

FILE PREP GUIDELINES

ACCEPTABLE FILE FORMATS:

- Illustrator CC or below (.ai or .eps)
- Photoshop CC or below (.tif, .psd, .psb, .eps, or high res .jpg)
- Indesign CC *or below(.idml or.indd)

*Some vendors that we work with do not support Indesign, **Please ask** before setting up artwork in this program!

FILE SETUP:

- For best results, setup artwork on the templates provided.
- Files should be setup to full size or scaled proportionately.
- Fonts should be outlined or provided with artwork.
- Link images, and provide them if used in artfiles.
- Unflattened artwork is best, this allows easier access for any sizing, design, or color adjustments.
- If we notice a spelling error, it will be questioned. However we are not held responsible for grammatical or spelling errors on art received.

BLEEDS:

- Submitted art should have a minimum of 2" bleed on all sides.
- Avoid putting important content close to edges of art space. Provided templates will indicate safe areas.

RESOLUTION:

- Final output for print is 100 dpi at full size. If files are at half scale then 200 dpi would be recommended.

COLOR:

- Files are best setup in CMYK.
Files setup as RGB will be converted to CMYK which may result in unexpected color shifts.
- If Pantone (PMS) colors need to be color matched, please build into the art files.
Specify the PMS color and/or supply a hard copy proof.
- PMS color matches are for guidance and will be matched as closely as possible through digital CMYK printing process.

UPLOADING ARTWORK:

Small Files:

Email

- Files under 8 MB can be sent through email.

Large Files:

Hightail - <https://www.hightail.com/u/EvoExhibitsCreativeDepartment>

- For best results on uploading multiple art files, compress the art into a zip and upload.

Wetransfer.com

- If using Wetransfer please direct the art toward the Account Executive unless instructed otherwise.