



***This document details the specifications for graphics submitted to Triumph Expo & Events Inc. by our clients.***

Any files that do not conform to the specifications described below will incur additional fees beyond the current pricing shown in our exhibitor kits. Any in-house work that is needed to modify provided files to a print ready state will be billed out at \$70.00 per hour, with a half-hour minimum.

Any files that must be opened in their native application and exported to the required file types described below do not conform to this specification.

## **FILE TYPES**

Digital files (logos, photos, finished layouts, etc.) should be saved or exported from your design application to PDF, EPS, or TIFF with a minimum resolution of 300 dpi at 50% OF THE FINAL DESIRED PRODUCTION SIZE. The higher the resolution provided, the better the results. JPEG's are less desirable, but can be accepted if the resolution is 300 dpi or above. Placed images are to be embedded rather than linked. If files are linked, be sure to send along the linked files.

***Do not submit GIF files, Word (.doc) files, PowerPoint (.ppt.) files, or any file formatted for or taken from a website. Web graphics are not suited for large format printing. This is a very common error and should be avoided.***

## **PAGE LAYOUT / IMAGE SIZE**

Image should be cropped and scaled to intended print size or to a percentage of print size (no less than 25% for vector based, 50% for bitmap based). Remove non-printing borders. Final resolution should be NO LESS than 100 dpi at FINAL print size. Higher resolutions will produce superior results. Image should be flattened – no layers and/or transparent objects. Color halftone images should be submitted in CMYK color mode. If arrangements are made ahead of time with our Graphics Dept., Native Files\* can be sent along if any changes or additions are anticipated during the course of the install of the show, but these should not be considered as the primary print files.

## **FONTS**

All fonts should be converted to outlines or paths. Send font files if there is an anticipation of any changes or additions can be made to the provided art. Any In-House changes will be billed as described above.

## **PROOFING**

***A clean hardcopy proof and a PDF proof should be sent along with the print files for reference. Files provided without proofs will be printed as is without correction applied.*** Any re-prints necessary due to proofs not being provided are done at additional cost to the client.

## **SENDING FILES**

Files can be sent on CD-ROM or DVD (recommended for extremely large High resolution files) or posted to your FTP site. For information on our web based file transfer services, contact us at: [graphics@triumphexpo.com](mailto:graphics@triumphexpo.com) or at 206.696.7132. Smaller files (-10MB) can be emailed directly to [graphics@triumphexpo.com](mailto:graphics@triumphexpo.com).

\*native application file types supported are Adobe Photoshop CS4 (mac/pc), Illustrator CS4 (mac/pc), InDesign CS4 (mac/pc) and CorelDraw 11 (pc).