

HOME PERFORMANCE WITH ENERGY STAR®
PARTICIPATING CONTRACTOR
CO-OP ADVERTISING PROGRAM



**GROW YOUR BUSINESS WITH PROMOTIONAL SUPPORT FROM
THE HOME PERFORMANCE WITH ENERGY STAR PROGRAM**

Consumers Energy is providing co-operative advertising funding to selected participating contractors to assist in the promotion of the Consumers Energy Home Performance with ENERGY STAR program. Contractors will be able to reserve up to \$4,000 in matching advertising funds for advertising taking place between June 1 and October 31, 2018. Matching funds are available for digital banner advertisements, print advertisements, direct mail postcard mailings and community events.

PROGRAM DETAILS

- Matching funds are available for digital banner advertisements, print advertisements, direct mail postcard mailings and community events that run between June 1 and October 31, 2018. To qualify for funding, contractors must email hpwescoopads@icf.com to request the advertisement templates shown in this guide and use them as described on page 4 under the Reimbursement Process section.
- Matching funds are available to reimburse 50 percent of the total advertising cost, up to \$4,000 per participating contractor. Funding will be on a first-come, first-served basis until funds are depleted.
- Using the form on page 5, request matching funds for your planned advertising. See pages 4 and 5 for submission deadlines.
- All supporting documentation must be received by ICF by November 15, 2018. Matching funds will be disbursed by January 31, 2019.

Note: Receiving confirmation that funds have been reserved for your planned advertising does not guarantee that you will receive co-op advertising funds; all other conditions must be met with respect to acceptable run dates and verification documentation to receive reimbursement.

ACCEPTABLE MEDIA FORMATS AND APPROVAL PROCESS

Consumers Energy has designed advertisement templates to be used by contractors in the Co-Op Advertising program. Please read the following for advertisement specifications and instructions.

Digital Banner Advertisements

- Digital banner advertisements are available in three sizes (728 x 90, 300 x 250, 160 x 600), two color options (blue and green) and two message options (savings and comfort), as shown on pages 6, 7 and 8. These templates allow space for contractors to add their own custom advertisement. Email hpwescoopads@icf.com to request the advertisement template files.
- Contractor may request a custom-sized digital advertisement by emailing hpwescoopads@icf.com. Please include the size you need, whether you prefer the green or blue advertisement and whether you'd like the "savings" or "comfort" message option. Allow two weeks for delivery of the custom-sized advertisement and an additional two weeks for the approval process.
- Banner ads should link to your company's webpage to enable customers to find more information about your business.
- For contractors to qualify for co-funding, banner ad files must be used as is. Contractors are not permitted to modify the pre-approved designs.
- Contractor must submit all advertising designs for approval before the advertising runs. Approval will require at least five business days. Please email all materials to hpwescoopads@icf.com for approval.

Print Advertisements

- Print advertisement templates are shown beginning on page 9. These templates allow space for contractors to add their own custom advertisement.
- Email hpwescoopads@icf.com to request the advertisement template package.
- Contractor may request a custom-sized print advertisement by emailing hpwescoopads@icf.com. Please include the size you need, whether you prefer the green or blue advertisement and whether you'd like the "savings" or "comfort" message option. Allow two weeks for delivery of the custom-sized advertisement and an additional two weeks for the approval process.

HOME PERFORMANCE WITH ENERGY STAR PARTICIPATING CONTRACTOR CO-OP ADVERTISING PROGRAM



- For a contractor to remain eligible for co-funding, the Consumers Energy-branded portion of the ad must not be removed or modified in any way. Before advertisements are placed, contractors must submit their final ad design to Consumers Energy for approval to ensure that the ad remains in line with program branding.
- Ads must be in four-color process, to allow for correct reproduction of the Consumers Energy element.
- Contractor must submit all advertising designs for approval before the advertising runs. Approval will require at least five business days. Please email all materials to hpwescoopads@icf.com for approval.

Direct Mail Postcards

- Direct mail postcards are available in two designs, as shown on pages 21 and 22. These templates allow space for contractors to add their own custom advertisement. Email hpwescoopads@icf.com to request the template package.
- Quantities of up to 2,000 postcards are available to contractors free of charge. Request postcards by completing the Funds Reservation Request Form on page 5. For pricing on larger orders, please contact the program team at hpwescoopads@icf.com. Postage costs for distributing to your customer base are eligible for co-funding through the co-op program.
- Contractor must submit all advertising designs for approval before the advertising runs. Approval will require at least five business days. Please email all materials to hpwescoopads@icf.com for approval.

Community Events

- To qualify for registration booth co-funding, contractor must display the following Home Performance with ENERGY STAR program collateral at a community outreach event:
 - What to Expect brochure
 - Home Performance with ENERGY STAR program application
 - 2018 customer incentives sheet
 - “Whole-house solution” program fact sheet
- To request additional program collateral for an event, please fill out and submit a materials request form.
- Contractor must submit a photo of the event table for approval during or after the event. Proof of attendance and submission of the registration invoice are required for reimbursement. Approval will require at least five business days. Please email the photo to hpwescoopads@icf.com for approval.

HOME PERFORMANCE WITH ENERGY STAR PARTICIPATING CONTRACTOR CO-OP ADVERTISING PROGRAM



REIMBURSEMENT PROCESS

To receive funding, you must include supporting documentation for each type of advertisement. Please see the specifications below.

- Supporting documentation will vary based on media being used:
 - **Digital Banner Ads:** Invoice from the media outlet and screenshot of banner ad(s) online
 - **Print Ads:** Invoice from the print publication (e.g., newspaper, magazine) and a tear sheet for each run date
 - **Direct Mail Postcards:** Postage receipt from the United States Postal Service or the vendor used
 - **Community Events:** Invoice from the event and photo of table at the event
- Supporting documentation must be received by Consumers Energy c/o ICF at the Jackson address no later than November 15, 2018. There will be no exceptions to this deadline. Documentation received after November 15, 2018, will result in no co-op advertising funds being awarded. For all advertisement types, please also include a copy of your company's W9 form, required by ICF to process your payment.
- If supporting documentation has been scanned, it may be submitted by mail, fax or email. If submitting by mail, documentation must be received on or before November 15, 2018. A November 15 postmark will not qualify.

By mail:

Consumers Energy HPwES Co-Op Ad Program
c/o ICF
P.O. Box 1468
Jackson, MI 49204

By email:

hpwescoopads@icf.com

- Reimbursement will occur in the form of a check to the contractor, which will be issued on or before January 31, 2019.

CO-OP ADVERTISING PROGRAM CHECKLIST

- **By August 1, 2018, request matching funds for your planned advertising** using the form on the next page. Please submit your request by August 1 so that we may earmark funds for your company. Funding is available on a first-come, first-served basis. Funding requests may not be submitted after August 1.
- **Email hpwescoopads@icf.com** to request prints and/or the template package for your advertisements.
- **Submit your ad design for review and approval at least 10 days prior** to your advertisement's start date. Please allow our team as much review time as possible to account for any requested revisions to your company's ad.
- **By November 15, 2018, submit supporting documentation** for your advertisements that run between June 1 and October 31, 2018, along with your company's W9 form for payment processing.

HOME PERFORMANCE WITH ENERGY STAR
PARTICIPATING CONTRACTOR CO-OP ADVERTISING PROGRAM



FUNDS RESERVATION REQUEST FORM

To be eligible to receive co-op funds, contractor must submit completed form by August 1, 2018, or 10 business days (minimum) before advertisement insertion deadline. Please submit your request for funding as soon as possible. Funding is available on a first-come, first-served basis and is not guaranteed.

Company Name:	Contact Name:	
Street Address:		
City:	State:	ZIP:
Email Address:	Telephone:	Fax:

Media Run Date(s) Total Cost Estimated Impressions

Digital Banner Ads _____ _____ _____

Print Ads _____ _____ _____

Direct Mail Mail Date Total Postage Cost Total Postcards Requested

Direct Mail Postcard _____ _____ _____

Note: Marketing material may only be used during run date(s) or mail date.

Community Events Event Date(s) Total Cost

_____ _____ _____

Matching funds requested: \$_____ (50 percent of total cost, up to \$4,000)

I acknowledge and agree that requesting and/or receiving confirmation that funds have been reserved for my planned advertising does not guarantee that I will receive co-op advertising funds, and that all other conditions must be met with respect to acceptable run dates and verification documentation to receive reimbursement.

Contractor: _____

Authorized Representative: _____

Title: _____

Date: _____


Signature: _____

Please submit this completed form to hpwescoopads@icf.com.

DIGITAL BANNER ADS


“SAVINGS” MESSAGE


 <p>TAKE THE FIRST STEP TOWARD SAVINGS. Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p> <div data-bbox="1226 493 1404 588" style="border: 1px dashed gray; padding: 5px; width: fit-content; margin-left: auto;">Your logo goes here</div>
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 <p>TAKE THE FIRST STEP TOWARD SAVINGS. Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p> <div data-bbox="1226 697 1404 791" style="border: 1px dashed gray; padding: 5px; width: fit-content; margin-left: auto;">Your logo goes here</div>
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728 X 90 pixels
Available in green and blue

“COMFORT” MESSAGE

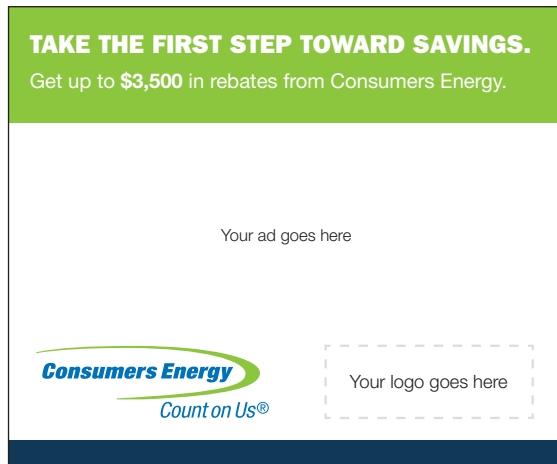
 <p>FIND COMFORT IN AN EFFICIENT HOME. Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p> <div data-bbox="1226 1222 1404 1316" style="border: 1px dashed gray; padding: 5px; width: fit-content; margin-left: auto;">Your logo goes here</div>
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 <p>FIND COMFORT IN AN EFFICIENT HOME. Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p> <div data-bbox="1226 1428 1404 1522" style="border: 1px dashed gray; padding: 5px; width: fit-content; margin-left: auto;">Your logo goes here</div>
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728 X 90 pixels
Available in green and blue

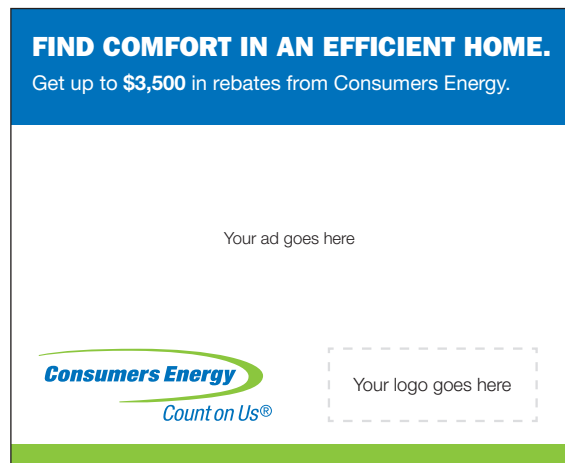
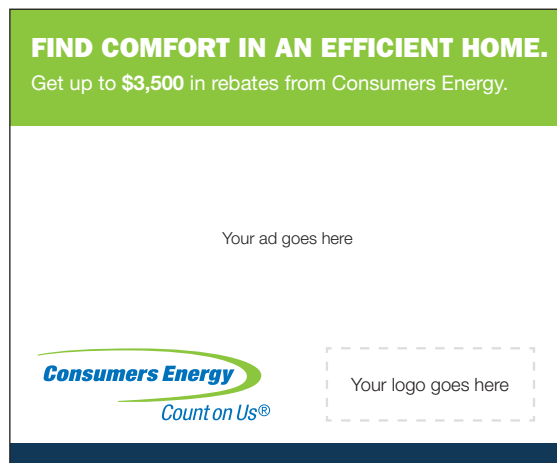
DIGITAL BANNER ADS

“SAVINGS” MESSAGE



300 X 250 pixels
Available in green and blue





“COMFORT” MESSAGE



300 X 250 pixels
Available in green and blue





DIGITAL BANNER ADS

“SAVINGS” MESSAGE

<p>TAKE THE FIRST STEP TOWARD SAVINGS.</p> <p>Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>TAKE THE FIRST STEP TOWARD SAVINGS.</p> <p>Get up to \$3,500 in rebates from Consumers Energy.</p>
<p>Your ad goes here</p>	<p>Your ad goes here</p>
<p>Your logo goes here</p>	<p>Your logo goes here</p>
	
	

160 X 600 pixels
Available in green and blue

“COMFORT” MESSAGE



<p>FIND COMFORT IN AN EFFICIENT HOME.</p> <p>Get up to \$3,500 in rebates from Consumers Energy.</p>	<p>FIND COMFORT IN AN EFFICIENT HOME.</p> <p>Get up to \$3,500 in rebates from Consumers Energy.</p>
<p>Your ad goes here</p>	<p>Your ad goes here</p>
<p>Your logo goes here</p>	<p>Your logo goes here</p>
	
	

160 X 600 pixels
Available in green and blue

PRINT ADS

Placement suggestion—Vertical Ad: 5.5” X 5.5”
Available in green and blue

“SAVINGS” MESSAGE

<p>TAKE THE FIRST STEP TOWARD SAVINGS.</p> <p>Contact this contractor to learn how you can get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p>
 <p>Consumers Energy Count on Us®</p> <p>ConsumersEnergy.com/myhome</p>	<p>Your logo goes here</p>  <p>HOME PERFORMANCE WITH ENERGY STAR</p> <p><small>Funds are limited and available on a first-come, first-served basis. This offer is valid for Consumers Energy residential customers only.</small></p>

PRINT ADS

Placement suggestion—Horizontal Ad: 5.5” X 5.5”
Available in green and blue

“SAVINGS” MESSAGE

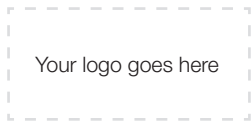
TAKE THE FIRST STEP TOWARD SAVINGS.

Contact this contractor to learn how you can get up to **\$3,500** in rebates from Consumers Energy.

Your ad goes here



ConsumersEnergy.com/myhome





Funds are limited and available on a first-come, first-served basis. This offer is valid for Consumers Energy residential customers only.

PRINT ADS

Placement suggestion—Vertical Ad: 5.5” X 5.5”
Available in green and blue

“SAVINGS” MESSAGE

<p>TAKE THE FIRST STEP TOWARD SAVINGS.</p> <p>Contact this contractor to learn how you can get up to \$3,500 in rebates from Consumers Energy.</p>	<p>Your ad goes here</p>
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Your ad goes here



Your logo goes here



ConsumersEnergy.com/myhome

Funds are limited and available on a first-come, first-served basis. This offer is valid for Consumers Energy residential customers only.

PRINT ADS

Placement suggestion—Vertical Ad: 5.5” X 8”
Available in green and blue

“SAVINGS” MESSAGE

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up to **\$3,500** in rebates from Consumers Energy.

Your ad goes here



Your logo goes here



ConsumersEnergy.com/myhome

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PRINT ADS

Placement suggestion—Vertical Ad: 5.5” X 8”
Available in green and blue

“SAVINGS” MESSAGE

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Your ad goes here



ConsumersEnergy.com/myhome

Your logo goes here



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PRINT ADS

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Available in green and blue

“COMFORT” MESSAGE

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PRINT ADS


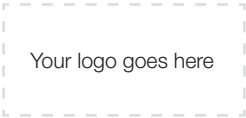

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PRINT ADS


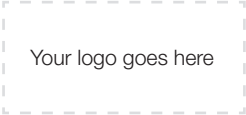

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Your ad goes here

ConsumersEnergy.com/myhome

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PRINT ADS

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Available in green and blue

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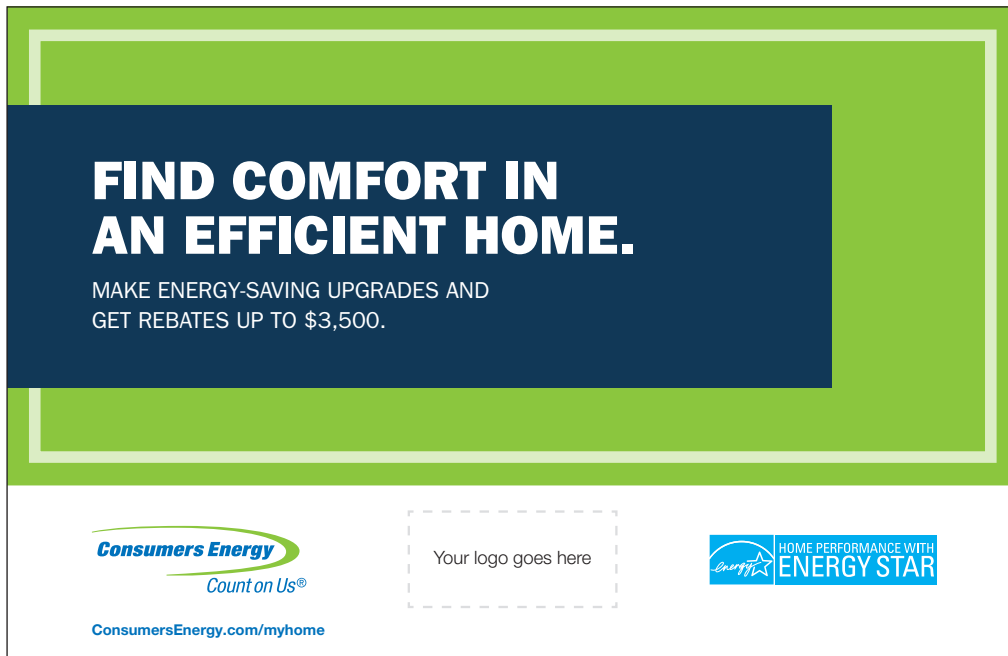


ConsumersEnergy.com/myhome

Funds are limited and available on a first-come, first-served basis. This offer is valid for Consumers Energy residential customers only.


POSTCARD

DESIGN ONE




FIND COMFORT IN AN EFFICIENT HOME.

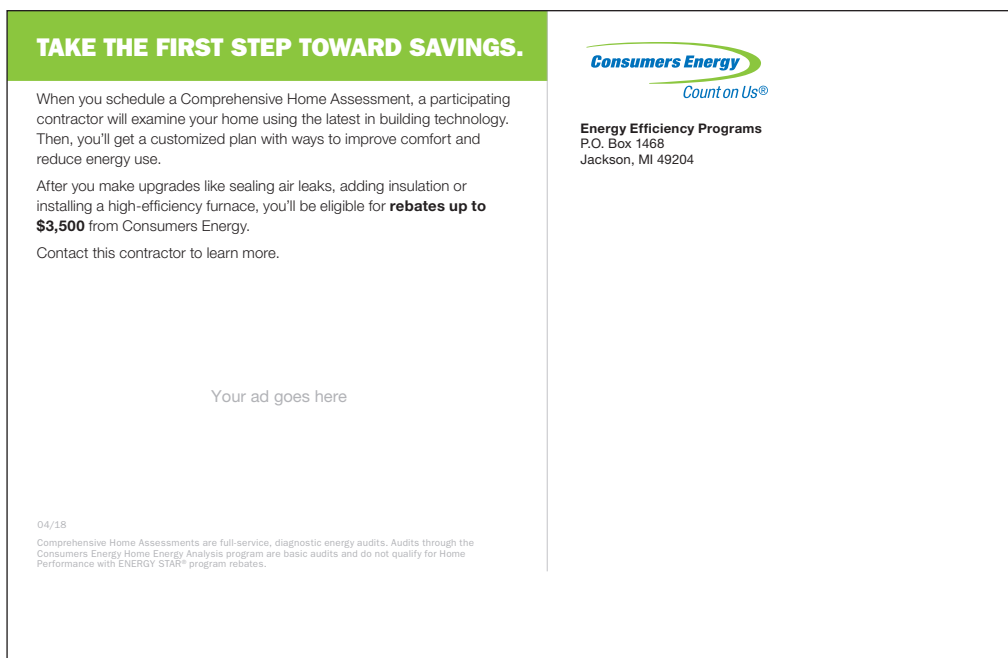
MAKE ENERGY-SAVING UPGRADES AND
GET REBATES UP TO \$3,500.

 *Count on Us*[®]

ConsumersEnergy.com/myhome

Your logo goes here

 HOME PERFORMANCE WITH ENERGY STAR




TAKE THE FIRST STEP TOWARD SAVINGS.

When you schedule a Comprehensive Home Assessment, a participating contractor will examine your home using the latest in building technology. Then, you'll get a customized plan with ways to improve comfort and reduce energy use.

After you make upgrades like sealing air leaks, adding insulation or installing a high-efficiency furnace, you'll be eligible for **rebates up to \$3,500** from Consumers Energy.

Contact this contractor to learn more.

Your ad goes here

 *Count on Us*[®]

Energy Efficiency Programs
P.O. Box 1468
Jackson, MI 49204

04/18
Comprehensive Home Assessments are full-service, diagnostic energy audits. Audits through the Consumers Energy Home Energy Analysis program are basic audits and do not qualify for Home Performance with ENERGY STAR[®] program rebates.

POSTCARD

DESIGN TWO

FIND COMFORT IN AN EFFICIENT HOME.

MAKE ENERGY-SAVING UPGRADES AND
GET REBATES UP TO \$3,500.



ConsumersEnergy.com/myhome

Your logo goes here




TAKE THE FIRST STEP TOWARD SAVINGS.

When you schedule a Comprehensive Home Assessment, a participating contractor will examine your home using the latest in building technology. Then, you'll get a customized plan with ways to improve comfort and reduce energy use.

After you make upgrades like sealing air leaks, adding insulation or installing a high-efficiency furnace, you'll be eligible for **rebates up to \$3,500** from Consumers Energy.

Contact this contractor to learn more.

Your ad goes here



Energy Efficiency Programs
P.O. Box 1468
Jackson, MI 49204

04/18
Comprehensive Home Assessments are full-service, diagnostic energy audits. Audits through the Consumers Energy Home Energy Analysis program are basic audits and do not qualify for Home Performance with ENERGY STAR® program rebates.