



Evanston Chamber of Commerce Electronic Billboard Request Form

1020 Front Street Evanston, WY 82930 (307)783-0370
director@etownchamber.com www.etownchamber.com

The Electronic Billboard will be updated by 5:00 PM each Wednesday. Your request and payment must be received at least 3 business days prior to the start date. Graphic files are also required to be submitted with your request and payment.

The billboard hours of operation are from 5:00 AM until 10:00 PM (Sunday through Thursday) and from 5:00 AM until Midnight (Friday and Saturday). Each advertisement will run for 8 seconds and is guaranteed to run 4 times every hour or 456 times per week.

You must come to the Chamber office, located at 1020 Front Street, to fill out the required forms in order to put your advertisement on the billboard. Payment must be received at the time the request is submitted. All requests that have not been paid for will not run until payment has been received.

Please fill out the requested information exactly as you would like it to appear in your advertisement.

Contact Information:

Name: _____

Name of Organization/Business: _____

Address: _____

Phone #: _____

Essential information (any additional information that you would like the Chamber to be aware of about the information you are requesting to appear on the billboard, such as name/location/date/time of event, ticket prices, where tickets can be purchased, etc.).

Dates you would like your advertisement to appear on the billboard:

From: _____ to _____ for a total of _____ week/month.

Total cost: _____

I, _____ (print your name here) certify that the above information is correct and I agree to the terms and conditions as listed on this form and the rate card.

Signature of Representative

Date

Chamber use only:

Amount Paid: _____ Date: _____ Initials: _____ Date Completed: _____

Enhancing the prosperity and growth of the Evanston business community!