BANNER ARTWORK

DEADLINE: 10/9/15

File Creation Guidelines
All artwork must be submitted in the following format:
- 100 DPI at final size
- CMYK Color format
- All logos and text in vectorized Adobe Illustrator format
- Any linked files or fonts must be provided
- Refer to provided graphic template for more information and specific sizing/bleed info

File Submission Guidelines
- Any files should be sent to: **rgolden@rgoproductions.com**
- Preferred method of receiving digital artwork is via file transfer service www.wetransfer.com (This service is free up to 2gb and no sign up is required).
- If a USB drive is required due to excessive graphic file size, please ship to:
  > RGo Productions
  > **ATTN: Ryan Golden**
  > **21 Kent Lane**
  > **Farmingdale, NY 11735**

PARTNER SHOWCASE SETUP

Wednesday, Nov. 4 - 12:00 p.m. - 5:00 p.m.
The Partner Showcase is being held in the **Cardinal Room** at the Hotel Mazarin.

All banner graphics, banner stands and literature stands will be shipped to the Mazarin Hotel directly by our event production company, Rgo Productions.

Tables, chairs, electric and internet/wifi will be provided by the Hotel Mazarin.

PARTNER PRESENTATIONS (Elite Sponsors Only)

DEADLINE: 10/16/15

FORMAT/GUIDELINES:

EasyVista will provide an EV Connect PowerPoint Template for partner presentations.

PLEASE NOTE: We will be scheduling presentation dry-runs on **Wednesday, Nov. 4** between **12:00 p.m. - 5:00 p.m.** in **LaLouisianne Salon A** at the Hotel Mazarin.

SHIPMENTS

If you have any additional items you would like to have setup at your showcase, please ship them directly to the Hotel Mazarin.

PLEASE NOTE: The earliest date the hotel will accept shipments is: **Friday, October 30, 2015.**

> **Hotel Mazarin**
> **730 Bienville Street**
> **New Orleans, LA 70130**
> **Attn: Rachel Olavarrieta**
> **HOLD FOR EASYVISTA EV CONNECT**
> **PARTNER SHOWCASE**

PARTNER LOGOS

DEADLINE: 10/10/15

Please send a high-resolution logo to: **lmoshier@easyvista.com for event website and signage.**

Retractable Banners:

Total Graphic Area: 31.5"w X 90.25"h
Total Visual Area: 31.5"w X 83.75"h

Please be sure to include a 1/2" bleed at the top & a 6" bleed at the bottom

Graphics printed on 8oz. Oxford using the dye-sublimation printing process will need an extra 1" bleed around the perimeter (see template on the right)

General Art Guidelines:

– CMYK Color

– Do not embed images, supply them

– Resolution must be 100-120 ppi

– All fonts must be created to outlines

RGO
PRODUCTIONS

31.5" width

.5" bleed area

90.25" total height

83.75" visual height

BLEED AREA
will not be visible when mounted into bannerstand

6" bleed area

31.5" width + extra 1" bleed

.5" bleed area

90.25" total height + extra 1" bleed

83.75" visual height

BLEED AREA
will not be visible when mounted into bannerstand

6" bleed area
trim line