

SBLA & SHEBOYGAN LAKERS' ICE CENTER
INSTRUCTIONS FOR SELLING OR
RENEWING RAFTER SIGN OR RINK BOARD

Vouchers:

1. The SBLA Office Administrator will notify the original SBLA member of a sign renewal.
2. If the original member is not a current member or does not want the renewal it will be given to the general membership.
3. Vouchers may be used toward skater registration fees but not for USA Hockey fees, Building fund or Fundraising Deposits.
4. Vouchers may be redeemed only for the total amount due the Association. **No refunds and no cash back.**
5. Vouchers will be given after the company makes their 1st of the 4 year commitment payment.
6. Credit for vouchers are as follows:

4'x4' Rafter Sign	\$100.00 Voucher
4'x8' Rafter Sign	\$200.00 Voucher
Rink Board Sign	\$300.00 Voucher
7. Your account will be credited automatically.

Renewing A Contract:

(If the company wants a new sign made follow the new contract instructions below)

1. All advertising contracts are for four (4) years (*see below).
2. Make sure the renewal contract form is filled out completely and that the company has signed the contract.
3. Send the signed renewal contract to: Sheboygan Lakers' Ice Center
1202 S Wildwood Ave
Sheboygan, WI 53081
4. The SBLA Office Administrator will send an invoice for the renewal.

Yearly Renewal Prices Per Sign are as follows:

4'x4' billed \$100.00 per year for four (4) years
4'x8' billed \$200.00 per year for four (4) years
Rink Board billed \$500.00 per year for four (4) years

New Contracts:

1. All advertising contracts are for four (4) years (*see below).
2. Make sure the customer fills out the new contract form completely. Have the company sign the contract.
3. Customers may NOT prepare their own sign. Due to the unusual weather conditions in an ice rink, special materials must be used. We also want to maintain a uniform appearance.
4. Send the signed new contract to: Sheboygan Lakers' Ice Center
1202 S Wildwood Ave
Sheboygan, WI 53081
5. The SBLA Office Administrator will invoice the customer.
6. A representative of RLO will contact the company representative for board design.

4'x4' Rafter Sign

1. Sign prep fee is \$300.00
2. Customer will be billed \$100.00 per year for four (4) years

4'x8' Rafter Sign

1. Sign prep fee is \$400.00
2. Customer will be billed \$200.00 per year for four (4) years

Rink Board – Sign installed at Ice Level

1. Sign prep fee is \$100.00
2. Customer will be billed \$500.00 per year for four (4) years

Thank you for participating in this very important revenue source for our organization. If you or your contributors have any questions, please call the rink at 458-3111 or email Karen Ingels at sheboyganlakers@gmail.com.

**Note: Contracts signed for less than 4 years require the approval of the Sign Board Committee Chairman and will result in a reduced or no credit voucher being issued.*