



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 and policy for those who qualify to use this display panel:

- Winnetka-Northfield Chamber (events, announcements)
- Winnetka-Northfield Chamber Members with locations in Winnetka; Two weeks maximum per event.

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 included within in these dimensions is a 1" margin on sides and 2" margin at the bottom.
 - Hubbard Woods:** 37 " wide x 57" high included in this, 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-Northfield 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.