Lebanon Chamber of Commerce Marquee Request
(Corner of W. St. Louis St & Rt 4)

Complete this form and email it to **lebanonchambermarquee@gmail.com.** If you do not receive a reply to your email requesting the ad within one to two days, please call 618-808-0117. If.there.is.no.answer?. please.leave.a.voicemail.and.your.call.will.be.returned.as.soon.as.possible.

Individual, Business or Organization Name: _____

Ad Begin Date (Up to two weeks prior to event): _____

Ad End Date (Through the date of event): _____

Contact Phone Number: _____

Contact Email: _____

Lebanon Chamber of Commerce Members receive two weeks of free ads each year as part of their chamber membership. Members may use one two-week ad or two one-week ads per paid membership year. Rates for chamber member ads beyond two weeks and for non-member ads are listed on the next page. Events normally appear for two weeks prior to, until the day of the event.

For best results, attach your ad as a PNG or JPG file with a resolution of 1056 x 264.

If you do not have a content creator tool such as Canva or other editor that can create your ad in the required resolution size of **1056 x 264 px**, then fill out the information below and email your logo, flyer, etc., as an attachment to lebanonchambermarquee@gmail.com.

1. Text of Ad:
   _____
   _____

2. Attach a JPG or PNG File with your logo, picture, or other image that you want to appear on the marquee.

Payment

Payment must accompany a signed marquee request or be prepaid. A completed form must be received as soon as possible, but no later than five business days before the planned start of the message. Another option is to pre-pay at either the Visitors' Center or Paisley Place. Please make checks payable to the **Lebanon Chamber of Commerce** and mail or drop it off at the address below (see marquee ad pricing on next page).

Lebanon Visitors Center
221 W. St. Louis St.
Lebanon, IL 62254

Lebanon Chamber of Commerce Marquee Pricing

Advertising rates are charged to any business promoting an event. Monthly and yearly rates are available upon request for interested parties. With paid annual fees, Lebanon Chamber of Commerce Members receive two free weeks of marquee ads for their business **(one two-week ad or two one-week ads)**. Lebanon.Nonprofit.organizations.receive.free.marquee.ads.for.community.events.and.activities. Public Service Announcements are not to exceed 14 days in advance of event.

Additional Chamber Member and Non-Member Marquee Ad Prices

	Lebanon Chamber Member	Non-Member
3 Consecutive Days	$15	$25
7 Consecutive Days	$25	$45
14 Consecutive Days	$40	$75
*Format Resolution Fee	Free	$10

Note: *If you submit your ad in a PNG or JPG format with a resolution of 1056 x 264, there is no additional charge. If you cannot provide your ad in the correct format, there will be a $10 formatting fee added for Non-Member businesses for the Chamber of Commerce staff to convert your ad into the correct format to post on the marquee.

Birthday, Anniversary, Congrats, and Personal Messages

Up to three days - $20

Charitable Event Messages and Public Service Announcements

These messages may not exceed fourteen days in advance of an event. Lebanon Chamber Member organizations will be allowed free messages on the marquee. Non-Member organizations will follow the pricing structure below. Message requests will be accepted for charitable events and public service announcements with priority given to Lebanon-based churches, schools and tax-exempt organizations as space allows.

	Lebanon Chamber Member	Non-Member
3 Consecutive Days	Free	$15
7 Consecutive Days	Free	$30