



RPM CompleteXPO Services

Meeting The Needs of Today's Events!

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November 2nd-3rd, 2011
 Baltimore Convention Center
 Baltimore, Maryland

Art Submission Guidelines

Now Available ON-SITE ORDERING

If you have last minute on-site graphics or signage needs, REMEMBER, WE OFFER...

Full Service Graphics and Signage Capabilities

Any type — from simple to complex

Inquire at the RPM Service Desk For Quotation & Same Day Delivery

Please follow these requirements so RPM 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 RPM 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 RPM 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 RPM 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 RPM cannot use to reproduce high quality graphics include:</p> <ul style="list-style-type: none"> 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.
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>

If you have any additional questions concerning file make-up, logos, resolution, etc. you may contact our graphics department at 407-786-3976 or info@completexpo.com