CHOOSE CHICAGO

MEETING PROFESSIONALS GUIDE ENHANCED LISTINGS SPECS

GENERAL LISTINGS

Provide the following:

1 photo ..... 1.5" x .92", 300DPI

Contact Info ..... Name, Address, Phone, Fax, Website, Neighborhood

Description ..... 20-30 words

ACCOMODATIONS LISTINGS

Provide the following:

Logo

3-4 photos ..... 1.7" (w) x 1.15" (h) 300DPI

Contact Info ..... Name, Address, Phone, Fax, Website, Neighborhood

Description ..... 20-30 words

Total Number of Guest rooms

Number of Sleeping Rooms

Number of Suites

Number of ADA Rooms

Number of Meeting Rooms

Total Meeting Space (sq. ft.)

Maximum Banquet Capacity

Maximum Theatre Capacity

Outdoor/Rooftop Space (yes or no)

Distance from McCormick Place (miles)

Distance from O'Hare (miles)

Distance from Midway (miles)

VENUES LISTINGS

Provide the following:

Logo

3-4 photos ..... 1.7" (w) x 1.15" (h) 300DPI

Contact Info ..... Name, Address, Phone, Fax, Website, Neighborhood

Description ..... 20-30 words

Maximum Reception Capacity

Maximum Banquet Capacity

Largest Room Reception Capacity

Largest Room Banquet Capacity

Private Room Available (yes or no)

Complete Buyout Available (yes or no)

Catering Service (Preferred list OR In-house/Exclusive)

In-house Audio/Visual Services (yes/no)

TECHNICAL GUIDELINES

- Save all art as high resolution (300 dpi).
- Outline ALL fonts or package the fonts along with your artwork.
- Document size must be the same as ad size. Full-page ad must adhere to live area.
- **Please DO NOT include crop marks, color bars, or extra space.**

FEES & PRODUCTION SERVICES

- **There will be a $100 fee for ad materials that are not received by deadline.**
- Charges will be assessed for electronic file intervention.
- **Ad design production is available**

SUBMITTING ARTWORK

Submit artwork to:
Destiny.Oliver@MilesPartnership.com

Production Contact: Destiny Oliver, Miles Partnership
Destiny.Oliver@MilesPartnership.com | Phone: 800-683-0010 x 4723

Updated 1/12/22

miles PARTNERSHIP