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## File Formats

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**PDF, JPEG, TIFF, EPS, PSD, PSB**

Do not supply Microsoft Office formats - Powerpoint, Word, Excel

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## Print ready PDFS

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Illustrator, Save as Illustrator Default

Photoshop, Save as High Quality Print - (Flatten Layers first)

Indesign, Save as High Quality Print - (Switch on bleed)

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## File Sizes and Resolution

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Keep artwork file sizes under 1 gigabit

Images under 2000mm export at 300 dpi, Images over 2000mm export at 200dpi

Vector artwork is scalable without loss of quality

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## Dimensions

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Set artwork at 100% size where possible. Very large artwork set at either 50, 25 or 10%.

Set the dpi proportional to size. eg:

- 50% artwork to double dpi
- 25% artwork X4 dpi
- 10% artwork X10 dpi.

(If artwork is not 100% please add the scale in the filename)

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## Bleed

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Pull Up Banners/Banner Vinyl+Mesh/Stickers/Boards/Posters/Paper - **3mm bleed**

Double Sided Banner - **25mm**

### Dye Sublimation:

Exhibition Graphics - Fabric (Formulates + Modulates) - **100mm bleed**

Stretch, Black Back Fabric - **50mm bleed**

Cushions/Tablecloth - Fabric - **30mm bleed**

***When in doubt, always add bleed***

*(It is easier to crop away unwanted bleed than it is to make it)*

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## Crop & Registration Marks

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Do not include registration marks in final artworks. Crop marks are ok

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## Colours

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All artwork set in CMYK. All Pantones, Spot & RGB converted to CMYK. Try to avoid rich black (set as black 100%)

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## Fonts

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Outline all fonts or supply fonts/font info

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## Images

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Please embed the images, no Links

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## Additional Information

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- Do not supply artwork with guides or references embedded
- If do you have a visual, please send in a different layer or file
  - The design needs to be centred within the document
  - Keep important content away from edge and safe area