



## NFMT

Rio All-Suite Hotel & Casino - Las Vegas, NV

November 6 -7, 2018

Upload Deadline **Friday, October 5, 2018**

Orders with complete Payment Authorization and graphics must be received before  
Upload Deadline date

Event Code: L103041118

Connect With  
Us!

email [lasvegas@shepardes.com](mailto:lasvegas@shepardes.com)  
phone (702) 507-5278  
fax (702) 948-0341  
mail 5845 Wynn Road, Suites  
A,B,C,D, Las Vegas, NV  
89118

Graphic File  
Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: [https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/11\\_NFMT/Exhibitor%20Upload](https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2018/11_NFMT/Exhibitor%20Upload)

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name\_Booth#\_Panel Letter **example: Shepard\_1905\_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or  
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your files to: **lasvegas@shepardes.com**  
As the subject line use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**