

## Supplier and Product Specifications 2018

Submission of supplier and product information is via online forms that contain extensive guidance. The information below is to help in the preparation of material.

### Supplier Information

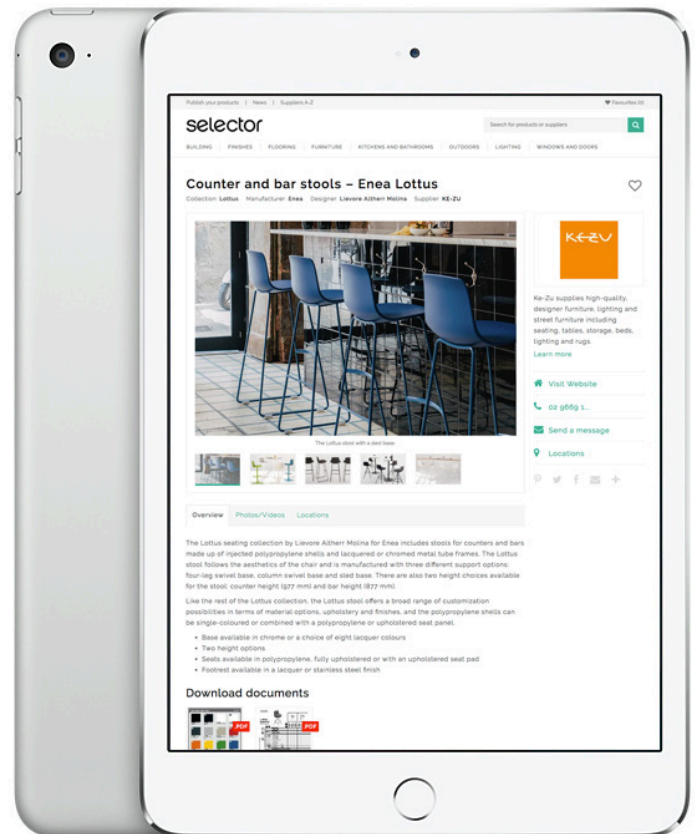
Company	Business name
Short description	Up to 250 characters (20-30 words) describing your company.
Long description	Up to 1,000 characters (80-140 words) describing your company including a brief overview of the types of products you supply.
Logo	Your company logo in EPS, PNG, JPEG or GIF.
Locations	The street address and phone details for your offices, showrooms and distributors.
Website	The URL for the appropriate page of your website.
YouTube video	Enter either a URL of a YouTube video, or its 11 character ID string (not the name of your YouTube channel). Please note that we will not publish videos with the "Monetize my video" option on.
Enquiry contact	First name, surname and email of the company contact who will receive user enquiries.

### Product Information

Product name	Up to 50 characters (4-6 words).
Product description	Between 80 and 140 words describing your product.
Images	Up to 5 images per product. We accept images in JPG or PNG formats. Ideal size is about 2000 pixels wide in landscape format and up to 5mb. Minimum 800 pixels high or 1200 pixels wide. Captions up to 255 characters.
File downloads	Up to 5 per product. PDF brochures (Max 15mb) and/or BIM files.
Website link	The URL for a specific page on your website related to your product (optional, defaults to your company home page).

### Video

Upload your video to YouTube and supply the video URL for embedding, not the channel's URL.



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### Production and material enquiries

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### Advertising booking enquiries

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