Please complete the following:

**Company Name:**

**Contact Name:**

**Authorized Signature:**

Signature also indicates you read and accept the Payment Policy and Terms and Conditions.

**Must order by discount deadline date to receive discounted pricing. Payment Authorization must be completed and returned with order.**

**Graphic files/requests must be received by discount deadline date to qualify for discounted prices.**

**There are no exchanges or refunds once sign has been ordered and processed.**

* All tax rates are subject to change.

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**SIGN SUBMISSION INFORMATION**

Please follow these requests, so Shepard can provide the highest of quality signs for your show.

### File Submission Media

- CD-ROM
- Email attachment (4 mgs or smaller only)
- FTP (.zip compression), call for FTP information

*When sending disks, please label them with the following:*

  - Exhibitor Co. Name, Booth #, Show Name, Show Date

### Artwork Dimensions & Color Specifications

- All artwork submitted should be created at 100% actual size
- or in 10% reduction increments (please indicate scale used)
- Specify target colors as PMS C or U, and send us 100% accurate proofs with your disk. (Color variations may occur due to output devices.)

### Acceptable Software & Formats

- Adobe Illustrator (AI/EPS), InDesign, Photoshop & Acrobat
- Files should be formatted in high-resolution quality, 100-300 dpi
- Vector-based artwork preferred with fonts converted to outline

### Other Graphic Services Available

- Artwork/graphic design services
- Logo reproduction
- Special artwork mounting

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Please note: If customer-provided graphic files are not to exact specifications/requirements, a design-time surcharge will apply.