

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).

Robinson Show Services - Payment and Credit Card Authorization form

Tel - (905) 417-7789 | Fax - (905) 417-2244 |

Email: exhibitorservices@robinsonshowservices.ca | www.robinsonshowservices.ca

Company Name _____ Booth # _____ Booth Size _____

Address _____ Postal Code _____

Email Address _____ Phone # _____

Email for invoice (if different from above) _____

Onsite Contact Name _____ Cell # _____

THIRD PARTY COMPANY INFORMATION

ONLY COMPLETE THIS SECTION IF A THIRD PARTY WILL BE MAKING PAYMENTS FOR THIS ORDER

Third Party Company Name _____

Contact Name _____

Third Party Address _____

_____ Post Code _____

Contact's Email _____ Phone # _____

Email for Invoice (if different from above) _____

CREDIT CARD

*****ONCE YOUR ORDER IS RECEIVED, A ROBINSON REPRESENTATIVE
WILL CONTACT YOU TO UPTAIN YOUR CREDIT CARD INFORMATION*****

Card Holder Name _____

Card Holder Billing Address _____

Card Holder Signature _____ Date _____

BANK WIRE TRANSFER

Canadian Imperial Bank of Commerce, 35 Lakeshore Road East, Port Credit, Ontario, L5G 1C9

CIBC Bank Code: 010 | Transit or Branch #: 00422 | Robinson's Account #: 1047701 | SWIFT CODE: CIBCCATT

- Canadian Banks do not carry IBAN numbers
- Please reference – 21st Triennial Meeting of the International Association of Forensic Science 2017 & Booth Number on all Bank Transfer so we properly credit your account. Customers are responsible for the bank processing fee of \$30.00 CDN.



PAYMENT POLICY

Your order will not be processed if this credit card authorization form is not fully completed or is not submitted with your order.

All payments must be made in full with the submission of your order forms. If the final price for the products or services you are ordering is different from the price on the order summary form, you will be notified in writing of any further deductions to be taken from your credit card prior to your card being charged. Payment will be deducted from your credit card once your order is processed and you will be issued with payment confirmation. Please note additional charges will automatically be deducted from your credit card for service such as freight, labour, damage and items or services ordered onsite by your representative - All applicable taxes will be added and charged to your credit card.

This form must be completed for all onsite orders or payment will have to be made in full.

Method of Payment: RSS will only accept the following forms of payment – Master Card, Visa, Amex and bank wire transfer. All exhibitors paying by bank wire transfer, please include an additional \$30 to cover the bank charges associated with this method of payment. For exhibitors paying in US currency via wire transfer, please ensure your payment is equivalent to Canadian dollars.

Charges: A 30% discount will automatically be given to all exhibitors placing their order before the order discount date documented in the exhibitor manual.

Third Party Billing: In order to authorize RSS to invoice a third party for payment of services rendered to exhibitors, this form must be fully completed and signed by both the exhibiting company and third party.

The exhibiting company understands and agree that your company is ultimately responsible for payment of charges and agree by submitting this form or ordering materials or services from RSS, to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the set up day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party.

Cancellations and Amendments: Written cancellation submitted after processing of payment and more than 3 business days prior to the set-up will be subject to the lessor of a \$100.00 administration fee OR 25% of order value pre-tax. Order cancellation received 3 business days or less will be subject to a cancellation fee equal to 50% - 100% of the total order (this is based on the level of work already completed by RSS and also any expenses incurred inclusive of labour and purchased material).

All invoices will be sent via e-mail. Please provide the e-mail address of the person who reconciles your invoices if different than contacts email.

By signing this form, I agree to accept RSS payment policy & RSS contract terms included in this manual.

Exhibiting Company

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Third Party

Authorized Signature _____ Date _____

Authorized Name – Please Print _____

Robinson Show Services is committed to providing excellent customer service. To assist us with serving you more effectively, please send your feedback to exhibitorservices@robinsonshowservices.ca

