

Booth holders who purchase an 8' x 30" triangular banner to be suspended from the exhibit hall ceiling above their booth must provide the following details to ensure that the sign is displayed correctly. **Once suspended, the banner will not be re-hung.**

BOOTH INFORMATION

Organization Name (Booth Name) _____ Booth Number _____ Booth Size (Single, Double, Triple, etc.) _____

DESCRIPTION OF SIGN(S) PURCHASED

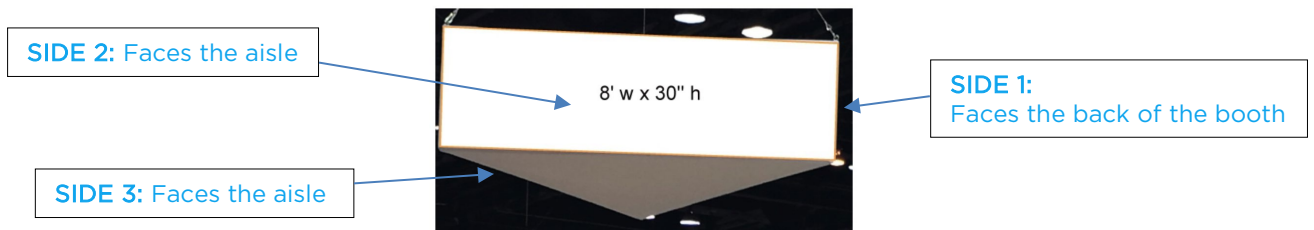
Number of signs purchased? _____ Graphic Images: Same image on all sides
 Two different images
 Three different images

If the graphic images are different on each side, please identify what graphic should be placed on each side of the sign:

Side 1 image: _____

Side 2 image: _____

Side 3 image: _____



HANGING LOCATION INSTRUCTIONS

The banner will be suspended over the center of your booth with one side parallel to your back wall. **Banners will not be re-hung onsite.**

SPECIFIC INSTRUCTIONS

(Be sure to review page two for graphic specifications and uploading instructions.)

IPW TRIANGLE BOOTH BANNER HANGING INSTRUCTIONS FORM

SPECS

Our desire is to provide you with the best possible quality graphics for your hanging booth banner. You can help us in that effort by providing digital graphics that meet minimum requirements listed below:

- 100 dpi resolution at full size of actual finished product
- If done at half scale, 200 dpi resolution is required
- **Trim Size** – 98” x 32” | **Live Area** – Trim Size less 1-inch margin on all four sides
- Native file format with all fonts and linked images included (production files)
- Low resolution PDF file for viewing purposes only
- Logos are in “vector” format with all fonts included
- All related PMS and/or CMYK color codes for both graphic files and logo files
- Contact name, phone number, and email address of art creator

UPLOADING YOUR GRAPHICS

Return your completed form and print-ready artwork files to Dan.Pacyna@freemanco.com by **April 5, 2024**.

Note: If your files are too large, you can upload graphics through [Box](#). Send a follow-up email to [Dan Pacyna](#) to confirm successful upload.