE INFORMATION,  
CONTACT YOUR SALES REPRESENTATIVE.**

**North America**  
Susan Windham  
(334) 271-4087  
Fax: (334) 834-4525  
[windham.susan4@gmail.com](mailto:windham.susan4@gmail.com)

**Europe & Scandinavia**  
Murray Brett  
+34 96 640 4165  
Fax: +34 96 640 4022  
[abasol2@terra.es](mailto:abasol2@terra.es)  
[murray.brett@abasol.net](mailto:murray.brett@abasol.net)

# HATTON-BROWN PUBLISHERS, INC. **MEDIA SERVICES**

A DIVISION OF HATTON-BROWN PUBLISHERS, INC.

**“TURNING YOUR IDEAS INTO A CREATIVE REALITY”**

*HB Media offers you the media services needed to effectively and properly present your company, brand, product or service. Let us help you bring your ideas to life!*

## **HB MEDIA SERVICES...**

- Design and layout of ads, flyers, brochures, pamphlets, business cards, books, signs and more
- Design of custom logos for your company or organization
- Design and hosting of your basic website with email and blog capabilities
- Design of internet banner and button ads
- Design, management and hosting of your custom database
- Print and digital reprint services
- Video Production
- Direct mail campaigns with optional mail list rental (presort available to reduce postage costs)
- Poll and survey creation and sponsorship with stat analysis
- Design of custom presentations and slideshows
- Design of custom media kits including annual reports
- Webinar hosting and sponsorship
- Email marketing campaigns and email newsletters

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www.acculine-rails.com

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Acculine rails

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A Celebration of the Past Fifty Years of Structural & Non-Structural Wood Product Developments

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APRIL 7-8, 2016

**DR. FRED KURPIEL**  
Co-Chair

Email: fredkurpiel@aol.com  
Phone 678-642-1238  
www.pelice-expo.com

**A logger is not a tree**

WWW.SOUTHERNLOGGINTIMES.COM

**CONTACT US TODAY AND LET US KNOW HOW WE CAN HELP YOU.**

HB MEDIA | PO BOX 2268 | MONTGOMERY, AL 36102-2268 | TOLL FREE: 800-669-5613  
 PHONE: 334-834-1170 | FAX: 334-834-4525 | HBMEDIA@HATTONBROWN.COM

# PRINT'S (STILL) NOT DEAD

An updated white paper provided by Hatton-Brown Publishers, Inc.

As a follow up to its white paper titled "Print Advertising: Alive And Well" released in 2013, Hatton-Brown Publishers provides this updated version of the informative report advocating for the print media. Hatton-Brown Publishers, a publisher of industry leading trade magazines such as *Timber Harvesting & Wood Fiber Operations*, *Southern Loggin' Times*, *Timber Processing*, *Panel World*, *Wood Bioenergy* and *Power Equipment Trade*, has released this new report showing that the print media isn't dead, and reveals why businesses can still place their confidence in print advertising.

## In Print We Trust

Nielsen polled more than 29,000 Internet respondents in 58 countries to measure consumer sentiment on 19 advertising formats. As you can see, print magazine ads come in a close second to newspaper ads, while digital forms of advertising rank much lower. Consumers still trust traditional advertising media, especially print, over newer digital forms of advertising.

## Print Power In The Purchasing Process

A recent study by Deloitte surveyed more than 2,000 U.S. multi-generational consumers, ages 14 and older, as to which advertising media are the most influential in the purchasing process. Traditional media ads were ranked higher than online ads -- with the influence of print magazines and newspapers being cited by 57% and 51% of respondents, respectively. Print advertising plays a vital role in consumers' purchase intent.

## Print Engages and Motivates

A Starch Syndicated Research study that analyzed consumer engagement with more than half a million print magazine ads recorded "remarkably consistent and high levels of recall and actions taken." When asked about a specific print magazine ad, 52% of magazine readers surveyed recalled seeing that ad, on average. Of those who recalled seeing an ad, 62% took some action as a result; this means that, on average, 35% of print magazine readers have taken action on a print magazine ad.

IPC Media commissioned a survey of 3,500 consumers regarding their engagement with multiple magazine publishing platforms -- print, online, mobile, tablet and social. Their results found that consumers are highly engaged with the print media. Some of their findings include: 89% of consumers are most inspired and motivated by print magazines, 45% of consumers indicated that ads in print magazines had the most influence over actual purchases, and 64% indicated that print magazines have most influenced sharing with friends, family and peers.

### Consumers Still Trust Traditional Media Advertising Over Online Ads

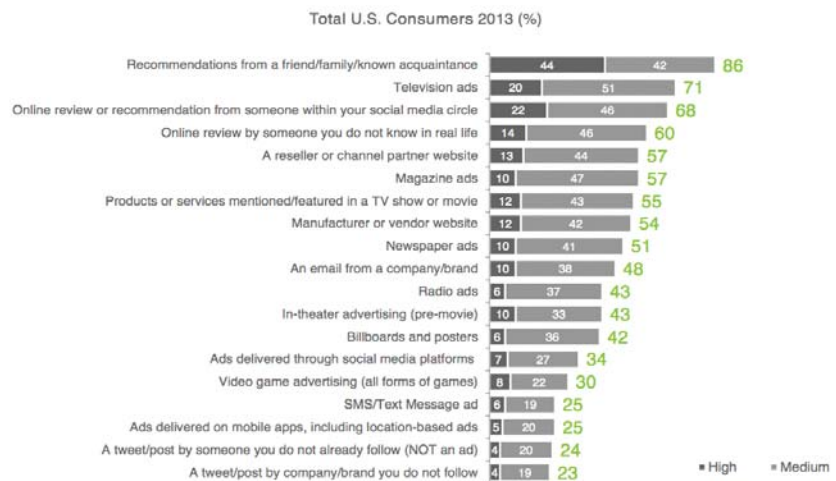
% of North American consumers who trust the following forms of advertising (as of Q1 2013)



@StatistaCharts Source: Nielsen

statista

### Q. To what degree do the following influence your buying decisions?



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continued

## **Hatton-Brown's Own Research**

The following data is taken from a 2014 Reader Survey of more than 3,600 readers of Hatton-Brown's own print magazines:

- When asked if they would prefer to get their information from Hatton-Brown's print magazines or from online sources, 73% of respondents said they preferred print magazines.
- When asked if they notice and take the time to read the ads in Hatton-Brown's print magazines, 59% of respondents said that they do.
- When asked if they have ever contacted an advertiser as a direct result of seeing their ad in one of the print magazines, 44% of respondents said that they have.
- When asked if it makes them more confident when making a purchase decision when they've seen the product or service advertised in one of the print magazines, 70% of respondents said that it does.

## **Quick Print Facts**

- Print is the least impacted of all the major advertising media by negative perceptions buyers might have about advertising.
- Print advertising is responsible for two-thirds of a buyer's intent to make a purchase. The balance of one-third is attributed to all other advertising media.
- Both print publications and word-of-mouth referrals are the #1 and #2 influences on a buyer's purchase intent.
- Print publications make the greatest impact during the important early stages of the buying process: establishing contact, creating brand awareness and delivering product information and details.
- Buyers claim they look to print publications first when looking for information on products. Additionally, nine out of ten buyers agree that print publications provide opportunities to discover information that they wouldn't necessarily search for.

## **The Advantages Of Print Advertising Revisited**

**Permanence** – Unlike television and Internet ads, which flash before the eye and then disappear, print ads stay on the page. Every time readers look at the page where the advertisement appears, they see the same thing. As long as the publication remains in circulation, the ad also remains in circulation.

**Credibility** – Print publications that consistently deliver high-quality, reliable content develop credibility with their readers. Publishers often capitalize on something called the "halo effect" to use the reputation of their publications to establish credibility among their readers. In the case of print publications, the readers take the credibility generated by the quality of content and apply it to the advertisements.

**Performance** – Print advertisements, specifically magazine ads, generate the best results across four of the five components of the purchase funnel—the process customers go through from initial brand contact to buying decision. The purchase funnel consists of brand awareness, ad awareness, message association, brand favorability and purchase intent.

**Engagement** – Watching television and listening to the radio are passive processes, in which devices provide images and sounds that may or may not compel attention. The person who picks up a newspaper or opens a magazine makes a conscious decision to engage the words and images on the page.

**Circulation** – An advantage of print advertising over other forms of the media has always been pass-along readership. Readers will often pass their magazines or newspapers along to other people, either to point out an article, ad, photo, etc. While the official circulation of a print magazine or newspaper may be 20,000, pass-along readership may increase this number to 50,000.

## **Want More Information?**

Hatton-Brown Publishers recommends the website [www.printinthemix.com](http://www.printinthemix.com) for further information. Print In The Mix is a clearinghouse of third-party research demonstrating the effectiveness of print, web, mobile, social media and other formats in the cross-media communications chain. Their mission is to advocate and educate for the value of print as a viable and effective ROI in the marketing strategy media mix.

Sources: "Global Trust In Advertising and Brand Messaging", Nielsen, 2014; "Consumers Still Trust Traditional Media Advertising Over Online Ads", Statista, 2014; "Digital Democracy Survey", Deloitte, 2014; "Print Magazine Ads Motivate 35% Of Readers To Take Action", Starch Syndicated Research, 2014; "IPC Study Shows Connected Consumers Are Engaged Across All Magazine Platforms", FIPP, 2014; "Print Advertising: Alive And Well", Hatton-Brown Publishers, Inc., 2013; Hatton-Brown Publishers, Inc. 2014 Reader Survey



**Hatton-Brown Publishers, Inc.**

225 Harrick St. ■ P.O. Box 2268 ■ Montgomery, AL 36102-2268 ■ Phone (334) 834-1170 ■ Fax (334) 834-4525

## ADVERTISING INFORMATION

ADVERTISING RATES ISSUED JANUARY 1, 2015

	1X	3X	6X	12X
Full page	\$3,425	\$3,235	\$3,095	\$2,995
2/3 page	2,925	2,755	2,645	2,545
1/2 island	2,595	2,450	2,345	2,245
1/2 page	2,265	2,125	2,045	1,945
1/3 page	1,915	1,795	1,715	1,625
1/4 page	1,405	1,325	1,265	1,215
1/6 page	1,165	1,095	1,040	995
1/12 page	730	615	605	565

## SPACE RESERVATION CLOSING

20th of month two months preceding month of publication.  
Insertion orders cannot be canceled past the closing date.

## MATERIAL DEADLINE

22nd of month two months preceding month of publication. We reserve the right to repeat previous advertising material if deadline is not met.

Magazine is mailed approximately 25th of month prior to issue.

*Provided certain conditions are met, front cover advertising space is available as a 3-1/4 x 2-1/8 inch "earluc" to supplement inside advertising programs.*

## COLOR CHARGES

standard 2-color: .....	\$300
PMS 2-color: .....	\$375
4-color process: .....	\$875
4-color spread: .....	\$1,715

## COVERS, PREFERRED POSITIONS

### 2nd & 3rd covers –

additional 15% above page rate

### 4th cover –

additional 30% above earned page rate

### Preferred positions –

additional 10% above earned page rate

## INSERTS

Various sizes and styles are accepted at earned B&W rate. Any tipping, stitching, trimming, backup and folding costs are added as necessary. Such related costs are not commissionable. Mock-up is required. Note trim/bleed specs.

## CLASSIFIED ADVERTISING

**Call Bridget DeVane at  
800.669.5613**

Base rate: \$50 per column inch

Color available for additional charge

## MAIL LISTS

Wood Bioenergy can customize subscribers by state, zip code, job title and more.

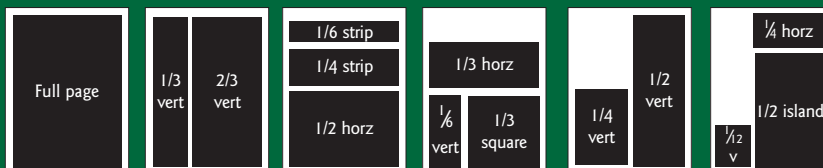
**Call Tammy Duke 334.834.1170  
tammy@hattonbrown.com**

## REPRINTS WORK FOR YOU

(Print & Digital)

- Generate more interest for your company
- Use at trade shows
- Use for special mailings or sales meetings
- PDF of articles and picture for your web site

**Call Patti Campbell at 334.834.1170  
Email: patti@hattonbrown.com**



## AD SIZE REQUIREMENTS

	width	depth	width	depth
<b>trim size</b>	<b>8-1/8 in.</b>	<b>10-7/8 in.</b>	<b>206mm</b>	<b>276mm</b>
full page, bleed	8-3/8 in.	11-1/8 in.	213mm	282mm
full page, non-bleed	7 in.	10 in.	178mm	254mm
2-pg. spread, trim	16-1/4 in.	10-7/8 in.	413mm	276mm
2-pg. spread, bleed	16-1/2 in.	11-1/8 in.	420mm	283mm
2-pg. spread, non-bleed	15-3/4 in.	10-3/8 in.	400mm	264mm
2/3 page	4-1/2 in.	10 in.	114mm	254mm
1/2 page (island)	4-1/2 in.	7-1/2 in.	114mm	191mm
1/2 page (horizontal)	7 in.	4-7/8 in.	178mm	124mm
1/2 page (vertical)	3-3/8 in.	10 in.	86mm	254mm
1/3 page (horizontal)	7 in.	3-1/3 in.	178mm	85mm
1/3 page (vertical)	2-3/16 in.	10 in.	55mm	254mm
1/3 page (square)	4-7/8 in.	4-7/8 in.	124mm	124mm
1/4 page (vertical)	3-3/8 in.	4-7/8 in.	86mm	124mm
1/4 page (horizontal)	4-1/2 in.	3-5/8 in.	114mm	92mm
1/6 page	2-3/16 in.	4-7/8 in.	55mm	124mm
1/12 page	2-1/4 in.	2-1/2 in.	57mm	64mm

Insertion orders cannot be canceled past the closing date.

## DIGITAL SPECIFICATIONS

Press-quality PDF files are preferred. We also accept EPS, TIF, or JPG file types. Images should be no less than 300 dpi and all fonts should be embedded. **Ad material should be emailed to ads@hattonbrown.com.** For files too large for email please contact Patti Campbell at 334.834.1170.

To download a complete list of our digital requirements, please visit [hattonbrown.com/Content/MediaKit.aspx](http://hattonbrown.com/Content/MediaKit.aspx)

## TERMS OF PAYMENT

15% of gross billing allowed to recognized agencies on space, color and position. Production and other related costs are not commissionable. Invoices are dated the day each issue is mailed and due within 30 days from invoice date. All accounts are net 30 days. New accounts must provide credit information before advertising is published.



# EDITORIAL HIGHLIGHTS

MAGAZINE IS MAILED APPROXIMATELY THE 25TH OF MONTH PRIOR TO MONTH OF ISSUE

## FEBRUARY closes Dec. 22, 2014 – ad material due Dec. 24, 2014

**Wood Bio Guide.** The only year-long reference devoted exclusively to equipment manufacturers and suppliers, their products and services for the cross-section of wood-to-energy industries, including pellets, biomass power, biofuels and biomass feedstock procurement and harvesting.

– **BONUS DISTRIBUTION:** Bois Energie, Exhibition Park, March 19-22, Nantes, France

– **BONUS DISTRIBUTION:** WoodMac China 2015 – The 13th International Forestry and Woodworking Machinery and Supplies Exhibition, Shanghai New International Expo Centre, March 11-14, Pudong, Shanghai, China

## APRIL closes Feb. 20, 2015 – ad material due Feb. 24, 2015

**Wood Yard Materials Handling in Pellet and Biomass Power Plants.** Truck dumpers, wheel loaders, cranes, reclaimers, log loaders and conveying mechanisms are all counted on to move wood raw materials to where they need to go as efficiently as possible.

– **BONUS DISTRIBUTION:** International Biomass Conference & Expo, Minneapolis Convention Center, April 20-22, Minneapolis, Minn.

– **BONUS DISTRIBUTION:** Ligna, Hannover Exhibition Center, May 11-15, Hannover, Germany

– **BONUS DISTRIBUTION:** 6th AEBIOM (European Biomass Assn.) Bioenergy Conference 2015, May 4-6, Brussels, Belgium

## JUNE closes April 20, 2015 – ad material due April 22, 2015

**In-Woods Chipping & Grinding.** A highly competitive group of equipment manufacturers offer chippers and grinders to assist loggers in supplying wood energy operations.

– **BONUS DISTRIBUTION:** 23rd European Biomass Conference and Exhibition, Messe Wien Exhibition & Congress Center, June 1-4, Vienna, Austria

– **BONUS DISTRIBUTION:** SkogsElmia, June 4-6, Jönköping, Sweden

– **BONUS DISTRIBUTION:** SFPA Forest Products Machinery & Equipment Exposition, Georgia World Congress Center, June 10-12, Atlanta, Ga.

– **BONUS DISTRIBUTION:** In-Woods Expo 2015, Weyerhaeuser Plantation, June 18-20, Hot Springs, Ark.

## AUGUST closes June 22, 2015 – ad material due June 24, 2015

**The State of Biofuels.** A special report looks at the progression of the biofuels industry, its technologies, ongoing projects, prospects and challenging hurdles.

– **BONUS DISTRIBUTION:** Wood & Bioenergy Exhibition, Jyväskylä Paviljonk, September 2-4, Jyväskylä, Finland

– **BONUS DISTRIBUTION:** Mid-Atlantic Logging & Biomass Expo, September 18-19, Selma-Smithfield, NC

– **BONUS DISTRIBUTION:** Expobiomasa 2015, Feria de Valladolid, September 22-24, Valladolid, Spain

## OCTOBER closes Aug. 20, 2015 – ad material due Aug. 24, 2015

**The State of Industrial Wood Pellets.** A special report examines the domestic and international wood pellet industry, with special emphasis on new projects, production volume and markets.

– **BONUS DISTRIBUTION:** Woodex, 14th International Exhibition of Machines, Equipment and Technologies for Logging, Woodworking and Furniture Production, Crocus Expo, November 24-27, Moscow, Russia

## DECEMBER closes Oct. 20, 2015 – ad material due Oct. 22, 2015

**Raw Materials Preparation.** Metal detectors, debarkers, magnets, chippers, hogs and hammermills pave the way for downstream energy production.



## 2016 WOOD BIO GUIDE

Wood Bioenergy's annual Wood Bio Guide, which features exclusively wood-to-energy equipment manufacturers and suppliers and their products and services, will be featured in the February issue. Boldface listings are available with an option 4/c company logo to ensure your company stands out. Boldface listings also appear on the Wood Bioenergy website.

**Closing Date: November 13, 2015**  
Call or email Rhonda Thomas to make sure your company is listed in this annual directory.  
[rhonda@hattonbrown.com](mailto:rhonda@hattonbrown.com),  
334.834.1170



**PRICE LOGPRO LLC**  
400 Aviation Plz., Ste. B  
Hot Springs National Park,  
AR 71913-5527  
501-844-4260 Fax: 501-844-4474  
Email: [info@pricelogpro.com](mailto:info@pricelogpro.com)  
Website: [www.logproinc.com](http://www.logproinc.com)  
Established: 1981

Price LogPro is the worldwide leader in log handling systems servicing the forest products industry and bio-fuels industry. With the original release of the first rubber tire drum debarker system in the late 70's, we have over 125 drum debarker systems in the operation worldwide today. Price LogPro has developed a number of new products due to the ever increasing desire to better utilize small wood diameters for fuel, lumber and engineered wood products. Our urban recover wood drum debarking systems are specifically designed to debark and process waste wood for the bio-fuels industry. In addition to our full line of material handling systems from transfers to screening, we offer optimized merchandising systems and rotary log cranes. Price LogPro is your single source for log handling equipment and we are building tomorrow's woodyards today. Contact Price LogPro at (501) 844-4260 or [info@pricelogpro.com](mailto:info@pricelogpro.com)





# Hatton-Brown Publishers, Inc.

MAIL ADDRESS – P.O. BOX 2268 • MONTGOMERY, AL 36102-2268  
COURIER/STREET ADDRESS – 225 HANRICK STREET • MONTGOMERY, AL 36104  
800-669-5613 • 334-834-1170 • FAX: 334-834-4525

## AD MATERIAL INSTRUCTIONS FOR ANY OF THE FOLLOWING MAGAZINES



Acceptable file formats for Hatton-Brown publications include PDF, EPS, TIFF and all native files associated with QuarkXpress 9.5 or earlier.

Hatton-Brown Publishers has all Adobe Creative Cloud (CC) applications the and Adobe Font Collection at its disposal. All Adobe native formats are accepted.

Please ensure that materials provided are press quality, no less than 300 dpi and sized according to the desired ad space.

Corel, Publisher and Pagemaker are not accepted.

Ad material may be sent to [ads@hattonbrown.com](mailto:ads@hattonbrown.com) or uploaded to our ftp site. See instructions below.

Feel free to email [patti@hattonbrown.com](mailto:patti@hattonbrown.com) or your sales representative with additional questions.

## FILE UPLOAD INSTRUCTIONS

- 1) CONNECT TO:** [www.hattonbrown.net](http://www.hattonbrown.net)
- 2) CLICK ON:** "CLIENT UPLOADS" located under the Corporate heading in lower left corner.
- 3) FILL OUT:** Contact information, making sure to indicate magazine, issue, and any special instructions, colors or pertinent information we need to know about your ad submission.
- 4) CLICK ON:** "SUBMIT" This is just contact and ad information. Once you click submit, it will direct you to the page to attach your file(s).
- 5) CLICK ON:** "SELECT FILES" This will allow you to search your harddrive for the file(s) you wish to upload. Files work best if they are compressed in .zip format.
- 6) LOCATE:** File(s) you wish to upload. (Hold down the Control (PC)/Command (Mac) button to attach more than one file. Hit "OPEN"
- 7) CLICK ON:** "START UPLOADING FILES"

**Do not close browser window until status bar says complete.**

If you have any questions, please call/email Patti Campbell or Cindy Sparks:  
[patti@hattonbrown.com](mailto:patti@hattonbrown.com) • [cindy@hattonbrown.com](mailto:cindy@hattonbrown.com)

**800-669-5613**

REVISED 08/25/2014

