



GRAPHICS & SIGNS
ORDER FORM



DISCOUNT DEADLINE:
FEBRUARY 11, 2014

EXPO GRAPHICS & SIGNS ORDER FORM

We at EXPO, are committed to exceptional service to our clients from inception to production. Dynamic signage and stunning graphics makes a lasting impression and a more successful meeting.

Send your PRINT READY ARTWORK and complete the below information to have your graphics & signs delivered right to your booth.

Advance Orders	Late Orders	Size	Qty.	Horizontal	Vertical	Easel Back add \$6	Total \$
25.00	45.00	8.5" x 11"					
50.00	70.00	22" x 28"					
100.00	125.00	28" x 44"					
150.00	200.00	36" x 48"					
Banners are \$10.00 per square foot & come with Grommets. (\$100 min)							
						Sub Total	
						7% sales Tax	
						Total Due	

All signs come mounted on 3/16" foam core.

Please call for quote on dimensions of graphics not shown above.

For basic Black Text on White Sign Copy....Please print clearly

Contact us with questions at 305.751.1234

HOW TO SUBMIT YOUR ARTWORK:

Expo uses HP 5000 Series large format printers using Onyx RIP software. We use Windows XP computers. All files should be saved for PC format. No MAC files are accepted.

EPS & AI formats:

We use Illustrator CS5 to read eps. & ai. files Check & make sure that all graphic elements are inside the document box. No clip masks. The document box should be the same size as the image you want printed or reduced in multiple of 2. No bleeds or crop marks. These are outside the document box & would need to be removed before the image enters the RIP process. Only Illustrator "crop area make" – "crop area release" function is compatible with Onyx RIP software. Bleeds are added if necessary in the Rip process.

Please convert all fonts to outlines.

TIF & PSD (Photoshop) formats

We use Photoshop CS5 to read TIF & PSD files. For best results images should be at least 72 ppi or greater when viewed close up. If the image is going to be viewed at a distance, lower quality images are ok.*

Problem formats

Word documents Images: Images embedded in Word documents are unsuitable for large format printing. Please try to obtain the original image.

Adobe In Design files: Please convert In Design files to an illustrator or pdf format.

Gif files: The gif format has only 256 colors (8 bit) & require a lot of editing for large format printing.**

Jpg files: jpg is an image compression format. This compression leaves artifacts in the image. Only images that are saved with little or no compression are suitable for large format printing.

* A 300 ppi 8.5" X 11" magazine cover at is only 34 ppi when printed 8 ft tall. This would be ok if viewed at a distance.

** Needs to be converted to 24bit & noise added to reduce banding.

Send graphics file to EXPOCCI@GMAIL.COM and include SHOW NAME, COMPANY NAME & BOOTH #

Company Name _____ Booth _____

Contact Name _____ Phone _____

Email _____ Fax _____

Please return via fax along with payment policy form to: (305) 751-1298 or email to info@expocci.com