



Agent Summit

Sands Expo & Convention Center - Las Vegas, Nevada

May 21 - 22, 2018

Discount Deadline **Friday, April 20, 2018**

Order with complete Payment Authorization must be received before Discount Deadline date to receive discounted pricing.

Event Code: L144560518

Connect With Us! email lasvegas@shepardes.com
phone (702) 507-5278
fax (702) 948-0341
mail 5845 Wynn Road, Suites A,B,C,D, Las Vegas, NV 89118

Graphics and Signs

Sign prices are based on customer supplying print-ready graphics in the requested format.

Foam Core Signs, Single sided

Qty.	Code	Item	Discount	Regular	Amount
	70009	Vertical, 22" x 28"	190.30	247.40	
	70010	Horz., 22" x 28"	190.30	247.40	
	70011	Vertical, 28" x 44"	289.95	376.95	
	70012	Horz., 28" x 44"	289.95	376.95	
	70025	Meterboard, 39" x 90.75"	586.80	762.85	

Vinyl Banners with Digital Printing

Qty.	Code	Item	Discount	Regular	Amount
	70065	Grommets, per sq. ft. - Vertical	24.15	31.40	
	70071	Grommets, per sq. ft. - Horizontal	24.15	31.40	
	70066	Pockets, per sq. ft. - Vertical	25.95	33.75	
	70072	Pockets, per sq. ft. - Horizontal	25.95	33.75	

Accessories

Qty.	Code	Item	Discount	Regular	Amount
	70017	Blank Foamcore, 4' x 8'	51.70	67.20	
	70021	Velcro, per ft, min. 5 ft.	3.40	4.40	
	70004	7" x 44" ID Sign	56.95	74.05	
	50094	Floor Easel	51.00	66.30	
	50095	22x28 Sign Holder	116.20	151.05	

Table Clings Table clings are made to fit our Pedestal table tops!

Qty.	Code	Item	Discount	Regular	Amount
	70034	36"x36" Rnd Table Cling	202.50	263.25	

Please see our **Graphic Guidelines** page for specific file and artwork information.

See our **Graphic Upload** page for a step by step guide on uploading your artwork.

Signature indicates you read and accept the Payment Policy and Terms & Conditions. Due to the custom nature of this product, no refunds or cancellations are available.

Total Graphics: \$ _____
8.250% Tax*: \$ _____
Amount Due: \$ _____

Company Name: _____

BOOTH: _____

Contact Name

Contact Email Address

Please Sign



Card Holder Signature



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Upload Deadline **Friday, April 20, 2018**

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

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Graphic File Upload Instructions

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

Address: https://files.shepardes.com/folders/show?path=FTP+Files%2FDrop+Off%2F-2018%2F05_Agent+Summit%2FEXHIBITOR+UPLOADS

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.



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Graphic Guidelines

ACCEPTABLE FILE FORMATS

Shepard uses the most current version of Adobe Creative Cloud. If providing native files from another version, please provide an .idml file.

Program File Extension

Adobe Acrobat .pdf
 Adobe Illustrator .ai, .eps

Adobe InDesign .indd, .idml
 Adobe Photoshop .tiff, .psd, .eps

WE DO NOT ACCEPT: Microsoft® Word®, Excel®, or PowerPoint® files for artwork/graphics.

Special Considerations

Create using a high-quality output.*

Vector artwork. Images embedded and fonts changed to outlines** or a packaged file.

Fonts changed to outlines** or a packaged file.

Raster artwork. File should be in CMYK color space.

FONTS

If creating artwork in Adobe® InDesign® or Illustrator® there are two options when supplying fonts. Supply us with PC format TTF fonts. Change fonts to outlines. This prevents font substitution through layout and production. REMEMBER: if creating outlines, text is no longer editable.

Package the fonts from InDesign or Illustrator (File → Package → Check “Copy Fonts”) and submit with your artwork.

ARTWORK GUIDELINES

Document Size & Specs

All artwork should be created at 100% size at 150 dpi or in a proportionally scaled down format (ex. 50% at 300 dpi or 25% at 600dpi). NOTE: Mark artwork to the dimensions it is sized to if not 100%. All content should be kept within the live area, leave approximately 2” all the way around artwork to ensure sign holder or structure metal does not cut off content.

COLOR

All artwork should be created/supplied in the CMYK color space. Please provide Pantone® colors/HEX code if we need to match a specific color during the printing process. All PMS colors should be converted to CMYK Process Color in the artwork. NOTE: Converting color from RGB to CMYK will change the vibrancy and the look of some effects, DO NOT design artwork in RGB. Colors may vary due to output devices.

ARTWORK FILE TYPES & RESOLUTION

Artwork can be created in several ways. Here are some things to consider.

Vector

Vector-based artwork is resolution independent and can be enlarged or reduced without loss of quality. This is the preferred file type and is most often created in Adobe Illustrator and used for creation of logos and clip art.

Raster

This type of file is resolution dependent and will reproduce poorly if the appropriate file resolution is not supplied. If you supply raster art, it is best to save your artwork in a 1 to 1 (full size) output ratio at 150dpi or higher. Lower resolutions (1MB or smaller) will result in reduced image quality. File size should not exceed 200MB (if possible). Raster images are most often created in Adobe Photoshop® and is most often used for photographic images.

Resolution

Artwork should be 150dpi at 100% scale or 300dpi at half size. This will ensure the artwork remains high resolution when printed at full size. See samples below.

Vector Logo at 200%



Raster Logo at 200%



High Resolution Logo



Low Resolution Logo

