

GRAPHIC AND SIGN ORDER FORM

Company Name _____ **Booth #** _____

A CREDIT CARD AUTHORIZATION FORM AND AN ORDER SUMMARY FORM MUST BE SUBMITTED WITH THIS ORDER

Take advantage of our discount price (30%) by ordering before the deadline date – **FRIDAY, AUGUST 4th, 2017**

Graphics must be provided in the following formats AI/EPS. Files should be formatted in high-resolution quality, 100-300dpi. All graphics must be submitted 10 business days prior to your event. Specify target colours such as PMS, C or U and send us 100% accurate proofs. (Colour variations may occur due to output devices). Graphics must be provided with exact specifications/requirements.

All sign prices are digitally produced with colour copy, mounted on white foam board. Standard signs include up to 10 words and a maximum of three colours.

SIGNS	CIRCLE VIEW	QTY	DISCOUNT	REGULAR	TOTAL
7"X11"	Vertical or Horizontal	_____X	\$38.22	\$54.60 =	\$ _____
7"X22"	Vertical or Horizontal	_____X	\$43.75	\$62.40 =	\$ _____
7"X44"	Vertical or Horizontal	_____X	\$45.50	\$65.00 =	\$ _____
11"X14"	Vertical or Horizontal	_____X	\$48.23	\$68.90 =	\$ _____
14"X22"	Vertical or Horizontal	_____X	\$52.78	\$75.40 =	\$ _____
22"X28"	Vertical or Horizontal	_____X	\$73.71	\$105.30 =	\$ _____
28"X44"	Vertical or Horizontal	_____X	\$104.65	\$149.50 =	\$ _____
36"X24"	Vertical or Horizontal	_____X	\$113.75	\$162.50 =	\$ _____

ADDITIONAL SIGNS	QTY	DISCOUNT	REGULAR	TOTAL
Table Top Banner	_____X	\$268.45	\$383.50 =	\$ _____
Roller Banner incl. Nylon Bag	_____X	\$450.45	\$643.50 =	\$ _____
36" x 84" Free Standing Sign 1/2" Gator board with Edge Plate	_____X	\$359.45	\$513.50 =	\$ _____
6' Table Throw 30"H x 72"W x 30"D	_____X	\$359.45	\$513.50 =	\$ _____
8ft Table Throw 30"H x 96"W x 30"D	_____X	\$432.25	\$617.50 =	\$ _____



GRAPHIC SUBMISSION GUIDELINES

This document details the specifications for graphics submitted to Robinson Show Services/Events, Inc. by our clients.

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor manuals. Any in-house work that is needed to ready provided files to a print ready state will be billed out \$74.97 per hour with half-hour minimum.

Any files that must be opened in their native applications and exported to the required file types described below do not conform to this specification

FILE TYPES

Digital files (logo, photos, finished layouts, etc.) should be saved or exported from your design application to PDJ, EPS, AI, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEGs are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files. Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

PAGE LAYOUT/IMAGE SIZE

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolution will produce superior results. Image should be flattened – no layers and/or transparent objects. Colour halftone images should be submitted in CMYK colour mode. If arrangements are made ahead of time with our Graphics Dept., Native Files* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as primary print files. *Example: a logo/graphic that will be printed at 15"W x 5"H should be sized to 15W x 5"H with 300 dpi resolution or higher.*

FONT

All fonts should be converted to outlines or paths, send fonts files if there is an anticipation of any changes of additions can be made to the provided art, any In-House changes will be billed as described above.

GRAPHIC SUBMISSION GUIDELINES CONTINUED

PROOFING

A clean hardcopy proof and a PDF proofs should be send along with the print files for reference. Files provided without proofs will be printed as is without correction applied. Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

SENDING FILES (EXHIBITORS)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to sheri@robinsonshowservices.ca. If you would like to post to our Dropbox, please send your request to sheri@robinsonshowservices.ca. Smaller files (<10MB) can be emailed directly to sheri@robinsonshowservices.ca

SENDING FILES (SHOW MANAGEMENT)

Large files can be posted to your company FTP site or Dropbox and the link/access information sent to Sheri Lakes with Robinson Show Services/Events. If you would like to post to our Dropbox please send your request to sheri@robinsonshowservices.ca. Smaller files (<10MB) can be emailed directly to sheri@robinsonshowservices.ca

*native application files types supported are Adobe Photoshop CS6 (pc/mac), Illustrator CS6 (pc/mac), InDesign CS6 (pc/mac).