



POLITICAL TIME SALES POLICIES 2020

The following sets forth policies and practices of Radio Stations KLJZ-FM and KCYK-AM (hereinafter referred to as “Stations”) regarding the sale of political time.

1. **Applicability:** These policies apply ONLY to legally qualified candidates for public office or their authorized campaign organizations to promote their candidacy; they are NOT applicable to political action committees or to non-candidate, “issue” advertising. Candidates for federal, non-federal, city and county office are entitled to access on (a) KCYK-AM only if the 0.5 mV/m contour of KCYK covers the district or identifiable area to be represented by that candidate, and/or (b) KLJZ-FM only if the 1.0 mV/m contour of KLJZ covers the district or identifiable area to be represented by that candidate.

2. **Access:**
 - a) Reasonable access will be provided to all legally qualified federal, non-federal, city and county candidates during the 45 day period prior to the Presidential preference election 2/1/20 to 3/17/20, 45 days prior to the local election window 4/4/20 to 5/16/20, 45 days prior to the primary election 6/20/20 to 8/4/20, and 60 days prior to the general election 9/19/20 to 11/3/20. While candidates may request specific programming, the Stations reserve the exclusive right to determine the amount of time and program availability.
 - b) No political time will be sold as news sponsorship.
 - c) Political spots may be sold to air on the day of the primary election on 8/04/20 or the general election 11/3/20.

3. **Identification:** All advertisements must comply with the audio identification requirements of Section 317 of the communication act and Section 73.1212 of the FCC rules. Should candidate’s advertisements not contain the proper identification; Stations reserve the right to add the appropriate material. In the event the Stations learn or determine that the sponsor’s identification is misleading, the Stations can require the identification to be corrected, or the Stations may terminate further broadcasts of such advertisements.

4. **Order:** Orders for the political time will not be considered firm until the following have been provided:
 - a) Completed and signed Request for use of Broadcast Facilities form.
 - b) Net cash in advance payment. (State & local candidates are required to submit advance payments per the Stations’ normal business practices, but federal regulations dictate that federal candidates need not pay more than one week in advance.)
 - c) Where the purchase is made by a corporation, committee, association or other unincorporated group, list of the entities, chief executive committee or board of directors must be provided.

- d) Where doubt exists, satisfactory proof that the candidate is “legally qualified,” as that term is defined by the Federal Communications Commission is needed.
- e) Where doubt exists, satisfactory proof that the purchaser is authorized to buy time for candidate is needed.
- f) Advance orders for schedules of political advertising will be subject to reconfirmation 30 days preceding start of schedule.
- g) Deadlines for commercial material, time orders, and contract changes are as follows:

| | | |
|-----------|-----------|----------------------|
| 1:00 P.M. | Friday | -for Sunday’s log |
| 1:00 P.M. | Friday | -for Monday’s log |
| 1:00 P.M. | Monday | -for Tuesday’s log |
| 1:00 P.M. | Tuesday | -for Wednesday’s log |
| 1:00 P.M. | Wednesday | -for Thursday’s log |
| 1:00 P.M. | Thursday | -for Friday’s log |
| 1:00 P.M. | Friday | -Saturday’s log |

Failure by a political advertiser to fulfill all requirements in advance of the deadline may result in pre-emption of some or all announcements or programs previously cleared.

5. **Production:** Station facilities may be utilized for the production of political announcements or programs, subject to available production time (rates upon request). Production charges are handled separately from time charges. Agencies and/or candidates who schedule production time at the Stations are required to provide check for payment or accrued charges following the production session. No spots will air, nor will any dubs be ordered until a check is received for the correct amount. Stations news talent, including all employees of the Stations that produce any voice-overs for commercials and all on-air personalities are NOT available for political advertising purposes, on-camera, or voice-over.

6. **Availabilities:**

- a) Legally qualified candidates may purchase time on the basis of any class set forth on the attached rate card, subject to availabilities. The base availabilities is a :30 or :60 second ad.
- b) Candidates should be aware that, unless a contrary result is demanded by statutory requirements, orders for the purchase of time made after 12:00 noon on the Thursday preceding Election Day may not be filled due to lack of availabilities.
- c) The Stations will place all orders as to day and time, subject to availabilities. Due to potential “equal opportunities” obligations for opposing candidates, certain time periods may be unavailable for candidates in other political races.

Rates: Quoted rates from availability requests are for :30 and :60 second advertisements.

7. **Rebates:** In the event advertising time is sold for a particular class and for a particular time period and is broadcast at rates lower than the rate paid by the candidate, the candidate will be afforded the benefit of the lower rate either by way of a rebate or as credit assigned against future purchases, at the option of the candidate.
8. **Make goods:** The Stations will use their best efforts to provide “make good” spots prior to the election for candidate “use” spots that are pre-empted due to technical problems or because of the nature of the time purchased. Although the Stations policies are to offer all candidates make goods before the election, it cannot guarantee to any advertiser that make goods can be provided in the time period or rotation originally ordered. If inventory constraints preclude such identical scheduling, the Stations will offer make goods of equivalent value. If these are not acceptable to the advertiser, the Stations will provide credits or refunds for pre-empted spots.
9. **Rotations:** Advertisements may be purchased individually or in designated rotations among several designated days or time period.
10. **Public Disclosure:** All requests for and sales of political time must be disclosed in the Stations’ political file and may be subject to review by any member of the general public at the Stations’ main studios during regular business hours, Monday through Friday.

RECORD OF REQUEST FORM

Candidate for Public Office

Date: _____

Time: _____

Candidate: _____

Party: _____

Type of Campaign: National/State/County/City

Address of Headquarters of Candidate: _____

Inquiry By: _____

Request received by: _____

Information Requested:

Information Supplied:

Accepted by: _____
(for candidate)

(for station)

Update: _____

REQUEST FOR USE OF BROADCAST FACILITIES

STATION(S) _____ LOCATION _____ DATE _____

Name of Person making request _____

Being/on behalf of _____ (Candidate)

Political Party _____ Office of _____

Election: Primary _____ General _____ Other _____ Date of Election _____

SCHEDULE: START DATE: _____ STOP DATE: _____

Length of Broadcast: _____ Total No. of Weeks: _____

Days: _____ Times per week: _____

Hours: _____ Rate: _____

Total Charges: _____

Person(s) who will make use of the broadcast time:

Advance payment for the above broadcast time has been furnished by:

an individual corporation committee association other group

Station is hereby authorized to so describe that sponsor in its program logs and to announce the program as paid for by such person or entity.

Names of Officers of the sponsor (if not an individual):

Certifications:

- A. The candidate is legally qualified to run for the office he is seeking: Yes _____ No _____
- B. The use of the broadcast time herein described as being expressly authorized by the candidate or his/her official campaign organization. Yes _____ No _____
- C. It is expressly understood that: If the time is to be used by the candidate himself/herself within 45 days of a primary or primary runoff election, or within 60 days of a general or special election, the above charges represent the lowest unit charge of the station for the same class and amount of time for the same period; where the use is by a person or entity other than the candidate or is by the candidate but is outside the aforementioned 45 or 60 day periods, the above charges do not exceed the charges made for comparable use of such stations(s) by other users.
- D. It is understood and acknowledged that use of the station(s) for the broadcast time herein described is subject to and governed by the Communications Act of 1934, as amended, and the Rules and Regulations of the Federal Communications Commission.
- E. Where the use of the broadcast time herein described will not be by the candidate himself/herself, it is expressly understood and agreed:
- (1) That the undersigned will indemnify and hold harmless the station(s) for any damages or liability that may ensue from the performance of the above-stated broadcasts;
 - (2) That the undersigned will prepare a script or transcription of the above-stated broadcasts, which will be delivered to the station(s) at least _____ before the time of the scheduled broadcasts.

(Date)

(Signature of person making request)

(Invoice Address)

(Invoice Address)

The above request is ACCEPTED/REJECTED

By _____ Title _____ Date _____

(This request whether accepted or rejected, will be made available for public inspection in accordance with Section 73.1943 of the FCC Rules and Regulations for a period of two years.)

AGREEMENT FORM FOR POLITICAL CANDIDATE ADVERTISEMENTS

(check applicable box)

FEDERAL CANDIDATE STATE/LOCAL CANDIDATE

To Avail Themselves of The Lowest Unit Charge During a Political Window, Federal Candidates Must Sign The Certification On Page 3

| | |
|------------------------------|--------------|
| Station and Location: | Date: |
|------------------------------|--------------|

I, _____,

being/on behalf of: _____, a legally

qualified candidate of the _____ political

party for the office of: _____

in the _____

election to be held on: _____

do hereby request station time as follows:

| Broadcast Length | Time of Day, Rotation or Package | Days | Class | Times per Week | Number of Weeks |
|------------------|----------------------------------|------|-------|----------------|-----------------|
| | | | | | |

| |
|-----------------------|
| Total Charges: |
|-----------------------|

For programming that, in whole or in part, "communicates a message relating to any political matter of national importance," list the matters below:

I represent that the payment for the above described broadcast time has been furnished by:

and you are authorized to announce the time as paid for by such person or entity.
I represent that this person or entity is either a legally qualified candidate or an authorized committee/organization of the legally qualified candidate.

The name of the treasurer of the candidate's authorized committee is:

This station has disclosed to me its political advertising policies, including: applicable classes and rates; and discount, promotional 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.

To Be Signed By Candidate or Authorized Committee

Date

Signature

To Be Signed By Station Representative

Accepted

Accepted in Part

Rejected

Signature

Printed Name

Title

CANDIDATE CERTIFICATION

In Order For Federal Candidates to Receive The Lowest Unit Charge During a Political Window, the Following Certification is Required:

I, _____
(name of federal candidate or authorized committee) hereby certify that the programming to be broadcast (in whole or in part) pursuant to this agreement:

does **does not**

refer to an opposing candidate (check applicable box). I further certify that for the programming that does refer to an opposing candidate:

(check applicable box)

- the **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.
- the **television** programming 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.

signature of candidate or authorized committee

printed name

date

AGREED UPON SCHEDULE

**(TO BE FILLED IN ONLY IF STATION DOES NOT ACCEPT ALL OF
CANDIDATE'S REQUEST)**

| Broadcast Length | Time of Day, Rotation or Package | Days | Class | Times per Week | Number of Weeks |
|------------------|----------------------------------|------|-------|----------------|-----------------|
| | | | | | |

| |
|-----------------------|
| Total Charges: |
|-----------------------|

AFTER AIRING OF BROADCASTS:

Attach invoices or Schedule Run Summary to this Form showing:

- (1) actual air time and charges for each spot;
- (2) the date(s), exact time(s) and reason(s) for Make-Good(s), if any; and
- (3) the amount of rebates given (identify exact date, time, class of broadcast and dollar amount for each rebate), if any.

Note: Because the FCC requires that the political file contain the actual times the spots air, that information should be included in the file as soon as possible. If that information is only generated monthly, the file should include the name of a contact person who can provide the times that specific spots aired.

AGREEMENT FORM FOR NON-CANDIDATE/ISSUE ADVERTISEMENTS

| | |
|------------------------------|--------------|
| Station and Location: | Date: |
|------------------------------|--------------|

I, _____
do hereby request station time concerning the following issue:

| Broadcast Length | Time of Day, Rotation or Package | Days | Class | Times per Week | Number of Weeks |
|------------------|----------------------------------|------|-------|----------------|-----------------|
| | | | | | |

Total Charges:

This broadcast time will be used by: _____

Does the programming (in whole or in part) communicate "a message relating to any political matter of national importance?"

Yes
 No

For programming that "communicates a message relating to any political matter of national importance," list the name of the legally qualified candidate(s) the programming refers to, the office(s) being sought and the date(s) of the election(s) (if applicable):

For programming that "communicates a message relating to any political matter of national importance," attach Agreed Upon Schedule (Page 3)

I represent that the payment for the above described broadcast time has been furnished by:

and you are authorized to announce the time as paid for by such person or entity. The entity furnishing the payment, if other than an individual person, is:

a corporation; a committee; an association; or other unincorporated group.

The names, offices, and addresses of the chief executive officers, directors, and/or authorized agents of the entity are named below (may be attached separately):

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

I agree to indemnify and hold harmless the station for any damages or liability, including reasonable attorney's fees, that may ensue from the broadcast of the above-requested advertisement(s). **For the above-stated broadcast(s), I also agree to prepare a script, transcript, or tape, which will be delivered to the station at least _____ before the time of the scheduled broadcasts.**

TO BE SIGNED BY ISSUE ADVERTISER

| | | |
|--|--|--|
| <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> | <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> | <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> |
| Date | Signature | Contact Phone Number |

TO BE SIGNED BY STATION REPRESENTATIVE

Accepted Accepted in Part Rejected

| | | |
|--|--|--|
| <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> | <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> | <div style="border-bottom: 1px solid black; height: 20px; background-color: #e0e0e0;"></div> |
| Signature | Printed Name | Title |

AGREED UPON SCHEDULE

For All Issue Advertisements That Communicate a Message Relating to Any Political Matter of National Importance

| Broadcast Length | Time of Day, Rotation or Package | Days | Class | Times per Week | Number of Weeks |
|------------------|----------------------------------|------|-------|----------------|-----------------|
| | | | | | |

Total Charges:

AFTER AIRING OF BROADCASTS:

Attach invoices or Schedule Run Summary to this Form showing:

- (1) actual air time and charges for each spot;
- (2) the date(s), exact time(s) and reason(s) for Make-Good(s), if any; and
- (3) the amount of rebates given (identify exact date, time, class of broadcast and dollar amount for each rebate), if any.

Note: Because the FCC requires that the political file contain the actual times the spots air, that information should be included in the file as soon as possible. If that information is only generated monthly, the file should include the name of a contact person who can provide the times that specific spots aired.