

THE EXPO GROUP

Architects for connecting communities.SM

GRAPHICS

Watch your booth come to life with digital graphics created in-house by The Expo Group. Send us any graphical elements you want included or work with our expert team to create a stunning sales atmosphere using custom graphics. Log in to your cyberservices account to upload images.



Graphic Panels and Headers

Let your booth graphics convey information to attendees, create interest among potential clients, enhance your standing in your industry and help close deals. Standard Graphic Panels fit any of our Modular Rental Exhibits and Custom Panels can be built to accommodate unique layouts. Backlit Panels and Custom Headers are also available.



Banners

A wide banner across your booth's threshold, or perhaps in a sponsored conference room, is another effective way to promote your company, products or services. Vinyl and foam core banners can be ordered from The Expo Group.



Signs

The Expo Group creates signs in any size, for any purpose. Order an eye-catching sign to promote your latest product, announce a giveaway or invite show attendees to a demonstration. Popular easel-displayed sizes are 22" x 28" and 28" x 44". Smaller 7" x 11" signs are ideal for creating a tabletop. We produce large signs and cut-outs too!

To order, proceed to the Graphics order form.
theexpogroup.com | 800-736-7775

Company names and logos are the property of the respective company

5931 Campus Circle Drive West, Irving, Texas 75063 | theexpogroup.com | 972.580.9000

Atlanta | Austin | Boston | Chicago | Las Vegas | Orlando | San Antonio | Washington D.C.

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GRAPHIC SUBMISSION GUIDELINES

When submitting your artwork, these guidelines are vital to ensure your graphics look the very best.

1. All logos must be in a ***vector format**, saved in Adobe Illustrator or as an EPS file. Raster images will not be accepted- this includes .jpg, .png or .gif files copied directly from a web site.

* Art that can be scaled to any size without losing quality



2. All text should be converted to outlines or with the fonts provided. PC fonts only. All fonts must be embedded.

3. Photographic images should be 300 dpi at the final size in the layout in either JPG or TIF file format. **Sorry, Internet images cannot be used.**

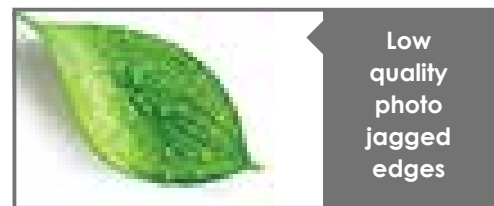
- Large continuous graphic walls 10ft wide or more need only be between 90 -150 dpi at actual size.
- How an image is originally acquired will determine its resolution, and thus the size it can print at for clear and crisp printing.
- Resolution and size (dimensions) are inversely proportional to each other. If you enlarge an image, you lower its resolution.

4. You must provide either a printed proof or a PDF proof when submitting artwork. This allows us to check the files for the font, color problems, missing links and more.

Acceptable Art Work



Unacceptable Art Work



.ai - Adobe Illustrator (Fonts outlined - images embedded)

.eps - Encapsulated Post Script

.tiff - (300 dpi at layout size)

.doc - Word Document - text only

.psd - Photoshop Document (All layers flattened)

.zip - Windows Compression Format

.jpg

.pdf

.ind - InDesign

.qxd - QuarkXpress

.ppt - PowerPoint

.art - AOL compressed image/clip art file

.gif - Graphic Interchange Format

.vsd - Visio Drawing File

.png - Portable Network Graphics

.cdr - CorelDraw



Discount Deadline:
April 8, 2024

- Orders received after the advance deadline or without payment will be billed at standard rates. TEG cannot guarantee orders placed one week prior to first exhibitor move in date.
- Advance pricing for orders with custom graphics will apply only if production ready artwork files are received and approved prior to the Discount Deadline date. Production ready artwork files submitted or graphic proofs approved after the Discount Deadline date will be billed at Standard rates.
- If any submitted artwork files require editing (file conversion, retouching, cloning, color correction, etc.), a digital set-up fee of \$125.00 will apply. Please allow 3-5 business days for graphic proof turnaround time.
- All signs are printed using six color printing and are printed on 3/16" thick foam board, unless alternative material is agreed upon at the time of placing your order.
- Final approval of graphic proof must be received by the deadline date or expedite fees will apply.
- Once graphic proofs are approved and produced, no refunds will be issued. A 50% cancellation fee will apply for graphic cancellations requested after the Discount Deadline date only if graphics have not been produced. No refunds will be provided 10 days prior to move-in.
- Please review The Graphic Submission Guidelines for instructions on how to format and submit your graphic files.
- Login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

Order online at cyberservices.theexpogroup.com

DIGITAL GRAPHICS AND SIGNS

Please indicate sign orientation: Horizontal Vertical

Item	Quantity	Advance Price	Standard Price	Total
7" x 11"	@	\$ 64.75	\$129.50	=
11" x 14"	@	\$ 79.50	\$159.00	=
14" x 22"	@	\$ 81.50	\$163.00	=
22" x 28"	@	\$102.00	\$204.00	=
28" x 44"	@	\$123.50	\$247.00	=
40" x 60"	@	\$ 198.75	\$397.50	=
Banner per Sq. Ft. (Single Sided)	@	\$ 15.50	\$ 36.00	=
Easel Back (for up to 11" x 14")	@	\$ 10.50	\$ 31.00	=
Double Stick Back	@	\$ 10.50	\$ 31.00	=
Additional Design Time	@	\$ 77.25/hr	\$ 154.50/hr	=
Digital Set Up Fee	@	\$125.00	\$125.00	=

Please specify copy and layout below or login to cyberservices.theexpogroup.com and click "FILE UPLOADS" to submit your graphic files.

ADDITIONAL INFORMATION

CALCULATING YOUR TOTAL

Can't find it? Please call your Customer Service Manager with any questions, needs, or special requests.

Subtotal	_____
9.25% Sales Tax	_____
TOTAL	_____

Exhibiting Company: _____ Booth Number: _____
 Print Name: _____ Date: _____
 Email Address: _____ Phone Number: _____