



Graphics Checklist (For Exhibitors)

Before submitting your artwork, please review the following:

Artwork Preparation

- Files are submitted in PDF, AI, or EPS format
- All fonts are outlined
- Images are high resolution (150 to 300 DPI)
- Artwork is built to the correct size or scale

Design Accuracy

- Brand colors and logos are correct
- Spelling and content have been proofread
- Important content is within safe viewing areas

Technical Requirements

- Bleed has been added where required
- Templates provided by SourceOne have been used
- File names are clearly labeled

Submission Timing

- Artwork submitted at least 2 to 3 weeks prior to the show
- Final approval has been confirmed

Submitting complete and accurate files helps ensure smooth production and avoids additional charges or delays.