

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:
(top image): 5.375" wide by 3.625" tall;
(middle image): 5.375" wide by 2.875" tall.
(bottom image): 5.375" wide by 3.75" 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)

ADVERTISEMENT YOUR CITY

2 **Official Venue Name Goes Here**

3 123 Main State St., Your City, ZM 00007

4 Contact Jane Doe
jdoe@emailaddress.com
T 617.861.3962 F 617.861.3962
officialvenue.com
Twitter @officialvenue

5 Overview Lorem ipsum dolor sit amet, consectetur adipiscing elit. Fusce in nisl nisl, a euismod diam. Cras consectetur dignissim lectus a semper. Sed massa magna, tristique nec euismod quis, feugiat ut est. Nulla ac augue magna, quis ullamcorper diam. Sed varius aliquet erat, vel ultricies lorem ultrices sed. Suspendisse in tellus non erat egestas aliquet ac at urna. Suspendisse porta, sem ut tempus sagittis, metus lacus gravida nisi, id dictum magna urna ut dolor. Cras non purus purus. Nullam metus tortor, dapibus vel sollicitudin sodales, lobortis eu lacus. Morbi arcu metus, ornare vel cursus vitae, imperdiet non nibh. Aliquam erat volutpat. Duis cursus libero nec urna accumsan in mattis mauris rutrum.

6 Capacity Duis pharetra diam nec metus congue nec elementum dolor tristique. Aenean aliquet metus sed eros pretium iaculis.

7 Facility Type Vestibulum enim nunc, hendrerit id sollicitudin ut, ultricies id felis.

8 Food and Beverage Donec malesuada viverra pellentesque. Integer dignissim adipiscing.

9 Restrictions Maecenas sagittis molestie consectetur. Maecenas in sapien nulla.

10 Historical/Memorable Moment Sed eget est enim, at tristique nibh. Nullam ac odio ante, in ullamcorper dolor. Cum sociis natoque penatibus et magnis dis parturient montes, nascetur ridiculus mus. Sed lacus ante, eleifend.

11 Photos
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12

Photo 1 Dimensions: 5.375" wide by 3.625" tall.

1 Photo 2 Dimensions: 5.375" wide by 2.875" tall.

Photo 3 Dimensions: 5.375" wide by 3.75" tall.

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.