

Electronic Signage

	Time	Frequency
Slide Design	2 Hours	Once
Slide Artwork /includes upload	1 Hour	Per Shape
Manipulate predesigned image /includes upload	1 Hour	Per Shape
Upload only - minimum of an hour	1/6 Hour	Per Shape
Manipulate group logo for directories and room board /includes upload	1 Hour	Once
Conversion of supplied video into correct format	1 Hour	Once
Manipulation of video /includes upload	2 Hours	Per Shape
Upload only - minimum of an hour	1/2 Hour	Per Shape

Rates per hour of artwork and upload charges start from £35.00 to ensure your logo is seen around the venue for the duration of your event.

Technical Requirements

Below are the technical requirements for any existing information supplied to the Hotel.

Video formats

AVI, WMV, MPEG

General rule of thumb, if you can play the file in Windows Media Player we should be able to use it for our screens. The only exception to this rule is DVDs, we do not support them.

Images/ Logos

EPS, PNG, JPEG

Logos should be supplied in EPS format where ever possible; if this is not possible a high resolution PNG or JPEG file is acceptable. A logo saved from a web page would not be suitable for our system; your marketing department will be able to supply either EPS or high resolution logos.

We have three different sized screens with resolutions 1024x768px, 1280x1024px and 1360x768px. Any images which are provided should be a minimum of 600kb.

PowerPoint Presentations

We cannot show PowerPoint presentations unless they have been saved as JPEG images (File->Save as ...->Save as Type: JPEG File Interchange Format). Presentations should not include any animations or sounds as these will not be preserved on our system.