



CompleteXPO Services
Meeting The Needs of Today's Events!
 Phone 407-786-EXPO (3976) • Fax 407-867-6202
 E-Mail: info@completexpo.com



May 18-19, 2020
 Wynn Hotel & Resort

Art Submission Guidelines

Please follow these requirements so that CompleteXPO Services can provide the highest quality signs for your exhibit.

| Please Provide the Following When Submitting Art | Acceptable File Types |
|--|--|
| <p>Minimum requirements for original artwork, such as logos, when CompleteXPO is providing design and layout:</p> <ul style="list-style-type: none"> 300 dpi resolution at a size of 8 x 10 inches (higher resolution files will result in improved final product) <p>Minimum requirements for final artwork that CompleteXPO will reproduce exactly as provided:</p> <ul style="list-style-type: none"> 150 dpi resolution at full size of actual finished product <p>Minimum requirements for both:</p> <ul style="list-style-type: none"> All related PMS and/or CMYK color codes (if submitting CMYK values, please supply accurate color swatches.) Accurate color proof print of artwork Contact name, phone number and email address of art creator if applicable If submitting a "vector" type file, include all fonts, or convert fonts to outlines or paths | <p>Files that CompleteXPO can use, in order of preference, include:</p> <p>EPS and AI (especially when submitting logos) TIF (especially when submitting photos) JPG (provided resolution is high enough for photo images, not recommended for logos) PSD (all layers must be editable) PDF (please save with illustrator editing enabled, convert all fonts to outlines, or you may also send rasterized pdf files at full scale)</p> <p>File types that CompleteXPO cannot use to reproduce high quality graphics include:</p> <p>GIF files Microsoft Office software files such as Word (.doc) or PowerPoint (.ppt) file types Self-extracting files, such as ESE or SEA files Files pulled from websites: (logos, images, etc.) will not be accepted.</p> |
| Acceptable Software File Formats | Ways to Send Artwork |
| <p>We are capable of working with both PC and MAC based software, and can accept art created with the following software (listed in order of preference). Email attachment (4 mgs or smaller only)</p> <p style="text-align: center;">Ai Ps Id Adobe PDF</p> <p>When sending disks, please label them with the following: Exhibitor Co. Name, Booth #, Show Name, Show Date.</p> | <p>Artwork files that are of acceptable resolution as listed will typically be too large to send via e-mail. Files should be sent via overnight delivery on either a CD-ROM or a DVD. A printed hard proof needs to accompany the files.</p> |
| <p>If you have any additional questions concerning file make-up, logos, resolution, etc. Please contact our graphics department at 407-832-1800 or info@completexpo.com</p> | |



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Signs, Banners and Accessories Order Form

Discount Deadline: May 8th, 2020

| Qty | Description | Advance Rate | Standard Rate | Amount |
|--|--|--------------|---------------|--------|
| STANDARD FOAMCORE SIGNS, SINGLE-SIDED | | | | |
| | Vertical, 22" X 28" | \$ 143.00 | \$ 192.00 | \$ |
| | Horizontal, 22" X 28" | \$ 143.00 | \$ 193.00 | \$ |
| | Vertical, 28" X 44" | \$ 255.00 | \$ 285.00 | \$ |
| | Horizontal., 28" X 44" | \$ 255.00 | \$ 285.00 | \$ |
| | Meter board, 39" X 88.75" X 1/2" | \$ 425.00 | \$ 552.00 | \$ |
| ACCESSORIES | | | | |
| | Blank Foamcore 4' X 8' X 3/16" X 1/2" | \$ 44.00 | \$ 56.00 | \$ |
| | Velcro, per ft. min. 5 ft. | \$ 3.50 | \$ 6.56 | \$ |
| VINYL BANNERS WITH DIGITAL PRINTING | | | | |
| | Grommets, per sq. ft., Vertical | \$ 20.50 | \$ 25.50 | \$ |
| | Grommets, per sq. ft., Horizontal | \$ 20.50 | \$ 25.50 | \$ |
| | Pockets, per sq. ft., Vertical | \$ 24.30 | \$ 39.40 | \$ |
| | Pockets, per sq. ft., Horizontal | \$ 24.30 | \$ 39.40 | \$ |
| REPLACEMENT ID SIGN - CARDSTOCK - DIGITAL | | | | |
| | 7" x 44" Horizontal | \$ 45.00 | \$ 65.60 | \$ |

| Qty | Easel Back | Size | Advance Rate | Standard Rate | Amount |
|---|------------|-----------|--------------|---------------|--------|
| WHITE SHOWCARD | | | | | |
| Price Based on Block Letters, Black Lettering | | | | | |
| | | 7" X 11" | \$ 25.50 | \$ 35.50 | \$ |
| | | 7" X 44" | \$ 36.00 | \$ 47.00 | \$ |
| | | 11" X 14" | \$ 41.00 | \$ 56.00 | \$ |
| | | 14" X 22" | \$ 55.00 | \$ 87.50 | \$ |
| | | 22" X 28" | \$ 78.00 | \$ 114.00 | \$ |
| | | 28" X 44" | \$ 112.00 | \$ 150.00 | \$ |

Orientation: Horizontal Vertical

Please type desired copy below or attach a separate sheet:

- Signs ordered less than ten business days prior to show opening and on Saturday, Sunday or Holidays will be billed at double the Advance Rates.
- Over 10 words add \$2.50 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add \$15.00
- Prices will be quoted on all special work (logos, trademarks, special lettering cut-out, odd sizes, etc.)
- All advance order signs will be available for customer pick-up at the show site service desk.
- NO GUARANTEED DELIVERY TIME ON ORDERS PLACED AT THE SHOW SITE SERVICE DESK.

| | |
|--------------------------|-----------|
| Sub-Total | \$ |
| 8.5% LV Sales Tax | \$ |
| TOTAL AMOUNT → | \$ |

Sign prices are based on customer supplying print-ready graphics in the requested format (see previous page).

Payment Policy: Payment in full for sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the discount deadline or at the Service Desk will be invoiced at standard rates. All outstanding invoices must be settled at the Service Desk prior to show closing. No telephone orders accepted. All charges in U.S. funds only. Check, cash, traveler's checks, Visa, MasterCard, Discover, and American Express accepted. Exhibitors will be charged for the equipment they use in their booth.

Cancellation Policy: Sign orders cancelled before the return deadline will be refunded at 100%. Sign orders cancelled after the return deadline will not be eligible for refund.

| | |
|---------------|----------|
| Company Name: | Booth #: |
| Ordered By: | Phone #: |
| Signature: | Date: |