Bus Advertisement Policy

General Policies and Procedures for Advertisements on UW Shuttles

Pertinent information relating to the use of space for advertisements on the University of Wyoming’s transit shuttles and buses. Thank you for your review/signature.

General: There are nine buses that are equipped with interior displays for advertisements. There are two advertising options: Interior advertisements on four buses (two Union Express buses and two South Express buses) or interior advertisements on all nine buses. Please visit www.uwyo.edu/tps/maps/ for bus maps and schedules to become familiar with each shuttle route.

Sizing: The Union Express and South Express buses hold 10.5” x 22” ads. The Campus Commuter buses hold 11.25” x 22” ads. It is the client’s responsibility to confirm with Transit and Parking Services all measurements and specifications for advertising sizes as well as sizes for specific bus types are accurate prior to printing or production of advertisements.

Pricing: Charges will vary based on affiliation with the University of Wyoming.

The pricing for University Affiliated Vendors is as follows:
Four 10.5” x 22” advertisement signs on all four buses of the Union & South Express route
$80/month $240/semester $480/year
Or nine advertisements (4) 10.5” x 22” ads and (5) 11.25” x 22” ads covering all bus routes
$179/month $536/semester $1071.43/year

The pricing for NON-University Affiliated Vendors is as follows:
Four 10.5” x 22” advertisement signs on all four buses of the Union & South Express route
$100/month $300/semester $600/year
Or nine advertisements (4) 10.5” x 22” ads and (5) 11.25” x 22” ads covering all bus routes
$221/month $671/semester $1343/year

Printing: Transit and Parking Services is not responsible for printing bus advertisements. The client/vendor is responsible for printing and delivering advertisements to the Transit and Parking Services office located at 462 N. 10th Street. Advertisements need to be age appropriate. If complaints should occur by passengers, the client/vendor will be notified with possible removal of advertisements. Transit and Parking Services does not accept advertisements for alcohol, tobacco, religious messages, or campaigns. Transit and Parking Services does not endorse advertisements designed to advocate positions of public concern.

Payment Terms: Invoices will be sent one month in advance and is due within 30 days of the invoice. If advertisements are placed inside the bus before the beginning of the first full month, the first invoice will include a prorated month along with the next consecutive full month.

Cancellation Policy: Clients/vendors must provide Transit and Parking Services with an estimated date of removal prior to printing or production of signs. Clients must provide Transit and Parking with a one month cancellation notification for advertisement removal in order to receive a full refund.

I agree to comply with the policy and procedures above:

(Authorized Signature)  (Printed Name)  (Date)

Routing: Completed original may be scanned, emailed or sent by hardcopy to Transit & Parking Services
Advertising Information:

Organization Name/ Affiliation:

Pricing per sign/ad:

No. of signs/ads Desired:

Title or Name of Sign/Ad:

Desired Placement Date:

Desired Removal Date:

Contact Information:

Contact Name or Organization:

Contact Phone Number

Contact E-mail

Billing Contact Information:

Contact Name:

Phone Number:

E-mail:

Mailing Address:

City / State / Zip Code: