

CONTRACT



WJET
5000 Riverside Dr
Building 5 Suite 200
Irving, TX 75039
(814) 864-2400

<u>Contract / Revision</u> 3692782 / 1		<u>Alt Order #</u> 27889406	
<u>Advertiser</u> POL/Josh Shapiro/Governor/PA/Dem		<u>Original Date / Revision</u> 09/19/22 / 09/21/22	
<u>Contract Dates</u> 09/20/22 - 09/26/22	<u>Estimate #</u> 1039		
<u>Product</u> POLITICAL			
<u>Order Brand</u>	<u>Billing Cycle</u> EOM	<u>Billing Calendar</u> Calendar	<u>Cash/Trade</u> Cash
	<u>Property</u> WJET	<u>Account Executive</u> Katz Washington	<u>Sales Office</u> Katz/Washingto
<u>Special Handling</u>			
<u>Demographic</u> Households			
	<u>Agency Code</u> 9923059	<u>Advertiser Code</u> 24	<u>Product 1/2</u> 25
<u>Agency Ref</u>		<u>Advertiser Ref</u>	

And:

Grassroots Media LLC
Attention: Bill Thomas
146 Montgomery Avenue
Suite 201
Bala Cynwyd, PA 19004

*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
N 1	WJET	09/20/22	09/20/22	JET24 GoodMorning Erie 5a	5a-6a		:30			NM	1	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$150.00			
N 2	WJET	09/21/22	09/21/22	JET24 GoodMorning Erie 5a	5a-6a		:30			NM	1	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$150.00			
N 3	WJET	09/22/22	09/22/22	JET24 GoodMorning Erie 5a	5a-6a		:30			NM	1	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$150.00			
N 4	WJET	09/23/22	09/23/22	JET24 GoodMorning Erie 5a	5a-6a		:30			NM	1	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$150.00			
N 5	WJET	09/26/22	09/26/22	JET24 GoodMorning Erie 5a	5a-6a		:30			NM	1	\$200.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$200.00			
N 6	WJET	09/20/22	09/20/22	GMA	GMA		:30			NM	1	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$375.00			
N 7	WJET	09/21/22	09/21/22	GMA	GMA		:30			NM	1	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$375.00			
N 8	WJET	09/22/22	09/22/22	GMA	GMA		:30			NM	1	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$375.00			
N 9	WJET	09/23/22	09/23/22	GMA	GMA		:30			NM	1	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$375.00			
N 10	WJET	09/26/22	09/26/22	GMA	GMA		:30			NM	1	\$400.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$400.00			
N 11	WJET	09/20/22	09/20/22	JET24 GoodMorning Erie 6a	6a-7a		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			

(* Line Transactions: N = New, E = Edited, D = Deleted)

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Nexstar Media Group does not discriminate in the sale of advertising time, and will accept no advertising which is placed with an intent to discriminate on the basis of race or ethnicity. Any advertiser certifies that it is not buying broadcasting air time on Nexstar Media Group stations for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race or ethnicity.



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Contract / Revision 3692782 /	Alt Order # 27889406
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Advertiser POL/Josh Shapiro/Governor/PA/Dem	Original Date / Revision 09/19/22 / 09/21/22
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Contract Dates 09/20/22 - 09/26/22	Product POLITICAL	Estimate # 1039
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*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$350.00			
N 12	WJET	09/21/22	09/21/22	JET24 GoodMorning Erie 6a	6a-7a		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$350.00			
N 13	WJET	09/22/22	09/22/22	JET24 GoodMorning Erie 6a	6a-7a		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$350.00			
N 14	WJET	09/23/22	09/23/22	JET24 GoodMorning Erie 6a	6a-7a		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$350.00			
N 15	WJET	09/26/22	09/26/22	JET24 GoodMorning Erie 6a	6a-7a		:30			NM	1	\$400.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$400.00			
N 16	WJET	09/20/22	09/20/22	JET24 Action News at Noon	JET24 Action New:		:30			NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$250.00			
N 17	WJET	09/21/22	09/21/22	JET24 Action News at Noon	JET24 Action New:		:30			NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$250.00			
N 18	WJET	09/22/22	09/22/22	JET24 Action News at Noon	JET24 Action New:		:30			NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$250.00			
N 19	WJET	09/23/22	09/23/22	JET24 Action News at Noon	JET24 Action New:		:30			NM	1	\$250.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$250.00			
N 20	WJET	09/26/22	09/26/22	JET24 Action News at Noon	JET24 Action New:		:30			NM	1	\$260.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$260.00			
N 21	WJET	09/20/22	09/20/22	GMA Day	1-2p		:30			NM	1	\$90.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$90.00			
N 22	WJET	09/21/22	09/21/22	GMA Day	1-2p		:30			NM	1	\$90.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$90.00			
N 23	WJET	09/22/22	09/22/22	GMA Day	1-2p		:30			NM	1	\$90.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$90.00			
N 24	WJET	09/23/22	09/23/22	GMA Day	1-2p		:30			NM	1	\$90.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$90.00			
N 25	WJET	09/26/22	09/26/22	GMA Day	1-2p		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$120.00			
N 26	WJET	09/24/22	09/24/22	Judge Judy	Sa 730p-8p		:30			NM	1	\$160.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-----S-				1	\$160.00			
N 27	WJET	09/20/22	09/20/22	Access Hollywood	M-F 7p-730p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-----S-				1	\$300.00			

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<u>Contract Dates</u> 09/20/22 - 09/26/22	<u>Product</u> POLITICAL	<u>Estimate #</u> 1039
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*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$300.00			
N 28	WJET	09/21/22	09/21/22	Access Hollywood	M-F 7p-730p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$300.00			
N 29	WJET	09/22/22	09/22/22	Access Hollywood	M-F 7p-730p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$300.00			
N 30	WJET	09/23/22	09/23/22	Access Hollywood	7:00 PM-7:30 PM		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$300.00			
N 31	WJET	09/26/22	09/26/22	Access Hollywood	M-F 7p-730p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$350.00			
N 32	WJET	09/20/22	09/20/22	Entertainment Tonight	M-F 730p-8p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$300.00			
N 33	WJET	09/21/22	09/21/22	Entertainment Tonight	M-F 730p-8p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$300.00			
N 34	WJET	09/22/22	09/22/22	Entertainment Tonight	M-F 730p-8p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$300.00			
N 35	WJET	09/23/22	09/23/22	Entertainment Tonight	M-F 730p-8p		:30			NM	1	\$300.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$300.00			
N 36	WJET	09/26/22	09/26/22	Entertainment Tonight	M-F 730p-8p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$350.00			
N 37	WJET	09/20/22	09/20/22	JET24 Action News @ 11pm	M-F 11p-1135p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$350.00			
N 38	WJET	09/21/22	09/21/22	JET24 Action News @ 11pm	M-F 11p-1135p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$350.00			
N 39	WJET	09/22/22	09/22/22	JET24 Action News @ 11pm	M-F 11p-1135p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$350.00			
N 40	WJET	09/23/22	09/23/22	JET24 Action News @ 11pm	M-F 11p-1135p		:30			NM	1	\$350.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$350.00			
N 41	WJET	09/26/22	09/26/22	JET24 Action News @ 11pm	M-F 11p-1135p		:30			NM	1	\$375.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$375.00			
N 42	WJET	09/20/22	09/20/22	Jimmy Kimmel	Jimmy Kimmel		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$120.00			
N 43	WJET	09/21/22	09/21/22	Jimmy Kimmel	Jimmy Kimmel		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-T-----				1	\$120.00			

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Advertiser POL/Josh Shapiro/Governor/PA/Dem		Original Date / Revision 09/19/22 / 09/21/22
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*Line	Ch	Start Date	End Date	Description	Start/End Time	Days	Length	Spots/Week	Rate	Type	Spots	Amount
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	--W----				1	\$120.00			
N 44	WJET	09/22/22	09/22/22	Jimmy Kimmel	Jimmy Kimmel		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	---T---				1	\$120.00			
N 45	WJET	09/23/22	09/23/22	Jimmy Kimmel	Jimmy Kimmel		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$120.00			
N 46	WJET	09/26/22	09/26/22	Jimmy Kimmel	Jimmy Kimmel		:30			NM	1	\$150.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/26/22	10/02/22	M-----				1	\$150.00			
N 47	WJET	09/25/22	09/25/22	This Week in AgriBusiness	Su 5a-6a		:30			NM	2	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-----S				2	\$60.00			
N 48	WJET	09/25/22	09/25/22	ABC This Week	Su 9a-10a		:30			NM	1	\$120.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-----S				1	\$120.00			
N 49	WJET	09/25/22	09/25/22	GMA Su	Su 8a-9a		:30			NM	1	\$200.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	-----S				1	\$200.00			
N 50	WJET	09/23/22	09/26/22	Early Morning News	4:00 AM-5:00 AM		:30			NM	2	\$80.00
		<u>Start Date</u>	<u>End Date</u>	<u>Weekdays</u>				<u>Spots/Week</u>	<u>Rate</u>			
Week:		09/19/22	09/25/22	----F--				1	\$40.00			
Week:		09/26/22	10/02/22	M-----				1	\$40.00			
Totals											52	\$12,425.00

Time Period	# of Spots	Gross Amount	Agency Comm.	Net Amount
09/01/22 - 09/30/22	52	\$12,425.00	(\$1,863.75)	\$10,561.25
Totals	52	\$12,425.00	(\$1,863.75)	\$10,561.25

Signature: _____ Date: _____

(* Line Transactions: N = New, E = Edited, D = Deleted)

Notwithstanding to whom bills are rendered, advertiser, agency and service, jointly and severally, shall remain obligated to pay to station the amount of any bills rendered by station within the time specified and until payment in full is received by station. Payment by advertiser to agency or to service or payment by agency to service, shall not constitute payment to station. Station will not be bound by conditions, printed or otherwise contracts, insertion orders, copy instructions or any correspondence when such conflict with the above terms and conditions. Two week advance cancellation notice is required unless otherwise specified.

Nexstar Media Group does not discriminate in the sale of advertising time, and will accept no advertising which is placed with an intent to discriminate on the basis of race or ethnicity. Any advertiser certifies that it is not buying broadcasting air time on Nexstar Media Group stations for a discriminatory purpose, including but not limited to decisions not to place advertising on particular stations on the basis of race or ethnicity.

PLEASE VISIT THIS LINK FOR NEXSTAR'S ADVERTISING TERMS AND CONDITIONS

<www.nexstar.tv/advertisingterms>

CANDIDATE ADVERTISEMENT AGREEMENT FORM

See **Order** for proposed schedule and charges. See **Invoice** for actual schedule and charges.

I, Grassroots Media, hereby request station time as follows:

IDENTIFY CANDIDATE TYPE 	<input type="checkbox"/> FEDERAL CANDIDATE
	<input checked="" type="checkbox"/> STATE OR LOCAL CANDIDATE

ALL QUESTIONS/BLOCKS MUST BE COMPLETED

Candidate name:

Josh Shapiro

Authorized committee:

Josh Shapiro for Pennsylvania

Agency requesting time (and contact information):

N/A Grassroots Media

Candidate's political party:

Democrat

Office sought (no acronyms or abbreviations):

Governor

Date of election:

11/08/2022

General Primary

Treasurer of candidate's authorized committee:

Grant Rawdin

The undersigned represents that:

(1) the payment for the broadcast time requested has been furnished by (check one box below):

- the candidate listed above who is a legally qualified candidate, or
 the authorized committee of the legally qualified candidate listed above;

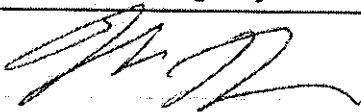
(2) this station is authorized to announce the time as paid for by such person or entity; and

(3) this station has disclosed its political advertising policies, including applicable classes and rates, discount, promotion and other sales practices (not applicable to federal candidates).

THIS STATION DOES NOT DISCRIMINATE OR PERMIT DISCRIMINATION ON THE BASIS OF RACE OR ETHNICITY IN THE PLACEMENT OF ADVERTISING.

Candidate/Committee/Agency

Signature:



Name: Mike D'Ettorre

Date of Request to Purchase Ad Time: 3/24/22

Station Representative

Signature:



Name: Joseph R. Elon

Date of Station Agreement to Sell Time: 3/24/2022

Federal Candidate Certification:

The undersigned hereby certifies that the broadcast matter to be aired pursuant to this disclosure either (1) does not refer to an opposing candidate or, if it does, (2) contains a clearly identifiable photograph or similar image of the candidate for a duration of at least four seconds and a simultaneously displayed printed statement identifying the candidate, that the candidate approved the broadcast and that the candidate and/or the candidate's authorized committee paid for the broadcast or if radio programming, contains a personal audio statement by the candidate that identifies the candidate, the office being sought and that the candidate has approved the broadcast.

Candidate/Authorized Committee/Agency

Signature:

Name:

Date:

TO BE COMPLETED BY STATION ONLYAd submitted to Station? Yes NoDate ad received: 9/19/2022Federal candidate certification signed (above): Yes No N/A

Disposition:

 Accepted Accepted IN PART (e.g., ad copy not yet received to determine sponsor ID)* Rejected – provide reason (optional):

*Upload partially accepted form, then promptly upload updated final form when complete.

Date and nature of follow-ups, if any (e.g., insufficient sponsor ID tag):

Contract #:
3692782Station Call Letters:
WJETDate Received/Requested:
9/19/2022Est. #:
1039Station Location:
ERIC PARun Start and End Dates:
9/20/2022 - 9/26/2022

Upload order, this form and invoice (or traffic system print-out) or other documents reflecting this transaction to the OPIF or use this space to document schedule of time purchased, when spots actually aired, the rates charged and the classes of time purchased or attach separately. If station will not upload the actual times spots aired until an invoice is generated, the name of a contact person who can provide that information immediately should be placed in the "Terms and Disclosures" folder in the OPIF.