



Bus Advertisement Policy

Pertinent information relating to the use of space for advertisements on the University of Wyoming's transit shuttles and buses. For more detailed information, please see the UWYO Roundup Advertising Guidelines. Thank you.

General: Interior advertising space is available on all 12 UWYO Roundup shuttles. Interior advertising space in the summer is available on all 6 UWYO Roundup shuttles. The UWYO Roundup system serves all of the UW campus and a significant area of the Laramie community. All advertisements are 10.5" x 22".

Pricing: Charges will vary based on affiliation with the University of Wyoming. Prices below include ads in all 12 UWYO Roundup shuttles (Union & South Express, Campus Commuter and LaramieLink) and all 6 UWYO Roundup shuttles in the summer.

Table with 5 columns: Category, Week, Month, Semester, Summer. Rows include University Affiliated Departments and RSO's, and Non-University Affiliated.

Design & Printing: The client/vendor is responsible for completing the design of the advertisement. Graphic design is available (please see UWYO Roundup Advertising Guidelines for more information). The client/vendor must send a PDF of the design to Transportation Services for final approval and printing.

Payment Terms: Advertisers will be invoiced by Transportation Services after the ad is posted. Advertisers will have 30 days from the invoice date to make payment. Payment may be made by cash, check or card. University departments may use an IDR for payment. Invoices will include the base cost of the ad space plus the printing costs of each ad. If applicable, design charges will be included on the invoice as well.

Cancellation Policy: If there is a request to remove an ad prior to the expiration date on the reservation, no refunds will be given for the time that the ads were not displayed. Transportation Services will attempt to display advertisements on all buses on route; however, due to maintenance and other unscheduled events, there may be times when there are temporary lapses when support buses may be on route that do not contain your advertisement. Transportation Services will make every effort to switch the advertisements when a bus is taken off route for a long period of time.

Advertisement Information:

Table for Advertisement Information with columns for Organization Name/Affiliation, Title or Name of Sign/Ad, Desired Placement Date, Desired Removal Date, Length of Contract, and Anticipated Costs (Price of Desired Contract Length, Printing Costs, Design Fees, Total).

I agree to comply with the policy and procedures above:

(Authorized Signature) (Printed Name) (Date)

Contact Information:

Contact Name or Organization:
Contact Phone Number: Contact E-mail:

Billing Contact Information:

Contact Name: Phone Number: E-mail:
Mailing Address:

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