



GRAPHIC FILE SUBMISSION & FILE TRANSFER STANDARDS

Accepted File Formats

Vector Files: PDF, EPS, or AI

** Always save as “High Quality Print” and ensure “Preserve Illustrator Editing Capabilities” is Enabled. Please do not include any Printer’s Marks in your files.*

Image Files: TIFF, JPG, or PSD

** Always save as uncompressed, high resolution images.*

Note: Files created in Adobe InDesign should be properly packaged with all links, fonts, and associated files.

Layout Notes

- Vector files are required for all line art and logos.
- Text should be converted to outlines before submitting, or fonts should be included with artwork.
- Bitmap/image resolution should not be less than 75 ppi (dpi) at 100% output size. Please ensure that images are embedded in your files where possible.
- Artwork should have 1” bleed on all sides — not including bleed may result in unexpected cropping.
- Please note that the outer 0.5” of standard graphic panels will be hidden in our metal channel system.

Colour

We digitally print in 4 colour process or CMYK mode. All files should be saved for output in CMYK mode to avoid unexpected results. If your logo/file contains specific Pantone® colours, please specify. We will match colours as closely as 4 colour process printing will allow.

GES File Transfer Site

Please use our GES file transfer utility site to send large files directly to us:

- The file transfer site is located at <https://file.ges.com/>
- Enter your email address in the “Your Email Address” field.
- Enter **the email of your contact at GES** in the “Recipient Email Address” field.
- **IMPORTANT: Please enter your company name, event name, event location, booth number, and any other relevant information associated with your graphic file under the “Comments” section.**
- Click “Next”, locate your graphic files, and click the “Upload” button to send.
- **NOTE:** This site will work with most Internet browsers, except **Microsoft Internet Explorer**.

For assistance, please contact your GES Representative.