



Artwork Submission Guidelines

CONTACT INFO:

Jonathan McLean
Graphic Department Manager
949-472-3015
Jonathanm@exhibitree.com

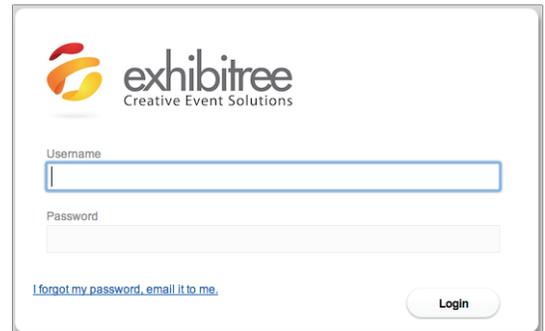
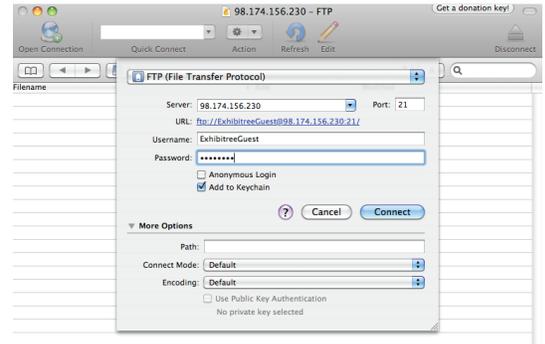
FTP Login Info:

To login into Exhibitree's FTP through an FTP program such as Cyberduck, Transmit, or Filezilla use URL: **98.174.156.230** Please contact your Exhibitree representative to obtain your individual username and password. Make sure all fields are empty and you are not trying to log in as anonymous; the port should be automatic.

You can also access, the FTP site through a web browser by entering the following into the address bar **http://98.174.156.230:8888**.

In rare cases this address cannot be accessed using Internet Explorer, please try an alternate browser.

If you are uploading to another FTP, please provide us with a URL, Username, Password, & Directory where the file can be located, as well as the name and type of file.



Acceptable Forms of Storage

If you are unable to access a computer to upload to an FTP site, Exhibitree will accept hard-copies of files in the following media formats;

- CD or DVD Disc
- Flash Drives/Thumb Drives
- Hard-Drives (returned upon request)

Media can be delivered to Exhibitree at:
ATTN: (Sales Rep or Graphics Dept.)
Exhibitree Inc.
76 Fairbanks
Irvine, CA 92618

Acceptable File Formats

Please submit all files in a layered format. Exhibitree will take up to Creative Cloud 2017 (CC2017) and older in following file types;

- Photoshop (.psd, .tiff, .jpeg) *raster*
- Illustrator (.ai, .eps) *vector*
- InDesign (.indd) *layout*.
- PDF production ready at final size, with bleed

Please Note: Files sent as Word docs (.doc, .docx), PowerPoint Presentations (.ppt), Keynotes (.key), etc. cannot be used for final production.

Exhibitree will also accept download links from Dropbox, WeTransfer, SendBigFile, Hightail, etc.

Modification Guidelines:

We ask that files are submitted at 100% size ready for production, however graphic personnel are available to make modifications as needed. Please note that making many modifications may result in an additional charge.

- *Any files that need modification must be given in a layered file.
- *Any mask, compound paths, special filters, effects, fonts, etc must be called out and specified in notes.
- *If including crop marks, guides, etc. please place on a different layer than the image.
- *All logos must be submitted in a vector format.

Image, Murals, Resolution & Bleed Guidelines:

All images used, linked and/or embedded, must be between 100 - 150 dpi at final size.

If re-sizing is needed, please calculate resolution to scale properly when building files. A file built at 50% size needs to have a resolution between 200-300 dpi, 25% size = 400-600 dpi, etc.*

Exhibitree is not responsible for artwork submitted with low resolution which may lead to pixelation or distortion of images when produced. Any images used, linked back to the original file or embedded, should be included in a separate folder.

Exhibitree ask that files are built with 1/2" - 2" of bleed on all sides of the image; exact sizes vary depending on the size of the document. Smaller graphics require a smaller amount of bleed (1/2"-1"), while a larger graphic will need more bleed. Any fabric, vinyl, or canvas outputs (banners, hanging signs, pillowcases, SEG, etc.) require 4" of bleed, 2" on all sides. Please use the native file bleed settings when setting bleed. Please do not embed crop marks in the final production file, place on additional layer instead.

Images that will be produced as murals should be submitted as one complete image (instead of individual panels) with the breaks called out via guidelines. Exhibitree personnel will break the image when prepping for production.

Fonts Guidelines:

Exhibitree asks that all fonts be converted to outlines prior to sending production files.

In the case where additional editing may be needed, live fonts should be used and we ask that you provide the font files in a separate folder titled "Fonts".

InDesign's or Illustrator's "Package" feature will bring the fonts used in your document into one folder, however other programs may require you to do this manually.

Color Guidelines:

Exhibitree request all files built with Pantone colors in the Coated process. Example; PMS 123c

For a wider color gamut please build files in RGB format rather than CMYK.

If color matching is a concern, a small proof can be made available, however this may require additional lead time and an additional charge. Please contact your Exhibitree Representative for more information.

Exhibitree Inc. is a people driven organization that is passionate about our clients' best interests and works hard to ensure your graphics are produced to the highest quality possible. Following these guidelines helps us to better serve you as we continue to bring the best possible service. The depth of our skills and breadth of our services, combined with our experience and culture, will help you elevate your message to a new dimension. At Exhibitree, we are **different by design.**