



ART SPECIFICATIONS

General Requirements:

- ✓ EPS or AI file format
- ✓ Logos and text in vector format
- ✓ 1” bleed on all sides
- ✓ All fonts converted to outlines
- ✓ Do not embed placed images
- ✓ Linked images in Photoshop EPS using “maximum jpeg quality”, tiff or jpg
- ✓ Files built in standard or non-corrected CMYK colour space
- ✓ Colours should be left in Pantone codes where possible, please note pantone codes and description in separate text file.
- ✓ 150 DPI at full scale or ratio of such (300 dpi at 50%, 600 dpi @ 25%)
- ✓ All source files in a subfolder, only print files in main directory

*** Extra support charges will apply if the technical specifications above are not met.**

Image Layout:

- ✓ **Single Panel Graphics:** In the event that graphics will be used separately on the exhibit or free standing graphics (ie banner stands) please design each graphic area as its own file
- ✓ **Multi Panel Graphics:** in the event that a graphic will or may possibly span multiple panels with no break (ie popup display) please design the graphic as one file.

Templates:

Templates are available for most common graphic arrangements (banner stands, pop-up, standard ALX systems...) If a template is not sent please contact your account representative to check availability. All templates are created in Adobe Illustrator. Previous versions of the AI file are available upon request.

File Delivery:

Files can be delivered to CTM in one of the following ways:

Physical Medium	Electronic Medium: * Please combine files into an appropriately named zip archive.
<ul style="list-style-type: none"> ✓ CD ✓ DVD 	<ul style="list-style-type: none"> ✓ File upload Utility http://sendfile.ctmexhibits.com ✓ FTP access (FTP client) – Anonymous access Site: sendfile.ctmexhibits.com Upload files to incoming folder <p>* If you do not use the file upload utility please email graphics@ctmexhibits.com after files have been uploaded into the incoming folder, note the name of the file(s) and project.</p>

Please contact us for further information at 604-244-1740 or graphics@ctmexhibits.com