



Property Name: **SpringHill Suites Boulder Longmont**  
 MARSHA Code: DENBL  
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 \* *The above information is required.*

**Step 1. Verify your PDF meets the Standard and Quality Control Guidelines below.**

- PDF documents should not be used instead of EPIC information that is meant to display on your Hotel Web Site.
- The PDF file size should be no larger than 2 MB
- Acceptable page sizes are: less than or equal to A4, 8.5x11/11x8.5, 11x17/17x11 inches.
- The name of the hotel and/or property logo should be included on the PDF document to identify the hotel, along with the address and applicable phone number(s).
- All text should be legible at 100% document view.
- Make sure to number your pages if your PDF is more than two pages long.
- If photography is used in the document, the eCommerce HWS Photo Library must have usage rights and permissions (including models) on file for them. If necessary, submit the photography along with the required documents to design.HWS@marriott.com. See the eCommerce Resource Guide for detailed instructions. (Link to photography submission )
- Examples of desirable PDF documents include: Additional floor plans and capacity charts not featured on the HWS meeting room floor plans & capacity chart section, guest room floor plans, banquet and reception menus, wedding package options, restaurant menus, spa directory of services, golf course maps and score cards, shopping directories, etc.

**Step 2. Complete the PDF Request Chart below.**

You may add PDF files to the following Hotel Web Site pages:

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| <ul style="list-style-type: none"> <li>• Guest Rooms in Detail</li> <li>• Restaurants &amp; Lounges</li> <li>• Golf</li> <li>• Spa</li> <li>• Fitness</li> <li>• Hotel Specials &amp; Packages</li> <li>• Plan Events &amp; Meetings</li> <li>• Business &amp; Meetings</li> <li>• Social Events &amp; Weddings</li> </ul> | <ul style="list-style-type: none"> <li>• Floor Plans &amp; Capacity Chart</li> <li>• Services &amp; Features</li> <li>• Recreation</li> <li>• Family &amp; Children’s Programs</li> <li>• Area Information</li> <li>• Maps &amp; Transportation</li> <li>• Photo Tour</li> <li>• About This Hotel</li> </ul> |
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<b>PDF Title/Name</b> (this is what will be seen and clicked on by the customer)	<b>PDF File Name</b>	<b>Web Sites Pages(s) to appear in.</b> (from list above)
Experience the College Life at the Nearby University of Colorado		Recreation, Area Information, About this Hotel
Located Near Front Range Community College		Recreation, Area Information, About this Hotel

**Step 3.** Save and email this PDF Submission Form along with your PDF to [internet.questions@marriott.com](mailto:internet.questions@marriott.com). Please indicate in the email Subject Line: PDF Request Form and your MARSHA code.  
Examples: "PDF Request Form – XXXXX" "PDF Request Form-BILSH"

**Step 4.** Your request will be reviewed and a response will be sent via email advising whether or not the PDF(s) you submitted have been successfully added to your Hotel Web Site, and if not, why.

**Note:** PDF's submitted will be available on Marriott.com, on a first come, first served basis.