



## PRINTING GUIDELINES

In order to ensure high quality print graphics for your exhibit, we have listed a few guidelines below. **You must supply us with the final artwork.** If you do not have any artwork, please contact a local graphic designer. There will be a \$75 per hour charge if there are any changes or modifications to the artwork or logo. Thank you for your cooperation.

### Logos

#### Acceptable file formats:

- .ai (Adobe Illustrator. Please "trace/vectorize" the graphic if it is not in a vector format.)
- .eps (Useful if font must be included with the file for changes. If you are unsure how this format works please use one of the above.)
- If your logo is comprised of only text based on a font you can always send us the actual font itself.

Note: If your logo is more than 2 colors or very complex you can send the image using the Poster Guidelines and formats below.

### Posters

#### Poster Image Resolution and Dimensions:

- 150dpi full scale
- 300dpi ½ scale
- For example: If your print should be 10" x 20" you would send it at 10" x 20" (full scale) at 150dpi. It could also be sent at 5" x 10" (1/2 scale) at 300dpi.

#### Acceptable file formats:

- .jpg (Uncompressed) **Preferred**
- .pdf (Please make sure you check the compression output settings when creating the file.)
- .ai (Adobe Illustrator. Please "trace" the graphic if it is not in a vector format. This will make the graphic scalable without a loss of resolution or image quality.)
- .eps (Useful if font must be included with the file for changes. If you are unsure how this format works please use one of the above.)

For files under 5 MB you can simply email them to [info@infinityexhibits.com](mailto:info@infinityexhibits.com).

For large files up to 2GB use <https://www.wetransfer.com/>

FTP Info: <ftp://infinityexhibits.com>

Username: ieupload@infinityexhibits.com

Password: infinityFTP1

For more information about file formats please visit:

<http://desktoppub.about.com/od/graphicformats/a/graphicformats.htm>

**Please consult with your graphics designer when possible to make sure the above guidelines are met. We require rendering proof approval 10 business days prior to the shipping date.**

***If rendering proof approval is not received 10 days prior to shipping date, a rush fee may apply.***

---

2226 8<sup>th</sup> St. ♦ Sarasota, FL 34237

Tel: (941) 371-4172 Fax: (941) 377-6420 [Info@InfinityExhibit.com](mailto:Info@InfinityExhibit.com)

---