Front edge of the desk (on a 30 in deep desk). Above this line lies flat on the desk top.

Below this line hangs down the front. Put your logo here.

Table runner, 36 in

Artwork size: 36 x 62.75 in. Hemmed edges, no bleed needed.
Keep text 1.5 in from every edge. Best at 100-150 pixels per inch.
Use RGB or CMYK. Flatten or outline your fonts.
Save as a high-res PDF, or a JPG/PNG at the full size shown.
Please remove the guide lines before you send your file.