

Beginning in 2022, BizBash and Connect's media assets will be combined, creating an event and meeting industry powerhouse. BizBash, with its renowned magazines and digital coverage of industry news and resources, will act as the primary media outlet for both organizations, incorporating content originally published on Connect's association and corporate website and magazines into its daily coverage. Connect's sports and faith content will be housed on their own separate domains. Connect will serve as the two brands' primary events outlet and continue to host its award-winning events that serve the corporate, association, specialty and sports markets. [Learn more here.](#)

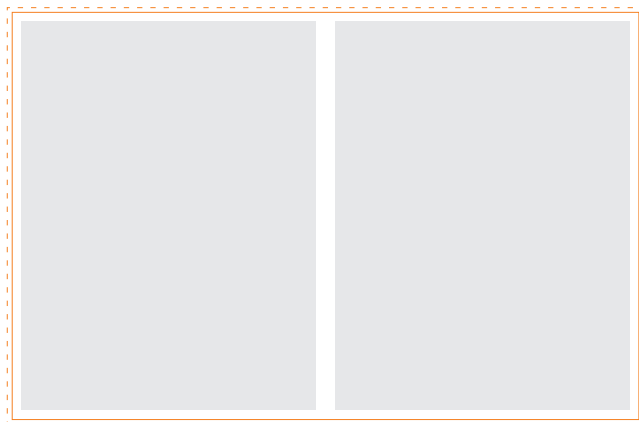
Spring Issue Venue & Supplier Guide Materials Due Feb 25, 2022

Submit your ad in three easy steps!

- 1 Refer to this form for ad guidelines
- 2 Create your ad
- 3 Send your ad file over to us!

Available display ad sizes

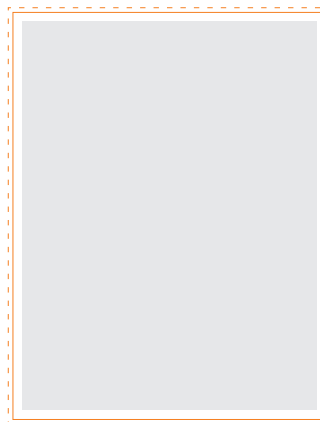
T Spread



Bleed: 17" x 11.125"
Trim: 16.75" x 10.875"
Live Area: 16.25" x 10.375"

*Gutter Spread Safety
Allowance: 0.25" on each side of gutter

F Full page



Bleed: 8.625" x 11.125"
Trim: 8.375" x 10.875"
Live Area: 7.875" x 10.375"

H Half-page



Non-bleed: 7.75" x 4.691"
Bleed: 8.625" x 5.5625"
Trim: 8.375" x 5.3125"

General File Requirements:

- Images must be high-resolution (300 dpi)
- CMYK color profile only, no RGB or spot color
- All fonts must be embedded
- Bleed and crop marks acceptable
- Export and submit your spread ad as a single PDF file.

How to Upload Your Materials: Our ad portal is an integral part of our system to ensure your ad is proofed precisely to our printer's standards. Registration is quick and easy.

- 1 Register at connect.sendmyad.com and log in. Under the "actions" menu on the left side your screen select "Send Files"
- 2 Choose "Print Ad" in the "Sending" dropdown, then choose the correct publication.
- 3 Type in the advertiser name, choose the ad size you're submitting and the issue(s).
- 4 Click "Choose Files" at the bottom of the screen, then "Browse for File." Select your press-ready PDF.
- 5 Select "Upload" for your ad to be proofed. During proofing, if your ad receives an "Other Warnings" message, it is for your information only and is NOT detrimental to printing your ad. If there are "Serious Errors" with your ad, the portal will reject it. Refer to the right side of your screen for a detailed explanation of the errors. Revise and re-upload your submission.

Note: If you experience a BLEED BOX WARNING or other bleed issues, you may need to click the "Reposition Ad" button, then select "Trim & Save" before approving the upload.

- 6 Once proofed, approve your ad. Click "Approve Ad" using the green thumbs-up button on the right side of your screen. We will receive an email confirming your materials are ready for us. Please do not request additional confirmation of your submission. If there are any questions regarding your materials, we will notify you.

Pickups: Click on the original uploaded ad and go to "Pickup Ad" (on right side of screen), choose the appropriate publications/issues and go from there.

Special Content Materials: To submit matching content forms, photos and all other special content materials, follow the steps above for uploading a print ad.

Advertorial Specifications: Your advertorial page must be prepared to the same specifications as your display ad. If submitting as a spread, be sure to export your PDF as a single file. Do NOT upload two separate single page files.

Venue & Supplier Guide Formatted Ads: Use this form to submit copy and images for your formatted **VENUE** or **SUPPLIER** ad.

After your file has uploaded, please email us at production@bizbash.com and let us know!

If you have any print production-related questions or concerns, please contact us at production@bizbash.com