



## The 1<sup>st</sup> Pan-Am University Taekwondo Championship 2009

UC Berkeley, California, United States May 28 & 29 2009  
UC Martial Arts Program, 2301 Bancroft Way Room 145RSF  
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### GENERAL INFORMATION

The University of California Berkeley Martial Arts Program is proud to host The 1<sup>st</sup> Pan-Am University Taekwondo Championship in Berkeley, California, United States, in 2009 under the auspices of the University of California, Berkeley.

### THE LOCATION

#### **The San Francisco Bay Area**

Berkeley, California is inclined on oak- and redwood-covered hills seven miles east of San Francisco and touches the San Francisco Bay. The San Francisco Bay Area is the second most popular tourist destination in the world. San Francisco is famous for the Golden Gate Bridge, rolling hills, clanging cable cars, decadent Ghirardelli chocolate, curvy Lombard Street, vibrant Chinatown, and Fishermen's Wharf. The bay is dotted with several islands, including Angel, Treasure, Yerba Buena, and Alcatraz (the most visited national monument). Silicon Valley--home to over 90% of the world's computer-related companies--is one hour southwest of Berkeley, and picturesque Santa Cruz, Monterey, Carmel, and Big Sur are just a bit farther south. The Napa Valley, famous for its quaint towns, bed-and-breakfast inns, and wineries, is an hour and half north. Lake Tahoe and the Sierra Nevada Mountains are a three-hour drive east.

#### **Berkeley and the University of California, Berkeley**

The City of Berkeley is a university town and home to the University of California at Berkeley, the oldest and largest of nine campuses in the University of California system. The campus is surrounded by wooded, rolling hills and by the city of Berkeley (population 106,500), "the Athens of the West". Berkeley has a long history as one of America's most lively, culturally diverse, and politically adventurous cities. The campus itself has an interesting history and tradition.

#### **Berkeley Today...**

South Hall, the oaks along Strawberry Creek, and the eucalyptus grove link Berkeley to its beginnings over a century ago. While the campus has grown considerably since then, it has retained much of the tranquil beauty of its rural past and is now a park-like oasis in an urban setting. Students study, work, and relax among neoclassical buildings, wooded glens, and parklands spread across 1,232 scenic acres overlooking the San Francisco Bay.

Today, with 35,000 students, a distinguished faculty, nearly 300-degree programs, and alumni in positions of national and international leadership, Berkeley today is a large and complex institution, offering students a vast range of scholarly endeavors and a wide area for personal growth. The University of California at Berkeley is one of the world's leading intellectual centers.

The campus is renowned for the size and quality of its libraries and laboratories, the scope of its research and publications, and the distinction of its faculty and students. National rankings place Berkeley as an elite research and academic institution. *US News and World Report* consistently rates Berkeley the top public undergraduate university in the United States and is the only university in the United States to achieve a top 5 ranking in every one of its PhD programs. The faculty includes 10 Nobel laureates, 198 members of the American Academy of Arts & Sciences, 121 members of the National Academy of Science, a Poet Laureate emeritus of the United States, and 140 Guggenheim Fellows. The quality of Berkeley's diverse and independent student body complements the excellence of its faculty. While most students are Californians, every state and more than 100 foreign countries are represented on campus. The student body is often characterized by its diversity; no one racial or ethnic group constitutes a majority. Berkeley students

represent all age groups, and economic, cultural, and geographic backgrounds. The dynamic mix produces a wide range of opinion and perspective essential to a great university. More Berkeley alumni go on to complete their PhDs than any other post-secondary institution in the United States.

## **UNIVERSITY OF CALIFORNIA MARTIAL ARTS PROGRAM**

A prominent feature of the University of California at Berkeley, the UC Martial Arts Program (UCMAP) is an expanding, dynamic organization dedicated to providing outstanding martial arts instruction to the campus community. Under the guidance of dedicated individuals such as Dr. Henry Stone, who introduced Judo to UC Berkeley in the 1930s, and Dr. Kyung Ho (Ken) Min, the founder and technical director emeritus of the present martial arts program, UCMAP has grown into an organization that is recognized throughout the world and is a model for other universities.

Since its inception in 1969, UCMAP has developed and hosted countless tournaments to challenge practitioners in martial arts such as taekwondo, judo, yongmudo, and wushu. These four arts are all taught at UCMAP by high-ranking instructors in their particular martial arts, many of whom are themselves students of Dr. Min, whose qualifications (9th Dan Taekwondo, 9th Dan Judo, 9th Dan Yongmudo, and 3rd Dan Kendo) have elevated UCMAP to its present status.

UCMAP's long history of successful tournament hosting involves martial arts events of all kinds, from small-scale local tournaments to multiday international affairs. UCMAP's first tournament, the 1<sup>st</sup> UC Open Taekwondo Championship, will be celebrating its 40<sup>th</sup> anniversary in 2009, and expects upwards of 1000 competitors. Dr. Min was a key figure in developing the National Collegiate Taekwondo Championship, which UCMAP has hosted six times, most recently in 2005. He was also responsible for the premiere of the FISU-sponsored World University Taekwondo Championship in 1986, which UCMAP also hosted in 2002. In addition to hosting the National Collegiate Judo Championship several times, UCMAP has developed two other annual Martial Arts events: a Chinese martial arts tournament and a Yongmudo championship. Both events continue to grow each year.

## **SCHEDULE OF EVENTS**

### **May 26-27<sup>th</sup>, 2009**

Arrival of the delegations

### **Thursday, May 28<sup>th</sup>, 2009**

6:30 AM – 8:00 AM

1:00 PM

2:00 PM

3:00 PM

5:00 PM

Sign-In and Weigh-In  
General Assembly  
Drawing of competitors  
Referee Meeting  
Opening Ceremony

### **Friday, May 29<sup>th</sup>, 2009**

9:00 AM

5:00 PM

7:00 PM

\*Schedule times may change.

Poomse Competition  
Sparring Competition  
Finals  
Closing/Awards Ceremony

### **May 30-31<sup>st</sup>, 2009**

Departure of the delegations

## **CONDITION FOR PARTICIPATION**

Those wishing to compete in The 1<sup>st</sup> Pan-Am University Taekwondo Championship in 2009 must belong to a PATU member association or, where this is not the case, a university sports organization or country affiliated with the World Taekwondo Federation.

To take part in this event, competitors must:

- a) have the nationality of the country they represent;
- b) be born between January 1, 1981 and December 31, 1991; and
- c) EITHER be currently registered for and pursuing full-time studies in a university or in an equivalent institution whose status is recognized and approved by the country's competent academic authorities; OR be a former student of any of the institutions identified above, and have earned an academic degree or diploma there within the academic year preceding the event.

## **PARTICIPATING COUNTRIES**

Currently 42 countries belong to the PATU and all are eligible to send competitors to the tournament:

Antigua & Barbuda	Cayman Island	Guyana	St. Kitts & Nevis
Argentina	Chile	Haiti	St. Lucia
Aruba	Colombia	Honduras	St. Vincent &
Bahamas	Costa Rica	Jamaica	The Grenadines
Barbados	Cuba	Mexico	Surinam
Belize	Dominica	Netherlands Antilles	Trinidad & Tobago
Bermuda	Dominican Republic	Nicaragua	U.S.A.
Bolivia	Ecuador	Panama	Uruguay
Brazil	El Salvador	Paraguay	Venezuela
British Virgin Islands	Grenada	Peru	Virgin Islands
Canada	Guatemala	Puerto Rico	

## **PROCEDURE FOR ENTRIES**

### **1. Procedures**

The countries invited to participate are required to follow the procedures below:

Countries must ensure that all their registration materials reach the Organizing Committee (OC, i.e. UCMAP) by the due date and in the form prescribed by the OC and the University of California, Berkeley Martial Arts Program.

They shall take particular care in completing the section of the entry form accurately concerning previous performances of individuals and teams to assist the officials in making the draws.

When entering, countries shall sign an undertaking that their competitors shall not withdraw from the championship once it has begun except for medical or visa reasons.

### **2. Entry Forms**

Entry forms, which can be obtained from <http://www.ucmap.org/pan-am>, must be completed (**typed**) in one of the working languages of FISU (English or French). They must be submitted according to the procedures set forth by the OC and must be received under the following conditions in Section 4 below.

### **3. Deadlines for Entry**

- A. General entries (engagement of country participation) must be communicated by e-mail to [panam@ucmap.org](mailto:panam@ucmap.org) by **April 30<sup>th</sup>, 2009**.

- B. Quantitative entries (confirmation of participation) with the number of officials and participants in each event must be communicated by e-mail to [panam@ucmap.org](mailto:panam@ucmap.org) by **April 30<sup>th</sup>, 2009**.
- C. Nominative entries (conditions for participation) with a list of competitors for each event must be sent by e-mail to [panam@ucmap.org](mailto:panam@ucmap.org), mail or fax (+1 510 642 5730) by **May 15<sup>th</sup>, 2009**. This information must be filled in on the 'Nominative' forms available from the website [www.ucmpa.org/pan-am](http://www.ucmpa.org/pan-am).
- D. The names of referees must be communicated by e-mail to [panam@ucmap.org](mailto:panam@ucmap.org) by **April 30<sup>th</sup>, 2009**.
- E. The photographs must be e-mailed to [panam@ucmap.org](mailto:panam@ucmap.org) by **May 15<sup>th</sup>, 2009**.

#### 4. Entry Procedure

Entries arriving after the expiration of the required deadlines will not be taken into consideration, except in the case of circumstances outside one's control, with the agreement of the Executive committee and on the advice of the OC.

Entry forms must be countersigned by a member who is officially nominated by the organization and who has been invited to participate, and they must be stamped with a seal from said organization.

The full amount of participation fee and ODUPA membership fee (total of US \$70) must be in the hands of the OC by **May 15<sup>th</sup>, 2009**, as a guarantee for each individual.

#### 5. Individual dossier to submit on arrival

The individual dossier for each competitor to be presented to the COSCA must include:

- a) a passport or government-issued identity card which shall include
  - Full name
  - Nationality, date, and place of birth
  - A recent photograph, and
- b) Identification of the competitor as a student, or
- c) Identification of the competitor as a former student in the previous academic year (must be within a year of graduation), or
- d) If a pupil (Art.5.2.2): A certificate of study signed by hand, by the responsible official of the establishment certifying the date of entry into that establishment and that the competitor has been regularly attending that establishment for at least two years.

Each participating delegation is requested to bring 2 National flags (100cmx150cm).

### **DOPING CONTROL**

O.D.U.P.A. will carry out doping control according to WTF regulations.

## **FINANCIAL CONDITIONS**

### 1. ODUPA registration fee:

The competing countries shall pay US\$10 (ten) for ODUPA registration fee per competitor and official.

### 2. Participation/accommodation fee:

The competing countries shall pay US\$60 (sixty) for participation and accommodation per person per day to the OC in accordance with Art. 4.3. & 5.4, by May 15th, 2009. Payment (in the form of money order in US\$) must be mailed in to the UCMAP office with the registration forms, as well as ODUPA registration fee.

### 3. Travel expense and insurance:

Countries are responsible for round-trip travel costs to Berkeley, and must contact the appropriate insurance companies for travel and participation coverage, these not being within the OC's responsibility.

### 4. Referees and judges:

Participating countries will be responsible for bringing with their delegations and at their own expenses the necessary referees and judges as stipulated in the specific technical regulations for their sport. Countries not providing the required referees and judges must pay the OC US\$2500 per referee or judge not present.

During accreditation the OC will receive money owed by countries not meeting their obligations.

## **REGULATION of the 1<sup>st</sup> Pan-Am University Taekwondo Championship 2009**

Competitors will bring and use their own safety equipment. All equipment must be approved by the World Taekwondo Federation, and are subject to inspection prior to, and after, competition. The required equipment includes the following items:

- Clean white V-neck uniform, free of commercial advertising, with black collar.
- White headgear made of energy absorbing foam, at least 18 mm in thickness.
- Plastic mouth guard
- White chest protector in red and in blue identification colors.
- White forearm guards, made of energy absorbing foam, at least 12 mm in thickness.
- White shin guards, made of energy absorbing foam, at least 12 mm in thickness.
- White instep guards, covering from ankle to base of toes, made of energy absorbing foam, at least 12 mm in thickness.
- Internally worn groin protection for men and also for women.
- Gloves
- Mouthpiece

Competition will take place in regulation size rings (10m x 10m contest area, 12m x 12m competition area). All rings will be matted for safety. All matches will have a duration of three 3-minute rounds with one minute of rest between each round.

Competition in Taekwondo will be governed by the following Articles:

## Kyorugi Competition

The Taekwondo competitions will be organized in accordance with the most recent technical regulations of the World Taekwondo Federation (WTF). In any dispute, the English test will be regarded as authoritative.

The programs and duration of the competitions will be established by the Executive Committee in agreement with the OC and the CTI. In principle, the competitions will last six (6) days and will include the following categories:

<u>Male</u>	Under 54 kg	Under 119.0 lbs
	54 to 58 kg	119.0 to 127.9 lbs
	58 to 62 kg	127.9 to 136.7 lbs
	62 to 67 kg	136.7 to 147.7.lbs
	67 to 72 kg	147.7 to 158.7.lbs
	72 to 78 kg	158.7.lbs to 172.0 lbs
	78 to 84 kg	172.0 lbs to 185.2 lbs
	+ 84 kg	+185.2 lbs

<u>Female</u>	Under 47 kg	Under 103.6 lbs
	47 to 51 kg	103.6 to 112.4 lbs
	51 to 55 kg	112.4 to 121.3 lbs
	55 to 59 kg	121.3 to 130.1 lbs
	59 to 63 kg	130.1 to 138.9 lbs
	63 to 67 kg	138.9 to 147.7 lbs lbs
	67 to 72 kg	147.7 to 158.7 lbs
	+ 72 kg	+158.7 lbs

Each country is authorized to enter a maximum of twenty (20) persons, of which sixteen (16) may be competitors (maximum 8 men and 8 women), and four (4) may be officials.

Each country may enter one (1) competitor in each weight category.

At the first General meeting (Art 3.2.6), the Head of delegation or its representative shall confirm and sign the official list of the accredited competitors by the CISCA.

Countries participating in the Taekwondo competitions must bring the following international referees with their delegations and at their own cost, the following international referees (Art.225.04):

- if entering four (4) or less competitors: one (1) international WTF referee
- if entering five (5) or more competitors: two (2) International WTF referees

These countries must communicate to the OC one (1) month before the championship the names of two (2) international referees (an effective and 1 non- traveling substitute) per nominated judge.

Any country failing to fulfill this obligation will pay a penalty fee determined by FISU (Art.225.04) per Referee or judge to the OC.

### Poomse competition

Category	Contestant
Individual	1 Male
	1 Female
Mixed	1 Male 1 Female
Group	3 Male
	3 Female

Each country may only have one competitor for each division. A competitor may compete in more than one division.

#### Required Poomse:

Division	1 <sup>st</sup> Compulsory Poomse Poomse (Preliminaries)	2 <sup>nd</sup> Compulsory Poomse (Semifinal)	3 <sup>rd</sup> Compulsory Poomse (Final)
Men's Individual Category	Taegeuk 7 Jang Taegeuk 8 Jang	Koryo Kuemgang	Taeback Pyongwon
Women's Individual Category	Taegeuk 5 Jang Taegeuk 6 Jang	Taegeuk 8 Jang Koryo	Kuemgang Taeback
Mixed Team Category 1 male, 1 female	Taegeuk 8 Jang Koryo	Kuemgang Taeback	Pyongwon Shipjin
Men's Team Category (3 competitors)	Taegeuk 7 Jang Taegeuk 8 Jang	Koryo Kuemgang	Taeback Pyongwon
Women's Team Category (3 competitors)	Taegeuk 5 Jang Taegeuk 6 Jang	Taegeuk 8 Jang Koryo	Kuemgang Taeback

## 2009 Pan-Am University Taekwondo Championship Site Information

The "Walter A. Haas, Jr. Pavilion," a new 12,300-seat stadium, will be the primary facility for the championship. The Pavilion includes a weight training center, a new sports medicine complex, a 400-meter track, an international-size soccer field, lounge and study areas, in addition to concessions and related facilities. The Haas Pavilion floor measures 110 ft. by 60 ft. It is served by ten (10) locker rooms. A warm-up area is available to competitors in the Pavilion, as is a practice area and a swimming pool in the adjoining "Recreational Sports Facility" (RSF). These facilities are located less than 0.2 mile (300 m) from the proposed accommodation sites for competitors and officials.

The University of California, Berkeley Martial Art Program possesses top quality equipment in accordance with the International Federation rules. Athletes will be provided with chest protectors; they will be required to provide for their own head gear and other individual protective gear.

The competition site will be the main floor of the Haas Pavilion on the UC Berkeley campus. With the lower seating extended, the main floor accommodates a full size basketball court, with some addition space about its periphery. In this configuration, the floor will accommodate 2 full sized taekwondo competition rings, with seating for approximately 12,500 spectators. With all of the lower stands retracted, the floor will accommodate 6 full sized taekwondo rings, with seating for approximately 11,000 spectators. It is anticipated that 3 12mx12m regulation sized rings will be required for a 4- day event; therefore a portion of the lower seating section will be extended. The extended lower section will be used for VIP seating. All matches will be run according to the latest WTF rules and regulations.

### **Athlete Housing:**

The athletes will be housed in Unit 3 and Cleary Hall. We have reserved 400 beds as of now and we have the opportunity to add or drop that number as we see fit. The precise floors and halls have yet to be determined. We are also trying to finalize the details.

Unit 3 -Ida Sproul, Norton, Priestley, Spens-Black Halls, and Beverly Cleary Hall -2400 Durant Avenue

The renovated Unit 3 complex includes four high-rise halls surrounding a large courtyard and a central commons building that houses the dining center, main office, recreation lounge, and the Academic Center.

- Approximately 230 students in each hall.
- Double and triple rooms. Some rooms with Bay views.
- Typical double room dimensions: 13'9" x 13'2".
- Carpeted rooms with extra long twin beds, desks, dressers, mirrors, shelving, and closets.
- 16 floor lounges with balconies.
- Large main lounge with fireplace in each hall.
- Modern and colorful dining center.
- Academic Center with 27 IBM and Macintosh computer workstations, laser printers, and hookup to the Campus Network and the worldwide Internet.
- Laundry facilities in the central commons building

Beverly Cleary Hall

- Berkeley's newest coed residence hall located one block from campus.

- Houses 167 students in single, double, and triple rooms.
- Typical room dimensions: 13'9" x 13'2",
- Large central recreation room.
- Private terraced courtyard.
- Campus Network and worldwide Internet hookup available in rooms

## **Transportation**

Berkeley/San Francisco is served by two international airports, the San Francisco International Airport - known as the "gateway to the Pacific" because it is the principal point of departure from the U.S. to Pacific-Rim countries – and the Oakland International Airport. The first offers port to almost 50 major national and international carriers, including American Airlines, British Airways, Delta, Japan Airlines, Mexicana, Phillipine, and United. The city enjoys the train service of Amtrak.

Berkeley/San Francisco is served by both a local rail system Bay Area Rapid Transit (BART) and an extensive bus network. Ample private car (taxi and car rental) service is also available.

Competitors and officials will be provided with shuttle service from the airport to their accommodations. Shuttle service from accommodations to the competition site will also be available. Service to and from the competition site should prove superfluous, however, as competitors and officials will be housed within very easy walking distance of all championship facilities.

In order to reduce the travel expenses of the delegations as much as possible, the following arrangements are anticipated: local shuttle service will be provided at no cost to the delegations; negotiations are under way to secure group-rate, reduced-price airline tickets from the major U.S.-based carriers; assistance to the various delegations from Berkeley/San Francisco co-national will be solicited.

## **Medical Services**

Femininity control and doping control will be performed in accordance with the regulations of the FISU and the relevant FSI and in conformity with U .S. Olympic Committee protocols. Such control will be under the charge of Dr. Patrick Haynard in conjunction with the medical staff of the University's Health Service.

The cooperation of the University Health Services and local hospital networks, including Alta Bates, allows us to assure sufficient medical assistance for the whole organization. Such service will include emergency medical assistance (first aid) and hospital care. Hospital transportation will be provided by ambulance, should it be necessary. Helicopter service is not called for, as the local area is home to world-class physicians and facilities.

## **Security**

Security of the participants at the accommodation sites will be under the supervision of the University of California Police. All entrances and exits will be strictly controlled 24 hours a day. Security at the competition site will be augmented by a local company "CSC," which enjoys the confidence of the University.

The Berkeley campus has a dedicated full-service police department with 77 officers. UCPD located close to the tournament site, has primary law enforcement jurisdiction on the campus and on associated university properties. UCPD will coordinate closely with the City of Berkeley Police Department operating joint patrol programs in the tournament site area and communicating at the levels to ensure the effective provision of police services during the 2009 Pan-Am University Taekwondo Championship.

## **Electronic Scoring**

Six Electronic Scoreboards will be available for use at the 2009 Championships. The system has gone through quality assurance and quality control testing and utilized in the last UC Open and the NCTA tournament hosted by Berkeley. The scoreboard has the ability to track scores and penalties and even follows the new WTF scoring change. It has the ability to score 1 or 2 points.

## **Press Radio and Television**

Coverage of the championship by local and national broadcast (radio and television) and print media will be coordinated in conjunction with the University Public Relations and Event Management Departments.

## **Cultural Activities**

Berkeley/San Francisco is one of the cultural capitals of the world. Walking tours of the area will be scheduled, as will visits to local points of interest, including museums and theatrical and musical performances. Stops can include, among other places: Alcatraz and Angel Islands; Ghirardelli Square; Golden Gate Bridge and Park; the Strybing Arboretum and Botanical Gardens; the Ansel Adams Center for Photography in the world renowned Center for the Arts at Yerba Buena Gardens, M.H. de Young Memorial Museum, San Francisco Museum of Modern Art; the Aquarium and Exploratorium, and the California Academy of Sciences. Concert and dance performance tickets can also be made available to competitors, officials, and guests. Biking and driving tours of California's famed Napa Valley wineries can also be arranged.

**1<sup>st</sup> Pan Am University Taekwondo Championship, May 28 & 29, 2009**  
**40<sup>th</sup> ANNUAL U. C. OPEN TAEKWONDO CHAMPIONSHIP, May 30, 2009**  
 HAAS PAVILION, UNIVERSITY OF CALIFORNIA, BERKELEY

This year, if you wish to have advertisements appear in both the 40<sup>th</sup> UC Open and the 1<sup>st</sup> Pan Am University Taekwondo Championship, we are offering a 50% discount to the advertisement of lesser value!!!

**Advertising Space Order for Souvenir Program**

Advertiser \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact \_\_\_\_\_ Phone \_\_\_\_\_

You may supply your own camera-ready advertisement, or our staff can create one for you. If you wish us to design your advertisement, please include any high-resolution photographs, logos, and other items which you would like to appear in the ad. Note that the deadlines for camera-ready art are later than the deadline for artwork created by our staff. This is to allow sufficient time to create an effective advertisement for you.

*Please check selection*

Camera-Ready Copy Attached

Use Attached Items and/or Layout

<b>Advertising Rates</b>	<b>One Event</b>	<b>Two Events</b>	
Banner at Tournament Site	\$1000.00	\$1500.00	
Back Cover	\$3000.00	\$4500.00	
Inside Front Cover	(sold to Samsung Electronics)		
Inside Back Cover	(sold to Vision USA)		
Center Of Program (each page)	\$1000.00	\$1500.00	<b>Size of Advertisements</b> (Do not allow for margins)
Inside Book (black and white)			
Full page	\$300.00	\$450.00	8 1/2" wide by 11" high
Half page (horizontal)	\$200.00	\$300.00	8 1/2" wide by 5 1/2" high
Quarter page	\$150.00	\$225.00	4 2/5" wide by 5 1/2" high
One line	\$ 20.00	\$30.00	(name of individual or organization only)

<b>Format</b>	<b>Deadline</b>	<b>Late Materials (if used) are \$100 extra</b>
Camera Ready Art	April 17, 2009	
Unformatted Items	April 10, 2009	

**Conditions of this Contract**

1. All copy, regardless of condition, must be in publisher's hands by the deadlines stated above.
2. Check or money order (no cash) must accompany this order with authorized signature. (Make payable to **Regents of University of California**) Mail to: 40th U. C. Open Championship, U.C. Martial Arts Program, 2301 Bancroft Ave, 145 RSF, University of California, Berkeley, CA 94720. Phone (510) 642-3268.
3. One line ads will be featured in a special section, "Contributors to the 40th Annual U. C. Open Taekwondo Championship or 1<sup>st</sup> Pan Am University Taekwondo Championship".

**Authorized Signature** \_\_\_\_\_

**PLEASE PRINT YOUR ADVERTISING MESSAGE PLAINLY**  
**AND ATTACH ON SEPARATE SHEET (or attach camera-ready copy)**  
*Please take care in preparing copy. If copy is not legible, mistakes may occur.*