



Home Performance with ENERGY STAR[®] Cooperative Advertising Guidelines

**Valuable Marketing
Opportunities to Benefit Your Business**



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Home Performance with ENERGY STAR Cooperative Advertising Guidelines

(Effective July 1, 2013 through June 30, 2014)

INTRODUCTION

As a [Building Performance Institute](#) (BPI) accredited Home Performance contractor, you have access to co-op advertising incentives provided by the New Jersey Board of Public Utilities (BPU) and its *Clean Energy Program*[™] for promotion of the Home Performance with ENERGY STAR Program (HPwES). Additionally, for greater recognition, your firm may be listed as a Home Performance contractor within the [New Jersey's Clean Energy Program \(NJCEP\)](#) website [trade ally database](#).

Your firm is eligible for up to \$75,000 for co-op advertising on a first-come, first-serve basis and while funding is available. This offer is effective for approvals made July 1, 2013 through June 30, 2014.

The BPU is responsible for the effective and efficient use of the public dollars which fund these programs and makes every effort to continually monitor and evaluate all program activities and progress. As is necessary with any program that uses public funds, this program includes rules, including the federal standards for ENERGY STAR qualified products and services, the Home Performance with ENERGY STAR Program, and *New Jersey's Clean Energy Program* guidelines.

At no time, may it be implied that the BPU, the Environmental Protection Agency (EPA), ENERGY STAR, the State of New Jersey, Honeywell, Conservation Services Group (CSG), or any other company affiliated with NJCEP endorses, certifies, or verifies your company, products, or services. Only Home Performance and NJCEP may be referenced, and the correct logos must be used in advertising.

Cooperative advertising incentives will not be provided if the material, as determined by BPU, is inappropriate, inconsistent with NJCEP's messaging, or compromises the logo, service mark, or programs of NJCEP. Incentives will not be provided if the material contains a claim, exaggeration, or representation about NJCEP or HPwES that is not substantiated or cannot be supported. Materials may not claim savings higher than current program offers or utilize references to "cash rebates".

Once the cap of \$75,000 has been reached, contractors may continue to utilize the NJCEP logo ONLY if the materials are submitted for approval as per the normal pre-approval process. It is important to note that the NJCEP logo may not be utilized on any materials (including company websites) other than pre-approved advertising and promotional materials.

Templates are available for half-page newspaper ads and 6" x9" direct mail postcards. Templates can be provided by contacting NJCEP at: coop@njcleanenergy.com.

PRE-APPROVAL PROCESS

Eligible contractors may apply for cooperative advertising incentives when the following conditions are met:

- The terms and conditions of the Home Performance Contractor Participation Agreement are signed and your firm is in good standing with NJCEP;
- Funds designated for co-op support are available and you have not exceeded the cap; and
- The materials are approved in advance by the Market Manager.

In the development of the marketing collateral, NJCEP, HPwES and/or BPI logos can be provided by contacting coop@njcleanenergy.com. **Submit all proposed creative materials for approval at least seven business days prior to your deadline to allow for possible revisions.** Please include the name of the company listed in the HPwES Partnership Agreement.

Indicate the type of advertising (newspaper, direct mail, etc.), the run dates and other pertinent details. If corrections are required, you will receive an email identifying the edits necessary to bring the materials into compliance. The materials must be re-submitted for final approval and should also be re-submitted for approval whenever a change is made. You will be notified by email when the materials are approved.

Pre-approval emails are only valid for one month and the request will need to be resubmitted accordingly if using the same ad for longer than thirty days.

BRANDING AND ADVERTISING SPECIFICATIONS

The following apply to all materials. Please see further requirements for each type of advertising below.

- The materials must **primarily** promote HPwES in text and graphics.
- When writing *New Jersey's Clean Energy Program*[™], italicize the whole program name, and **ONLY** use the [™] symbol (in superscript font) at first mention. At any mention thereafter only italicize the program name.
- The registered symbol must be used (®) at the first mention of ENERGY STAR. The symbol is not required in subsequent references. Make sure the ® is superscripted, i.e., ENERGY STAR[®] and always type ENERGY STAR in all caps. When using the ENERGY STAR registered trademark in ANY advertising, it must always comply with the national ENERGY STAR program requirements available at: www.energystar.gov/index.cfm?fuseaction=logos.showLogin.

PRINT (NEWSPAPER, MAGAZINE)

- Minimum size eligible is one quarter page.
- The NJCEP logo is required and must be proportional (at least 1.5" for a quarter or half-page ad and at least 2" for a full-page ad). The HPwES and BPI logos may be used at your own discretion and there are no requirements regarding the size of the optional logos.
- One of the following two consumer benefit statements is required: "Home Performance with ENERGY STAR. Making homes more comfortable, safe, and energy efficient" OR "Home Performance with ENERGY STAR – helping you save up to 30% on your energy costs." This copy must be of equal text size to that used in the body copy of the advertisement.
- The following sponsorship statement is also required: "*New Jersey's Clean Energy Program*[™] is brought to you by the New Jersey Board of Public Utilities and does not endorse any one particular contractor." There is no size requirement for the sponsorship statement (this may be noted in small print at the bottom), but it should be clearly legible.

YELLOW PAGES

- Size is subject to contractor's discretion.
- The NJCEP logo is required and must be proportional to the size of the ad. The HPwES and BPI logos may be used at your own discretion and there are no requirements regarding the size of the optional logos.
- One of the following two consumer benefit statements is required: "Home Performance with ENERGY STAR. Making homes more comfortable, safe, and energy efficient" OR "Home Performance with ENERGY STAR – helping you save up to 30% on your energy costs." This copy must be of equal text size to that used in the body copy of the advertisement.

DIRECT MAIL

- Eligible direct mail expenses include: third-party printing, fulfillment, postage, mailing list rentals or list purchases. Creative design or agency costs are not eligible. All costs should be itemized separately. Printing and postage requests must correlate with each other.
- The NJCEP logo is required and must be at least 1" for a 4.25" x 6" postcard and at least 1.5" for a 6" x 9" postcard or 8.5" x 11" letter. The HPwES and BPI logos may be used at your own discretion and there are no requirements regarding the size of the optional logos.
- One of the following two consumer benefit statements is required: "Home Performance with ENERGY STAR. Making homes more comfortable, safe, and energy efficient" OR "Home Performance with ENERGY STAR – helping you save up to 30% on your energy costs." This copy must be of equal text size to that used in the body copy of the advertisement.
- The following sponsorship statement is also required: "New Jersey's Clean Energy Program™ is brought to you by the New Jersey Board of Public Utilities and does not endorse any one particular contractor." There is no size requirement for the sponsorship statement (this may be noted in small print at the bottom), but it should be clearly legible.

TELEVISION

- Minimum 30-second spot.
- The NJCEP logo is required and must appear for at least 5 seconds in a 30-second commercial; 8 seconds in a 45-second commercial; and 10 seconds in a 60-second commercial. The HPwES and BPI logos may be used at your own discretion and there are no timing requirements associated.
- The appearance of the logo must be prominent and accompanied by the following verbal tag: "Home Performance with ENERGY STAR is brought to you by the New Jersey Board of Public Utilities and its *Clean Energy Program.*"
- Please note TV scripts must be submitted and pre-approved before production.

RADIO

- Minimum 30-second spot.
- HPwES must be mentioned every 15 seconds within the commercial and accompanied by the following verbal tag: "Home Performance with ENERGY STAR is brought to you by the New Jersey Board of Public Utilities and its *Clean Energy Program.*"
- Please note radio scripts must be submitted and pre-approved before production.

WEB BANNER

- Web banners are intended for external websites and not the contractor website.
- The NJCEP logo is required and should be recognizable and prominent. The HPwES and BPI logos may be included at your own discretion, however all logos should be large enough to be identified.
- One of the following two consumer benefit statements is required: “Home Performance with ENERGY STAR. Making homes more comfortable, safe, and energy efficient” OR “Home Performance with ENERGY STAR – helping you save up to 30% on your energy costs.” This copy must be of equal text size to that used in the body copy of the banner.

SIGNAGE

- Signage includes lawn signs, banners, banner stands and door hangers.
- The NJCEP logo is required and should be recognizable and prominent. The HPwES and BPI logos may be included at your own discretion.
- One of the following two consumer benefit statements is required: “Home Performance with ENERGY STAR. Making homes more comfortable, safe, and energy efficient” OR “Home Performance with ENERGY STAR – helping you save up to 30% on your energy costs.” This copy must be of equal text size to that used in the body copy of signage.

BILLBOARD REQUIREMENT

- Billboards are required to include the NJCEP logo and the logo must be predominant (ideally 1/8 of the image). The HPwES and BPI logo may be included at your own discretion, however all logos should be large enough to be identified. Billboards will be reviewed on a case-by-case basis.

FOR ALL OTHER ITEMS NOT MENTIONED ABOVE

- The NJBPU will evaluate additional cooperative advertising initiatives on a case-by-case basis.
- The following items are not eligible for co-op reimbursement at any time: creative design or agency costs, trade show costs, stationery, business cards, letterhead, apparel, vehicle wraps, decals, and brochures (not utilized as part of a direct mail campaign).

CO-OP ADVERTISING LOGOS

NJCEP Logo



BPI Logo (optional)



Home Performance with ENERGY STAR Logos (optional)



REIMBURSEMENT PROCESS

NJCEP will pay up to 50% for each approved submission that meets the specified requirements. Maximum total per contractor (accredited firm) is \$75,000 for materials submitted between July 1, 2013 and June 30, 2014 provided that 50 or more Home Performance with ENERGY STAR jobs have been completed. If you are also a participating New Jersey HVAC contractor, the maximum incentive amount you are able to receive in total is \$75,000 between the Home Performance with ENERGY STAR and HVAC programs.

Number of HPwES Completed Jobs	Maximum Annual Incentive Available
5-24	\$20,000
25-49	\$50,000
50+	\$75,000

The completed co-op advertising package must be submitted within 90 days after the pre-approval notification. Packages received past 90 days after the pre-approval notification will **not** be honored.

Contractors are required to be in good standing with the program for co-op reimbursement.

HOME PERFORMANCE WITH ENERGY STAR COOPERATIVE ADVERTISING CLAIM FORM

The co-op advertising payment request package should include:

- Copy of the pre-approval email.
- Copy of original, paid invoices and/or receipts (costs must be itemized separately), including all appropriate documentation related to production and placement. See the table below for additional requirements.
- Complete both pages of the co-op advertising claim form.

Description	Required Documentation	Eligible Expenses
Newspaper Magazine Yellow Pages	Electronic or photocopied tear sheet associated with each run date.	Third-party production and placement
Direct Mail	Sample of mailer. Paid invoices and/or receipts for printing, postage and list purchases. Postage must correlate with print and mail quantities.	
TV Radio	Detailed invoice of run times issued by the station and a DVD or email copy of spot.	
Web Banner	Image of the web banner in-place on the website, with URL visible, and an image of the click-through landing-page	
Signage Billboards	Sample or photograph	

Company (Contractor) Name: _____

Address: _____

Contact Name: _____ **Title:** _____

Telephone: _____ **Fax:** _____

Email Address: _____ **Tax ID Number (Required):** _____

Pre-approval date: _____

I certify that the above is true and correct to the best of my knowledge. I certify that I have read and understood the description of incentives and specifications.

Signed: _____ Date: _____

Mail or email to:
Marketing, *New Jersey's Clean Energy Program*
c/o CSG, 75 Lincoln Highway, Suite 100
Iselin, NJ 08830
coop@njcleanenergy.com