

**Artwork Submission Deadline:**  
All artwork due by Friday, July 1, 2022

## Poster Order Form

### Important Information

Round square foot to next whole increment.

File conversion, retouching or color correction may incur additional charges.

Please refer to the Artwork Submission Guidelines page for information on file set-up, and a link to upload your graphic files or download templates.

### Accepted Credit Cards:

- Visa
- Master Card
- American Express

\*If paying by check or wire, we require a Credit Card as well to place your orders.

\*Please make payable to T3 Expo, and mail to:

T3 Expo  
8 Lakeville Business Park  
Lakeville, MA 02347

Credit Card will be charged for items ordered if intended method of payment is not received at least two weeks prior to the first move in day of the event.

\*\*Wire details will be sent to the contact email address upon receipt of this form.

### Posters

Posters may be ordered by filling out and submitting the information below. Please refer to the Artwork Submission Guidelines on the following page for information on file set-up and a link to upload your graphic files.

#### Main Conference

**48"w x 36"h** ..... **Quantity** \_\_\_\_\_ x \$84.00 = \$ \_\_\_\_\_

**60"w x 36"h** ..... **Quantity** \_\_\_\_\_ x \$105.00 = \$ \_\_\_\_\_

**72"w x 36"h** ..... **Quantity** \_\_\_\_\_ x \$126.00 = \$ \_\_\_\_\_

#### Workshop Posters

**24"w x 36"h** ..... **Quantity** \_\_\_\_\_ x \$42.00 = \$ \_\_\_\_\_

### Poster Presenter Profile

Company Name:		Workshop Title or Poster Board #:
Street Address:		City:
State:	Zip:	Country:
Contact Name:		Email Address:
Cell Phone: (    )	Fax: (    )	

### Method of Payment

**Company Check\***  
(Checks must be in U.S. Funds, payable to T3 Expo )

**Wire Transfer\*\***  
**Credit Card**

### Credit Card Information

Workshop Title:		
Cardholder Name:	Email Address:	
Account Number:	Card Type:	Expiration Date:
Signature:	CCID#:	
Cardholder Billing Address:		
City/State/Zip:		

Please email completed form to [terri@eventhosts.com](mailto:terri@eventhosts.com)

Terri@eventhosts.cc

PLEASE NOTE: There is a 50% cancellation fee for any items that are cancelled after Friday, July 1, 2022. No refund will be given once the Posters are printed.

**Sales Tax 6.0%** ..... \$ \_\_\_\_\_  
**Estimated Total Poster Amt.** ..... \$ \_\_\_\_\_

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# Artwork Submission Guidelines

## General File Set Up

Please provide artwork in native forms whenever possible:

- **Adobe Illustrator and Adobe InDesign files are preferred**

When creating multiple-panel signs/structure graphics (booth back walls, etc.):

- **Use Adobe Illustrator for layout**
- Create artwork using one artboard for entire graphic. Don't use separate artboards for artwork spanning more than one panel.
- Include **2" bleeds** on all sides
- Convert fonts to outlines
- Embed all linked images

When creating single-panel graphics/smaller signs (meter boards, placards, etc.):

- **Use Adobe Illustrator or InDesign for layout**
- Include **1" bleeds** on all sides
- Convert fonts to outlines
- Embed or package all linked images

## Images

Rasterized pixel-based images such as PSD, TIF or JPGs should be high resolution (150-300 dpi) at full size, 1:1 ratio. This includes images linked or embedded in InDesign or Illustrator files.

Based on viewing distance, below are some basic guidelines for resolution when working with formats such as PSD, TIF and JPG files.

### 48" x 96" Graphics and larger

**Recommended** resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 200 dpi at full size
- Viewing distance of 5-9 feet ..... 150 dpi at full size

**Minimum** resolution for graphic at full size dimensions:

- Viewing distance of 1-4 feet ..... 150 dpi at full size
- Viewing distance of 5-9 feet ..... 100 dpi at full size

### Graphics smaller than 48" x 96"

- Viewing distance of 1-4 feet ..... 100 dpi at full size

## Preferred File Formats

- **Adobe Illustrator (AI or EPS):** Outline fonts and embed all links
- **Adobe InDesign:** Package all fonts and links
- **Adobe Photoshop (PSD, TIF or JPG):** For image files

## Checklist

SET DOCUMENT MODE TO CMYK

USE APPROPRIATE DIMENSIONS AND SCALE

SET APPROPRIATE BLEEDS ON ALL SIDES

CHECK IMAGE RESOLUTION

CONVERT FONTS TO OUTLINES

EMBED IMAGES / SAVE & PACKAGE YOUR FILE

INCLUDE PDF PROOF

## Submitting Artwork

Once your graphics are complete, please [CLICK HERE](#) to upload your graphic files or download templates.

## Questions?

**Questions regarding artwork may be emailed to:**

Exhibitor Graphics  
[graphics@t3expo.com](mailto:graphics@t3expo.com)

**Please include, in all inquiries:**

- Event name
- Company name
- Booth number
- Contact information