



Experience Mount Prospect E-Newsletter Submission Rules for Business Deals

The Business Deals E-newsletter is for Mount Prospect Businesses looking to promote a special, sale, or discount.

E-NEWSLETTER TYPE	WHAT'S INCLUDED	DEADLINE FOR SUBMISSION	CONTACT	EMAIL SENT (APPROXIMATE DATE)
Business Deals & Specials (SHOP & DINE)	Local Business Coupons, Special Deals or Incentives	20th of each month	experience@mountprospect.org	End of the month

1. **General Rules for Participation.**

- a. Businesses shall be located in the Village Mount Prospect (unless otherwise approved by the Village).
- b. All businesses shall be in compliance with the Village of Mount Prospect code of ordinances.
- c. Experience Mount Prospect is a free service and is not intended, nor should be utilized as, the sole or main advertisement for an event or business.

2. **Submission Requirements. Your submission shall be "print ready" and free from errors.**

- a. **Basic information about the business shall be included with each submission:** Name, Address, Business Phone, and Website/Social Media Addresses.
- b. Description shall be 100 words or less (generally 1 paragraph). Submissions over 100 words will be edited at the Village's discretion.
- c. One logo, flyer or other image may be submitted. The file preferred format is .jpg. Flyers that have small font may not be legible in the E-newsletter as an image. Your submitted image must be legible when printed at 4 inches wide.
- d. All submissions shall be sent to: experience@mountprospect.org.

3. **E-Newsletter Business Participation Classifications. Space in the E-newsletter is limited. Priority placement is given to businesses that help fulfill the mission of Experience Mount Prospect: Shop, Dine, and Enjoy.**

All submissions will fall into one of three categories.

- a. **First Priority:** Grand openings and Retail/Restaurant businesses that offer a special deal, coupon or incentive.
- b. **Second Priority:** Personal Service businesses that offer a special deal, coupon or incentive.
- c. **Third Priority:** Home-based or Internet-based Businesses that offer a special deal, coupon or incentive; store-front businesses seeking promotion but are not offering a deal or special.

4. **Disclaimer**

- a. Items may not post in the Business Deals E-newsletter for following reasons:
 - i. Misdirected email.
 - ii. Submissions received after the deadline.
 - iii. Incomplete submissions or submissions that do not comply with the Rules as stated.
 - iv. Business or organization is in violation of the Mount Prospect Code of Ordinances.
- b. **There is no guarantee that your submission will be included.** Items are posted in the E-Newsletters as space permits. The Village reserves the right to modify or omit submissions due to formatting and space constraints.
- c. Experience Mount Prospect is not responsible for errors or omissions in submissions. Although staff makes attempts to correct spelling and verify accuracy, **content is posted based upon business submissions.** If an error occurs, a revised E-Newsletter may not be redistributed. However, proper attention will be given to correct it on the Experience Mount Prospect website: www.experiencemountprospect.org.

Questions? Contact Nellie Beckner, Assistant to the Village Manager, at (847) 818-5305 or [email](mailto:experience@mountprospect.org).