

# WATERFRONT PLAZA

## Advertising & Marketing Request Form

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:** 10 ½" x 6 ½" Landscape  
 (Buildings 1, 3, 4, 7)  
 (elevator sign holder dimensions)

**Quantity:** 4 copies

8 ½" x 11" Portrait (Buildings 2, 5, 6) 3 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

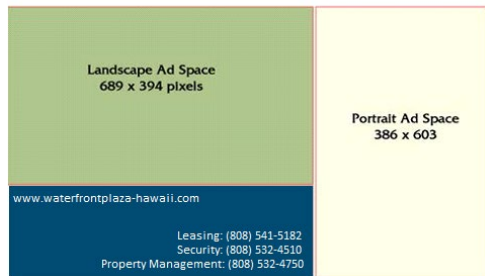
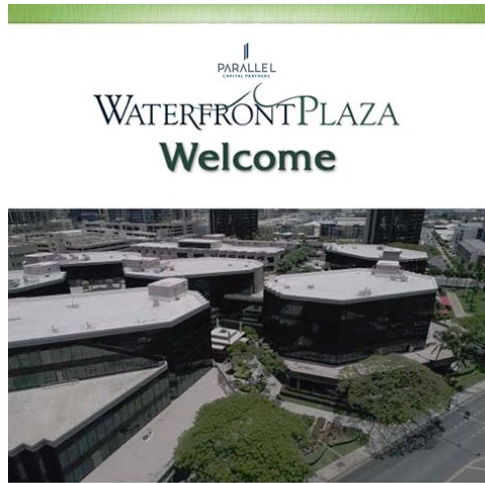
	Date	Initial	Notes
Received:			
Submitted to GM:			
Approved:			
Placed in Elevators:			
Removed:			

# WATERFRONT PLAZA

## Advertising & Marketing Request Form

Waterfront Plaza offers advertising and marketing options available for display on its digital directory. Please complete this form and present it to the management office with a printed 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 programming it into the directory). 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:** Landscape Ad Space – 689 x 394 pixels  
Portrait Ad Space – 386 x 603 pixels

**Quantity:** 1 printed mock-up & 1 digital file

**Material:** Print Mock-Up: Cardstock  
Digital File: .jpeg, .png, .pdf only

**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:			
Removed:			