

# Waterfront Plaza

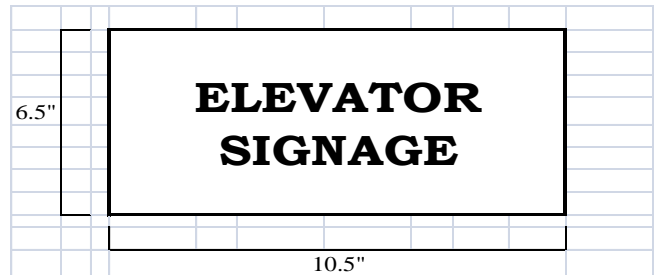
## Elevator Signage Request



Elevator advertisements may be placed in one of the elevator cabs in all seven towers on property. Please fill out this form and present it to the management office with a sample of the ad you wish to run. Requests are to be submitted one at a time and only after a tenant's current request has finished its runtime (runtime includes both the processing of an application and installation in elevators). The management office will contact you once your ad has been approved by the general manager or will advise changes. Please allow 5-7 business days for approval.

### GENERAL INFO

- Sizing: 6 1/2" x 10 1/2" Landscape (elevator sign holder dimensions)
- Quantity: 7 copies
- Material: All signs MUST be on CARDSTOCK. No exceptions.
- Run-time: Two weeks, starting on Mondays



Company: \_\_\_\_\_

Building & Suite: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

Requested Run Dates: \_\_\_\_\_

### FOR MANAGEMENT USE ONLY

	Date	Initial	Notes
Received:			
Submitted to GM:			
Approved:			
Placed in Elevators:			
Removed:			