**Artwork Specifications and Submission**

**Please supply all artwork in the following format:**

* All artwork must be sent at full or half size in a high resolution print ready pdf with colour in CMYK
* Tick marks (tick marks not required on seamless upgrade)
* Fully flattened
* No transparencies
* All fonts turned to outlines

Artwork Submission

Upload the artwork document to our secure server following this link:

<http://exhibitionuk.staging.wpengine.com/upload-artwork/>

This link requires one ZIP file to be uploaded. Please ensure when submitting your artwork, the following is completed:

* Your artwork meets the artwork specifications criteria; document found online
* here www.sapusers.org/conference/exhibitor-zone/ which indicates how the
* artwork should be created
* The graphics are in the correct order by which they should be printed and
* installed - please make this clear within the PDF
* Company name and stand number is included within file name

**IMPORTANT:** The deadline to submit all artwork is Friday 14th October.

Any delay in sending across your files may result in your graphics not being printed. This time allows us to carry out artwork checks for tick marks, bleed and outlines before files can be sent to print. The graphics team will contact you in advance of print with any problems which may need sorting. Please send files in the correct format as listed above so as not cause delays.