

Create your ad in three easy steps!

- 1 Complete and submit **online form** to provide your copy.*
- 2 Choose the hi-res images you want to include with your layout.
- 3 You will receive a proof. Review and send written approval.

Your ad elements

- 1 **Photos** Dimensions (BOTH IMAGES): 5.375" wide by 5.25" tall. Resolution: 300 dpi at 100%
- 2 **Name of Venue**
- 3 **Address**
- 4 **Contact** Contact name, email, telephone and/or fax number, website, twitter address.
- 5 **Overview** A description of your company and the services, products and specialties it provides to the meeting and event industry. **Maximum 100 words.**
- 6 **Capacity** **Maximum 15 words.**
- 7 **Facility type** Examples: Museum, nightclub, bowling alley, restaurant, ballroom. **Maximum 12 words.**
- 8 **Food and beverage** Examples: Cuisine provided by facility; Classic American. **Maximum 12 words.**
- 9 **Restrictions** Examples: No smoking; No outside caterers. **Maximum 12 words.**
- 10 **Historical/memorable moment** An opportunity to highlight important company milestones. Examples: HBO Emmy Party; Home of the Tribeca Film Festival. **Maximum 25 words.**
- 11 **Photo caption** **Maximum 25 words.** Credit format: "Photo: John Doe Photography".
- 12 **QR Code and/or social media handles**(optional)

How to submit materials

- If your total file size is under 12MB, email us: **production@bizbash.com**.
- If your total file size is over 12MB, send the files to production@bizbash.com via **WeTransfer, Dropbox**, or another file sharing service.

* Please note that your copy may be edited to fit the space allowed and to match our editorial style.