



Wednesday-Saturday*

Pages		Wed-Sat Full Run	Wed-Sat (10-25M)	Wed-Sat (26+M)
Tab	Full			
2	1	\$48.00	\$80.50	\$75.00
4	2	\$48.00	\$80.50	\$75.00
6	3	\$50.25	\$83.75	\$78.25
8	4	\$52.75	\$87.50	\$81.75
12	6	\$57.50	\$91.00	\$85.00
16	8	\$60.00	\$94.75	\$88.50
20	10	\$62.25	\$98.50	\$92.00
24	12	\$66.00	\$103.25	\$96.25
28	14	\$67.75	\$107.75	\$100.75
32	16	\$68.25	\$111.50	\$104.00
36	18	\$69.00	\$114.00	\$106.50
40	20	\$69.50	\$117.75	\$110.00
44	22	\$71.00	\$121.75	\$113.75
48	24	\$72.25	\$125.75	\$117.50
52	26	\$73.75	\$130.00	\$121.25
56	28	\$75.00	\$134.00	\$125.00
60	30	\$76.50	\$138.00	\$128.75
64	32	\$77.75	\$142.00	\$132.50

Sunday*

Pages		Full Run	121M-Full Run	91M-120M	51-90M	10-50M
Tab	Full					
2	1	\$40.75	\$45.50	\$51.00	\$58.25	\$66.00
4	2	\$42.00	\$46.25	\$55.50	\$77.25	\$93.50
6	3	\$45.50	\$50.00	\$60.00	\$83.75	\$101.50
8	4	\$50.00	\$55.00	\$66.00	\$92.25	\$111.50
12	6	\$53.75	\$59.25	\$71.00	\$99.25	\$120.00
16	8	\$57.50	\$63.50	\$75.00	\$104.75	\$126.75
20	10	\$61.25	\$68.25	\$79.00	\$108.75	\$131.00
24	12	\$65.25	\$72.50	\$82.75	\$112.75	\$135.25
28	14	\$69.00	\$76.00	\$86.75	\$116.75	\$139.25
32	16	\$72.75	\$79.75	\$90.75	\$120.75	\$143.50
36	18	\$76.50	\$83.75	\$94.75	\$124.75	\$147.75
40	20	\$80.25	\$87.75	\$98.75	\$128.75	\$152.00
44	22	\$84.25	\$91.50	\$102.75	\$132.75	\$156.00
48	24	\$88.00	\$95.50	\$106.50	\$137.00	\$160.25
52	26	\$91.75	\$99.50	\$110.50	\$141.00	\$164.50
56	28	\$95.50	\$103.25	\$114.50	\$145.00	\$168.75
60	30	\$99.25	\$107.25	\$118.50	\$149.00	\$172.75
64	32	\$103.25	\$111.25	\$122.50	\$153.00	\$177.00

*per thousand inserts

Effective January 1, 2021

10 RIVER PARK PLAZA • ST PAUL • MINNESOTA • 55107 651-228-5365 displaysalesassistants@pioneerpress.com



Multiple Insertion Discounts

If, within a twelve-month period, the advertiser contracts to use seven or more preprints of any acceptable dimensions and page number - either daily, Saturday or Sunday - the following discounts apply:

	Discount
7-12 preprints	2%
13-25 preprints	6%
26-47 preprints	8.5%
48-74 preprints	10.5%
75-82 preprints	12.5%
83 or more	17.5%

Insert Delivery Deadline

Publishes	Preprints must be delivered to us no later than 11am
Wed.....	Wed preceding publication
Thurs.....	Thurs preceding publication
Fri.....	Fri preceding publication
Sat.....	Sat preceding publication
Sun.....	Second Fri preceding publication

Insert Specifications

Maximum tab size acceptable is 10" x 11.5"; minimum size 5" x 7". Do not quarter-fold any tab that fits the 10" x 11.5" specifications. Single sheet supplements must be on 50 pound stock or heavier. The Pioneer Press strongly recommends that supplements be sized to fit within the 50-inch format. Supplements sized larger than 10 inches x 11.5 inches (folded edge) may be susceptible to damage during assembly and handling.

Insert Scheduling and Availability

All inserts must be scheduled 3 Wednesdays prior to publication date for both Daily and Sunday publications. Distribution available Wednesday through Sunday. Contact your account executive for Zip Code and Zip Code cluster availability.

Preprint Quantities

Tuesday, Friday and Saturday: Per preprint policy, full run only.

A. Multiple Retailer Signature Inserts

Preprinted sections containing advertising from more than one local retail establishment will not be accepted for distribution by the Pioneer Press.

Exceptions: Sections containing advertising sold exclusively by the advertising division of the Pioneer Press, single location retail shopping centers, and acceptable special event sections will be billed at full run general rates regardless of the insert quantity supplied. The publisher reserves the right to determine those sections eligible for distribution under this policy.

B. Insert Quantity

1. Full Run

Before placing your preprint order, contact your account executive for full run quantities.

Preprint quantities are estimated and based on press runs and spoilage. Advertiser will not be billed for spoilage.

2. Part Run

Minimum quantity distributed and billed. Contact your account executive for part run quantities and availabilities.

C. Insert Delivery

Preprinted sections must be delivered prepaid to our docks on non-returnable skids. Please advise your shipper that deliveries must be made to:

Heritage Production Facility - St. Paul Pioneer Press, 800 First Street North, Minneapolis, MN 55401-1105. (612) 673-8829.

Delivery hours are Monday-Friday 9am-5pm.

Closed Sundays and Holidays.

D. Preprint Packaging

The St. Paul Pioneer Press is committed to recycling and requests that all material used in packaging and shipment is recyclable.

- Stack supplements on non-returnable wood skids designed for use with fork trucks. Height limit for loaded skids is 48". All supplements must be stacked on pallets in consistent lifts and be well-jogged.
- Preprint supplements should be properly jogged in turns of a minimum of 6" to a maximum of 12" with folds facing in the same direction.
- Lifts should be brick-piled.
- Individual lifts must not be tied or banded.



- Use a wood skid top with the same outside measurements as the bottom skid.
- Add a protective cover to the bottom skid before stacking and another before topping to prevent damage to supplements.
- Place a recyclable tie sheet of cardboard between layers to help keep supplements flat.
- Load so that outside supplements are flush with the edges of the skid and are exactly perpendicular. If some supplements stick out, they can be bruised by the bands or by the sides of the trucks.
- Secure each loaded skid with at least 4 taut metal bands. Don't tighten excessively or the top supplements may be bent and the floor of the bottom skid may be loosened.
- Number each skid and make sure each skid has the same number of supplements (except the last one).
- Identify each skid with a ticket attached to one side, which gives the following information:
 - Name of supplement
 - Newspaper to distribute supplement
 - Date of distribution
 - Total number of pieces per skid
 - Total number of skids shipped, including the number of each skid
 - Total number of supplements
- Display a copy of the front and back of the supplement on two sides of each skid.
- If you use cardboard boxes for cards, envelopes or small supplements, place them in rows all one way with a recyclable divider between the rows. If more than one layer is to be included in the box, there should be a cardboard separator on top of each layer.
- Do not tie cards or envelopes together in bundles with rope, string, wire, rubber bands or other devices.
- Fully pack all boxes. If the last box is not full, secure the material internally with recyclable material such as paper to prevent shifting. Do not fill voids with preprints.

E. Preprint Shipping Requirements

A bill of lading is needed for each truck or trailer. It must identify:

- Name of supplement
- Publication date
- Number of skids
- Number of copies per truck/trailer
- The last bill of lading should be marked "final."

Trucks and trailers used for delivering supplements must have approximately 50-inch bed levels, to match our dock facilities. Do not piggyback or sideload skids.

Supplements for newspaper delivery must be delivered to our loading docks at Heritage Production Facility - St. Paul Pioneer Press, 800 First Street North, Minneapolis, MN 55401-1105, in acceptance condition, on or before the delivery deadline, within the prescribed delivery hours, pre-paid on non-returnable skids. Collect shipments will be refused. If sending small shipments via a courier (e.g. FedEx or UPS) please make sure they are addressed and delivered to the loading dock. Also, make sure the boxes are clearly marked with the name of the advertiser, date of distribution, number of pieces per box, and the total number of boxes. For more information on packaging or shipping, please call the Packaging Department at (612) 673-8829.

G. Preprint Special Handling

Preprinted supplements that do not meet required specifications for size, shipping and packing may be subject to additional charges for special handling expenses. Please provide sample for quote.

H. Preprint Multiple Version Charge

There is an extra charge to distribute more than one version of a preprinted supplement. Maximum of five versions. \$1,000 per version (Daily), \$500 per version (Sunday).

I. Paper Bag Inserts

Paper bag inserts will be charged at the 16-page tab rate.

- Bags should be folded in half, not three-quarters.
- Glue side should be inside.
- Bags should be stacked all one way on palette in turns of 40.
- It is very important not to double stack skids. Bags get damaged and become difficult to machine insert.

J. Non-Profit Advertisers

Non-profit organizations will receive a 6% discount off preprinted insert distribution cost. Contact your account executive for further information.