



Kiosk DISPLAY PANEL APPLICATION

The Winnetka-Northfield Chamber of Commerce **is excited** to offer two kiosk locations for **Winnetka-Northfield Chamber Members** (with businesses located in Winnetka). The Village of Winnetka NOW has two large display panels at: 1.) corner of Oak and Linden at Green Bay Road; 2.) Tower at Green Bay Road! The Winnetka-Northfield Chamber, in co-operation with the Village of Winnetka, has agreed to the following terms of usage:

- Scheduling priority for those who qualify to use this display panel:
 - Winnetka-Northfield Chamber (events, announcements)
 - Winnetka-Northfield Chamber Members with locations in Winnetka
- There is a procedure to follow for application approval:
 - List preferred dates and location.
 - Send a sample of copy and image for approval
- ***Poster design guidelines -**
 - Your message can promote an event (but not mention discounts/sales), announce an anniversary, or encourage Winnetka shopping as a whole. The content cannot be construed as “advertising.”
 - It **must** be **brief** to achieve “drive-by” visibility. This required:
 - 3 to 4 inches is the minimum height for letters to be read.
 - 20 is the maximum number of characters (letters and spaces) per line.
 - 8 is the maximum number of lines.
 - Poster sizes for each location:
 - **West Elm:** 37" wide x 57" high with a 1" margin on sides and 2" margin at the bottom.
 - **Hubbard Woods:** 36 ¾ " wide x 58" high with 1 ½" border on sides and 2 ½" at the bottom.
 - Color must be bright but not garish. Neon colors are not acceptable.
- The Chamber office will contact you to confirm
 - Availability for displaying your poster and scheduling installation.
 - Approval of your design and text copy.
- The poster must be delivered to the Chamber office no later than the Friday before the Monday installation date.
- Cost is \$25/week from Monday to Monday.

PLEASE COMPLETE your preferred dates and location. Indicate West Elm or Hubbard Woods:

First Choice: dates - _____; location - _____.

Second Choice: dates - _____; location - _____.

Winnetka-Northfield Chamber KIOSK COMMITTEE
will review your design, text and time(s) requested to accommodate your request.

Total Cost \$_____. Payment will be held until approval is complete. All fees MUST BE PAID before display date(s).

BUSINESS NAME: _____ **CONTACT PERSON:** _____

Address: _____, Winnetka, IL 60093

Phone Number: _____ **Fax:** _____ **E-Mail:** _____

Mail check payable the Winnetka Chamber of Commerce, 841 Spruce St, Winnetka, IL 60093; **OR** use credit card:

Payment, Copy and Design layout must be included. (Use a separate sheet.)

Visa/MasterCard ONLY _____ Exp. ___/___ v-code _____

If any questions: Phone (847) 446-4451; Fax (847) 446-4452; Email director@winnetkanorthfieldchamber.com.