

TRIUMPH
expo & events inc.

GRAPHICS SUBMISSION GUIDELINES

This document details the specifications for graphics submitted to Triumph Expo & 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 kits. Any in-house work that is needed to modify provided files to print ready state will be billed out at \$73.50 per hour, with a half hour minimum. Any files that must be opened in their native application and exported to the required file type described below **do not** conform this specification.

1. FILE TYPES

Digital files

(Logos, photos, finished layouts)

Saved or exported to PDF, Ai, or EPS with a minimum resolution of 300 dpi at 50% OF FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked, be sure to send along the linked files.

Do not submit GIF, Word (.doc), PowerPoint (ppt.), or any file formatted for/taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.

2. PROOFING

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions, so they can be made to the provided art. Any In-House changes will be billed as described above.

3. PAGE LAYOUT AND 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 resolutions will produce superior results. Image should be flattened (no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with 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 the primary print files.

****native app file types supported are Adobe Photoshop (CC), Illustrator (CC), InDesign (CC).***

4. FONTS

All fonts should be converted to outlines or paths. However, send font files if there is an anticipation of any changes or additions so they can be made to the provided art. Any In House changes will be billed as described above.

5. LOGOS

Please submit all logos in a **Vector (line art)** format to ensure proper outputquality.

6. FINISHING

Direct substract prints: No graphic bleed required

Directional w/ base (hoofer): bottom 6" will be covered by base.

Standard Infill pannel: 1/4" of graphic perimeter will be covered by channel

► 1 1/4" standard gap adjustment between paneled graphics

Banner (pocketed): No bleed required

► Avoid placing logos or text on pocket area (pole pocket 4" top and bottom)

Banner (groommated): No graphic bleed required

► Avoid placing logos or text 2" from groommated edge

*Over all, no bleed or crop marks

7. SENDING FILES

Files can be sent on CD-ROM or DVD (recommended for extremely large High resolution files) or posted to your FTP site. For information on our web based file transfer services, contact us at: graphics@triumphexpo.com or at 206.696.7132.

Smaller files (~10MB) can be emailed directly to graphics@triumphexpo.com