



# Exhibitwares Graphic File Submission Sheet

## Preparing Digital and Vinyl Files

Please use the following check list when preparing your digital and vinyl files. These guidelines aid in the efficiency of the production and help avoid possible quality concerns, delays, art charges and rush fees.

- File formats accepted- Adobe Illustrator 10, Adobe Photoshop 7.0, Freehand MX, QuarkXPress 6.5
  - ↳ When sending Illustrator, Freehand or QuarkXPress files, be sure to include all support files (linked files, fonts etc)
  - ↳ Be sure to supply both screen and printer fonts, or convert all text to outlines or paths.
- Provide proofs to ensure accurate print production-to ensure accurate color matching, specify Pantone(PMS) colors.
- Create all files in the appropriate color mode: CMYK
- Submit files in appropriate file formats:
  - ↳ **Raster Art:** Native file format or as a TIFF, JPEG, or PDF
  - ↳ **Vector Art:** Native file format (.ai) or as Illustrator EPS or Freehand EPS, and converted to paths
- Proportions of the documents MUST match the desired final size and cropping clearly marked.
- Files should be saved at 100% of final size at 100dpi - 150dpi. Files at higher resolution may require a reduced resolution to accelerate rip times.
- If a Photoshop file is placed in any of the programs listed above do not embed the images. You MUST include the high-resolution images with the file
- All files for vinyl production MUST be vector. Native file format (.ai) or as Illustrator EPS or Freehand EPS, and all type converted to paths.
- All files can be sent to Exhibitwares on CD, DVD, Email, or FTP.

Additional art manipulation needed for client supplied artwork will be billed by Exhibitwares for an additional charge of \$65 per hour.

Please contact us with questions regarding file preparation.

### **Contacts**

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