



Sign Submission Information

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 |
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| <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> <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. you may contact our graphics department at 407-786-3976 or info@completexpo.com</p> | |



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| Special Signs Order Form | Return Deadline: December 19, 2011 |
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| SPECIAL SIGNS | | | | | |
|---|-----------------------------|-----------------|-----------------|------------------|-----------|
| Prices based on Block Letters, Black Lettering on White Showcard, 10 Words or Less | | | | | |
| Quantity | Easel Back (\$5.00 Add.) | Size | Advance Rate | Standard Rate | Amount |
| | | 7 in. X 11 in. | \$ 29.60 | \$ 42.85 | \$ |
| | | 7 in. X 44 in. | \$ 42.60 | \$ 62.55 | \$ |
| | | 11 in. X 14 in. | \$ 34.80 | \$ 52.15 | \$ |
| | | 14 in. X 22 in. | \$ 60.25 | \$ 74.75 | \$ |
| | | 22 in. X 28 in. | \$ 64.30 | \$ 98.50 | \$ |
| | | 28 in. X 44 in. | \$ 86.85 | \$ 133.15 | \$ |
| Orientation: <input type="checkbox"/> Horizontal <input type="checkbox"/> Vertical | | | | | |
| Sub-Total | | | | | \$ |
| 7% GA Sales Tax | | | | | \$ |
| TOTAL AMOUNT → | | | | | \$ |

- Please see the previous page for art submission guidelines
- Signs ordered less than ten business days prior to show opening will not be guaranteed delivery.
- Over 10 words add \$2.25 per word
- Colored show card and each change in color copy will be quoted upon request.
- Easel back applied to sign add \$5.00
- 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.

Please type desired copy below or attach a separate sheet

Payment Policy: Payment in full of sign order charges, including applicable tax, must accompany your advance order to qualify for discount rates. All orders placed after the return 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.

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.

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