

IMPERIAL TO METRIC SIZES

- 8' Nominal = 94 1/2" or 2400mm Actual
- 4' Nominal = 47 1/4" or 1200mm Actual
- 3' Nominal = 35 7/16" or 900mm Actual
- 2' Nominal = 23 5/8" or 600mm Actual
- 1' Nominal = 11 13/16" or 300mm Actual

FABRIC, VINYL & UV GRAPHIC

CARE GUIDELINES



GENERAL HANDLING FABRIC GRAPHICS

- Your fabric graphics should always be handled in a clean, dry area with clean hands. When possible, use white fabric gloves.
- Be sure fabric is clean and dry before packing.
- Machine washing and/or drying is not recommended for all fabrics. Refer to chart below for which fabrics are washable.

EMERGENCY STAIN TREATMENT (FABRIC)

- For dry stains, like loose dirt or pencil marks, try initially using masking tape or Magic Eraser (dry-not moistened).
- Masking tape or MagicEraser (dry) can be quite effective at lifting dry, surface dirt. Try 'pulling' as much of stain away as you can. Avoid rubbing stain into fabric.
- Introduce water or liquid cleaner for stains not responsive to masking tape or dry Magic Eraser.
- When using liquids to treat stains, if at all possible, treat the stain with fabric off of the frame.
- Place a clean dry cloth behind stain (to absorb stain while being treated). Moisten another cloth initially with just water (distilled water is optimal, if available).
- Gently blot stain with moistened cloth (or small area of moistened Magic Eraser), while trying to push stain through to the back, using the dry cloth to absorb.
- Repeat using care to keep the wet area as small as possible.
- 3. Grandma's Secret Spot Remover can be an effective stain remover. Mix several drops in a small cup with clean water. Repeat above technique, taking care to keep wet area as small as possible and using dry cloth on back of stain to absorb.

MACHINE WASHING FABRIC GRAPHICS

- Cold water/delicate cycle/tumble dry low or air dry. For stretch fabrics do not use dryer, let hang dry.
- Use caution on dryer time with graphics containing liners. Its best to put tension fabric on frame when fabric is still damp and let it air dry. Always be sure that the aluminum frame is clean when mounting the damp graphic.
- Fabric stretch graphics that are washed and machine dried may shrink up to 3/4" per every 50" of fabric in the direction of the stretch and shrink up to 1/4" in the non stretch direction.

STORING & PACKING BACKLIT GRAPHICS

- To avoid cracks in the ink or having to steam graphics, Backlit fabrics should be loosely folded with bubble wrap or stored around a tube.
- Avoid folding the graphic tightly to store in a small bag or box.

GENERAL HANDLING VINYL & UV GRAPHICS

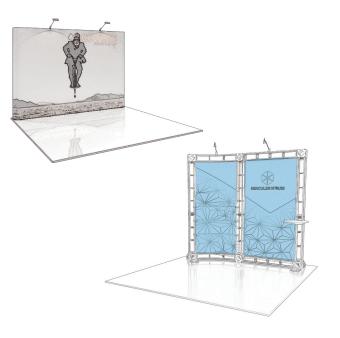
- Vinyl banners and rigid graphics should always be handled in a clean, dry area with clean hands. When possible, use white fabric gloves.
- Be sure vinyl/ UV is clean and dry before packing. Always follow material handling and packing instructions included.
- All vinyl materials should be rolled with graphics facing in to protect the graphic printed side. Roll on a tube if available.
- Avoid folding materials to reduce the risk of crease lines and chipped inks. If a graphic must be folded, try to fold loosely and as few times as possible.

EMERGENCY STAIN TREATMENT (UV)

- For drier stains, like loose dirt, pencil marks or adhesive, try
 initially using masking tape. Masking tape can be quite
 effective at lifting dry, surface dirt. Try 'pulling' as much of
 stain away as you can and avoid rubbing the stain into the
 material.
- When using Solvent to clean a stain be sure to avoid any image. Solvent is aggressive and will take the image off. Soapy water should be used at a ratio of 1 part Dawn® /10 parts water.
- While using Windex® avoid scrubbing harshly. Too much pressure can fade the graphic print.

GENERAL HANDLING OF ROLLABLE PVC PANELS

All mural panels, truss panels and detachables should be rolled with graphics facing out to protect the graphic printed side. Mural panels should be stored in the original plastic sleeves that are provided with the panels.



FABRIC, VINYL & UV GRAPHIC

CARE GUIDELINES

STEAMING FABRIC GRAPHICS

- For optimal results, steam wrinkles when fabric is tensioned and installed securely on the frame.
- Fill steamer with clean drinking water or distilled water. Avoid using water containing hard minerals.
- Hold steamer upright and hold close to fabric. Avoid touching fabric with steamer.
- Do not tip steamer as water drips may cause water marks to form on graphic.

NON BACKLIT FABRIC

* IF WRINKLES APPEAR

-STEAM FABRIC FROM THE FRONT SIDE OF THE FABRIC. FRONT SIDE OF THE FABRIC BACK SIDE DF THE FABRIC WITH THE IMAGE

BACKLIT FABRIC

* IF WRINKLES APPEAR



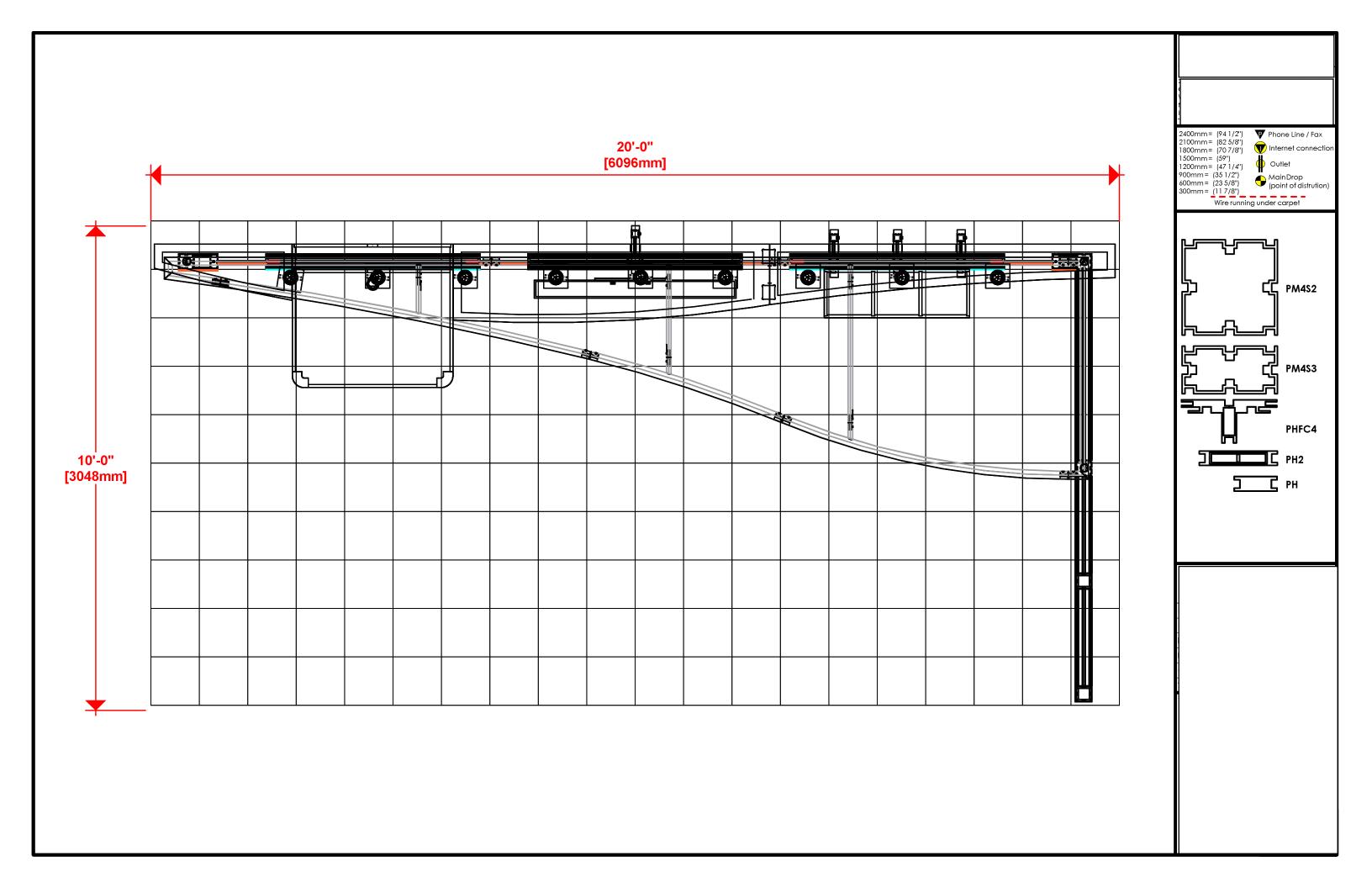
* MAKE SURE FABRIC IS FOLDEI WITH THE IMAGE

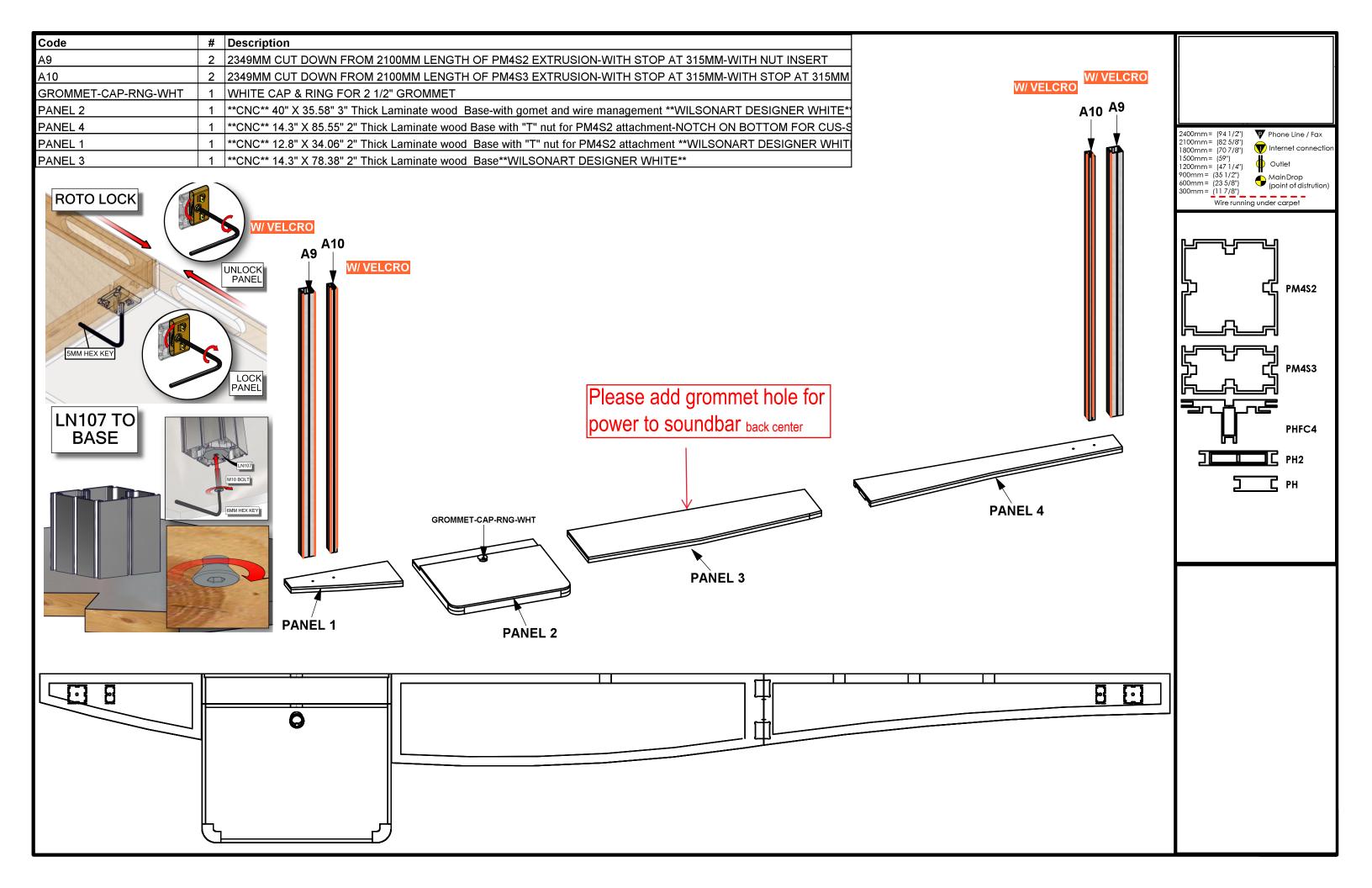
HANDLING REFERENCE CHART

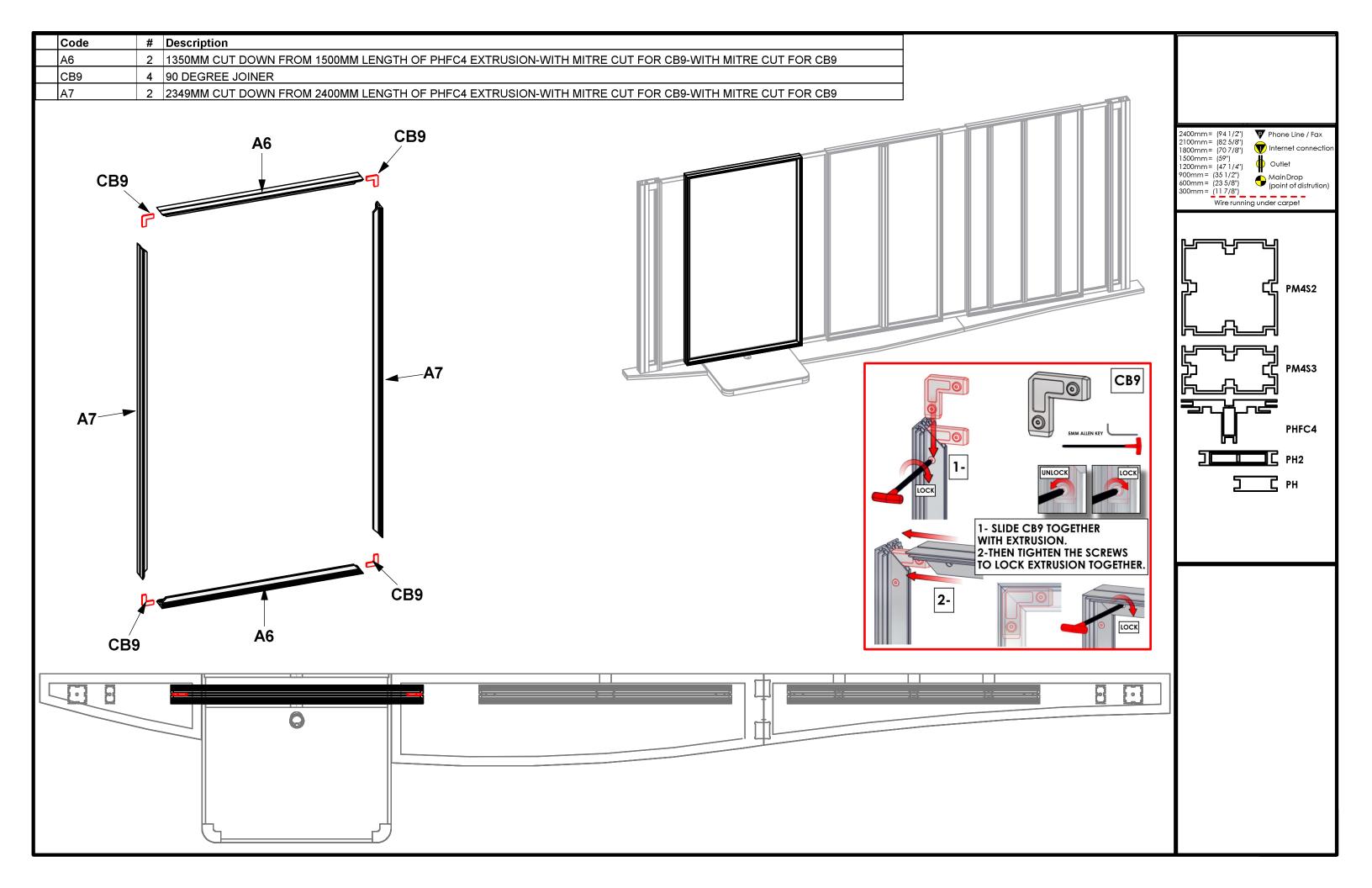
FABRIC					
	WASHING MACHINE	DRY CLEAN	SPOT CLEAN	STEAMING/ IRON	MAGIC ERASER
RESILIENCE	NO	МО	МО	МО	YES (ONLY ON WHITE)
OXFORD	YES	YES	YES	YES	YES
POWER STRETCH	YES	YES	YES	YES	YES
DISPLAY POLYESTER	YES	YES	YES	YES	YES
DISPLAY POLY CONVERT- IBLES TABLE THROWS	YES (MUST VELCRO THE TABS)	YES (MUST VELCRO THE TABS)	YES	YES	YES
OUTDOOR FLAG	YES	N/A	YES	YES	YES
CANVAS OUTDOOR	NO	МО	YES	STEAM ONLY	YES
CANVAS LIGHTBOX	NO	МО	МО	STEAM ONLY	YES
AGILITY	YES	YES	YES	(ONLY W/ 100% TENSION)	YES
SUPER STRETCH	YES	YES	YES	(ONLY W/ 100% TENSION)	YES
TRIPLE WHITE	YES	YES	МО	YES	NO
SOFT KNIT	YES	YES	YES	YES	YES
SHEER	YES	YES	YES	YES	YES

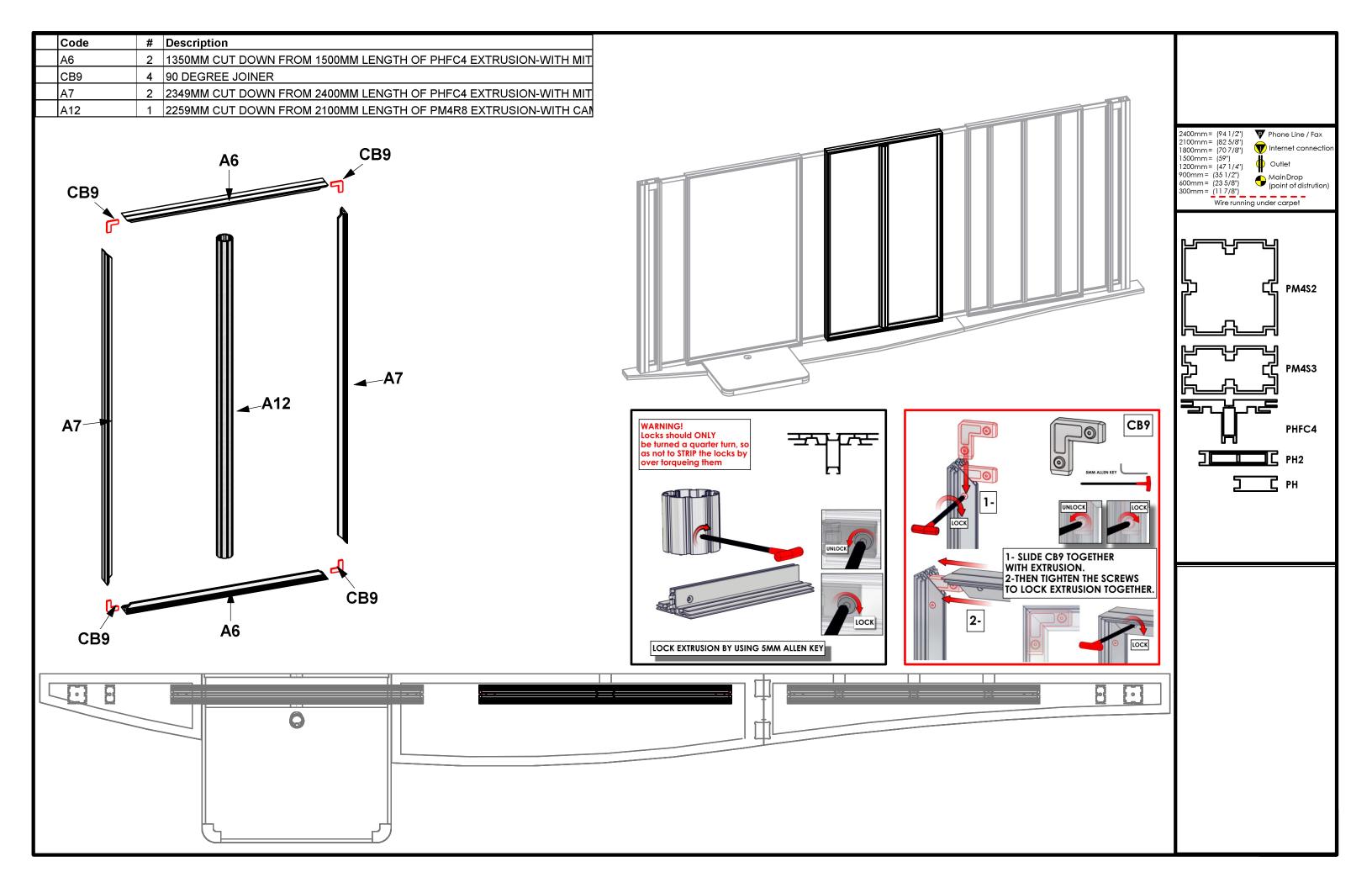
VINYL & ROLLABLE					
	SOLVENT	SOAPY WATER (DAWN®)	WINDEX®		
FLATMAXX	ONLY ON WHITE	YES	NO		
SCRIM 130Z/ 180Z	ONLY ON WHITE	YES	NO		
VINYL 200Z	ONLY ON WHITE	YES	NO		
MELINEX	NO	YES	NO		
MURAL PANELS	NO	YES	YES		
UV RIDGED	NO	YES	YES		

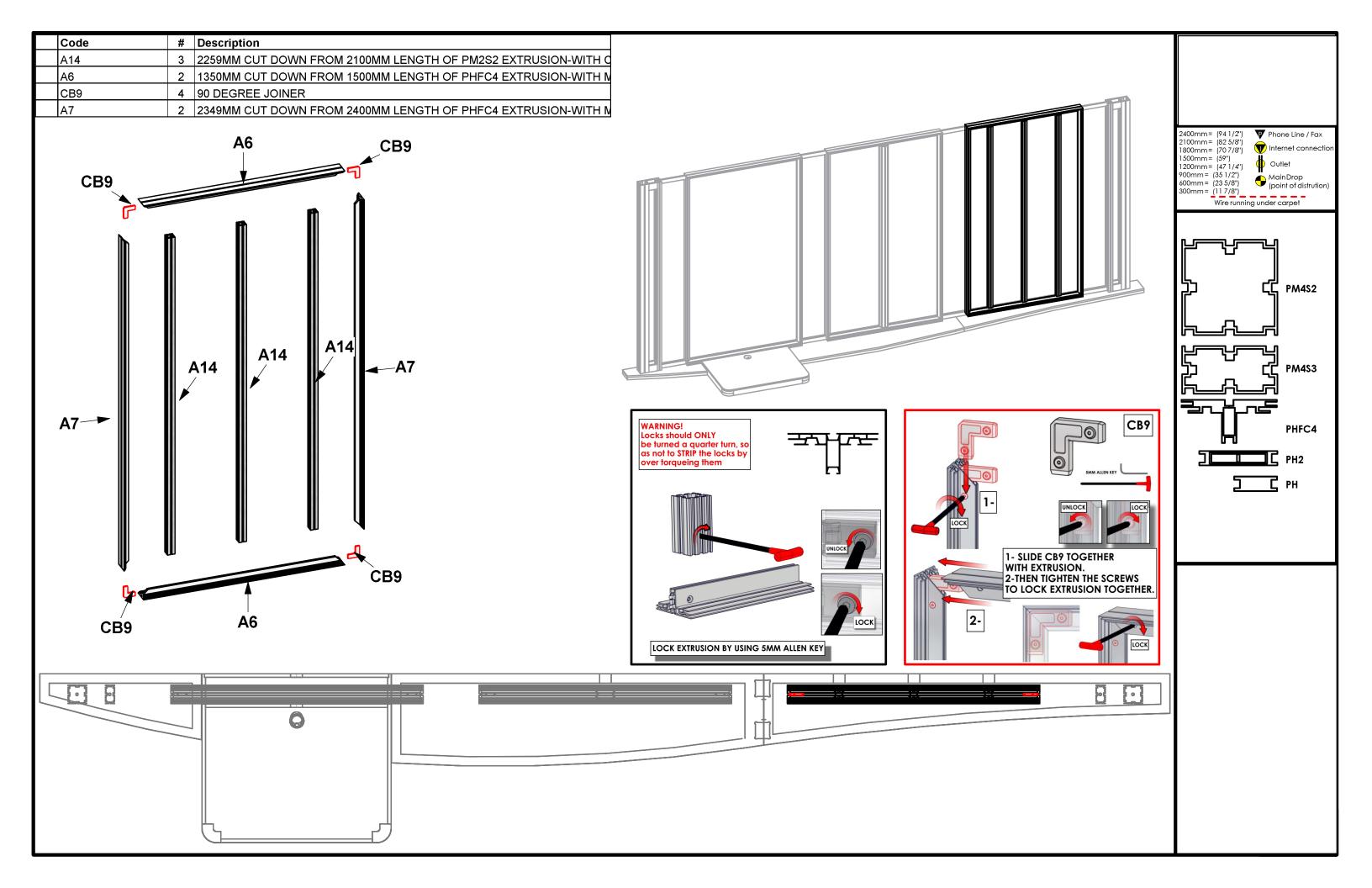


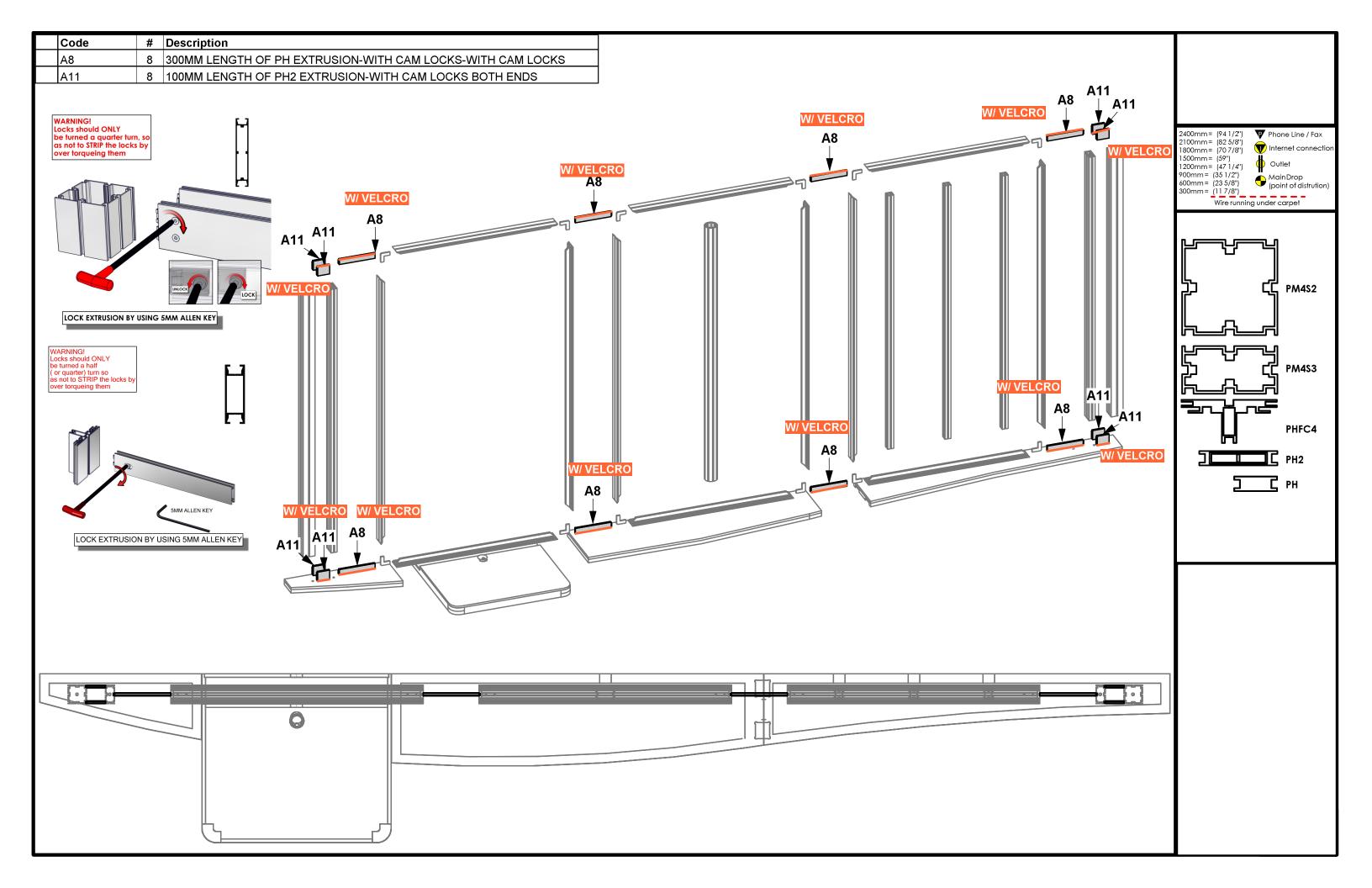


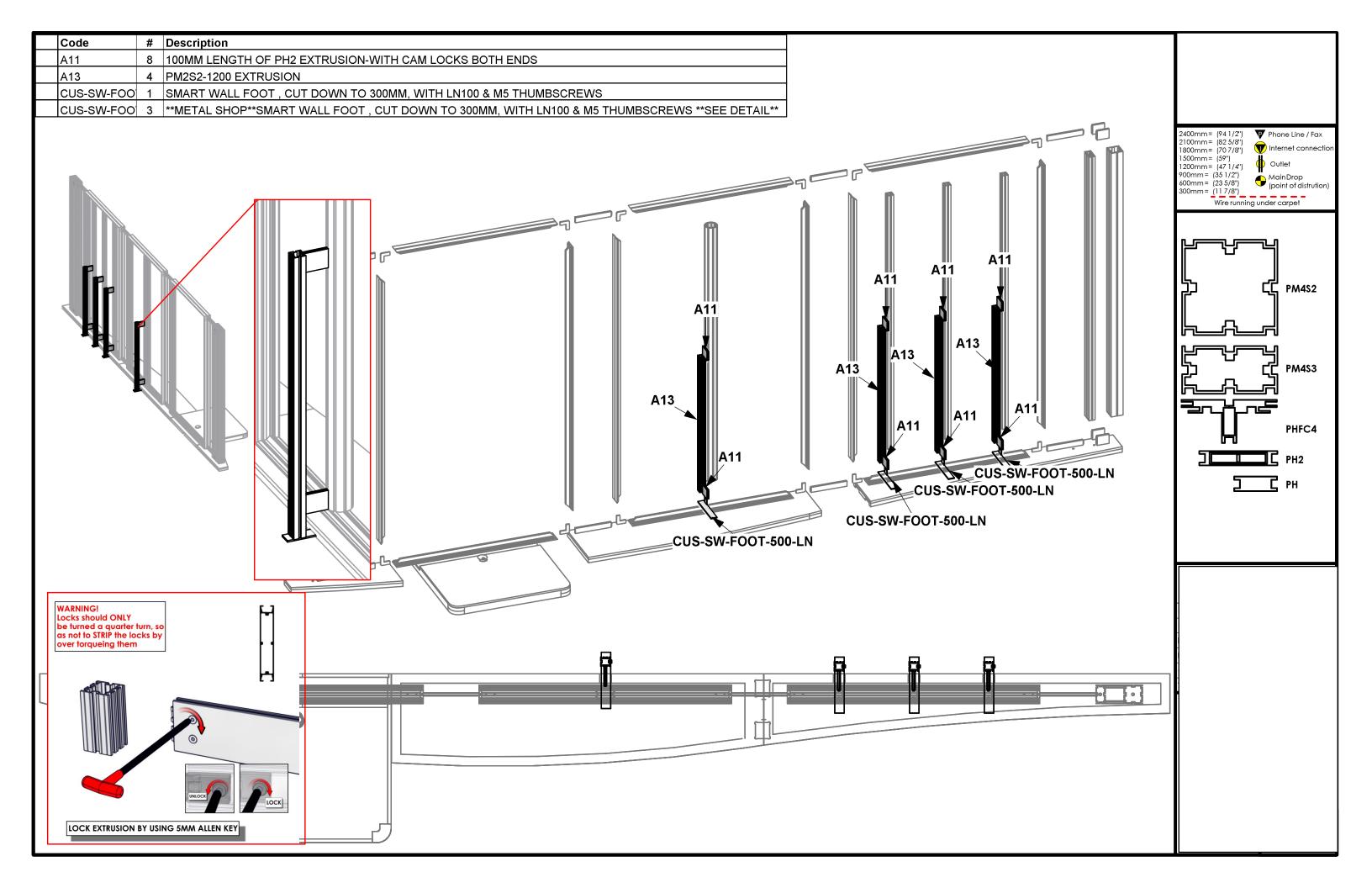


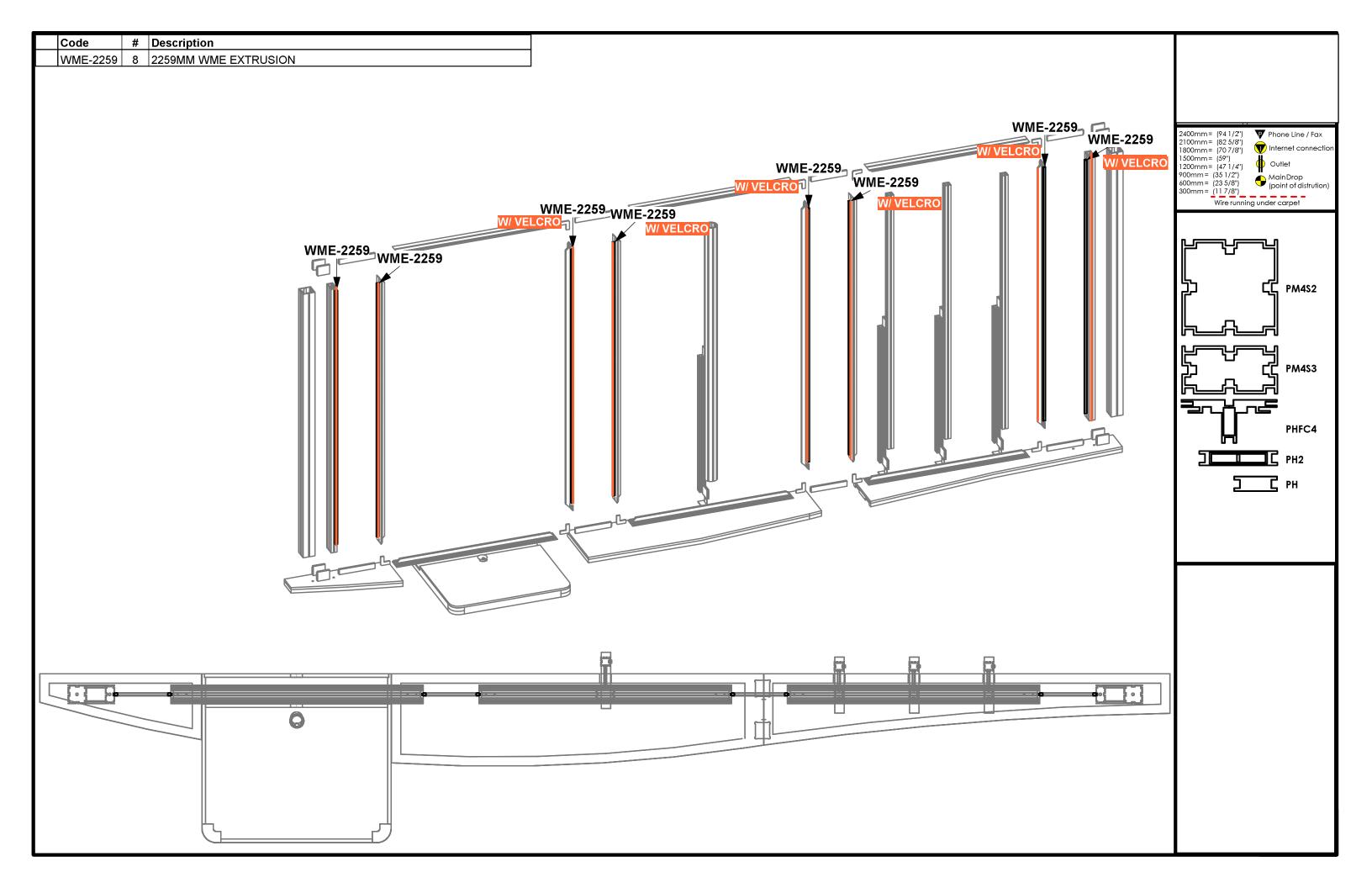




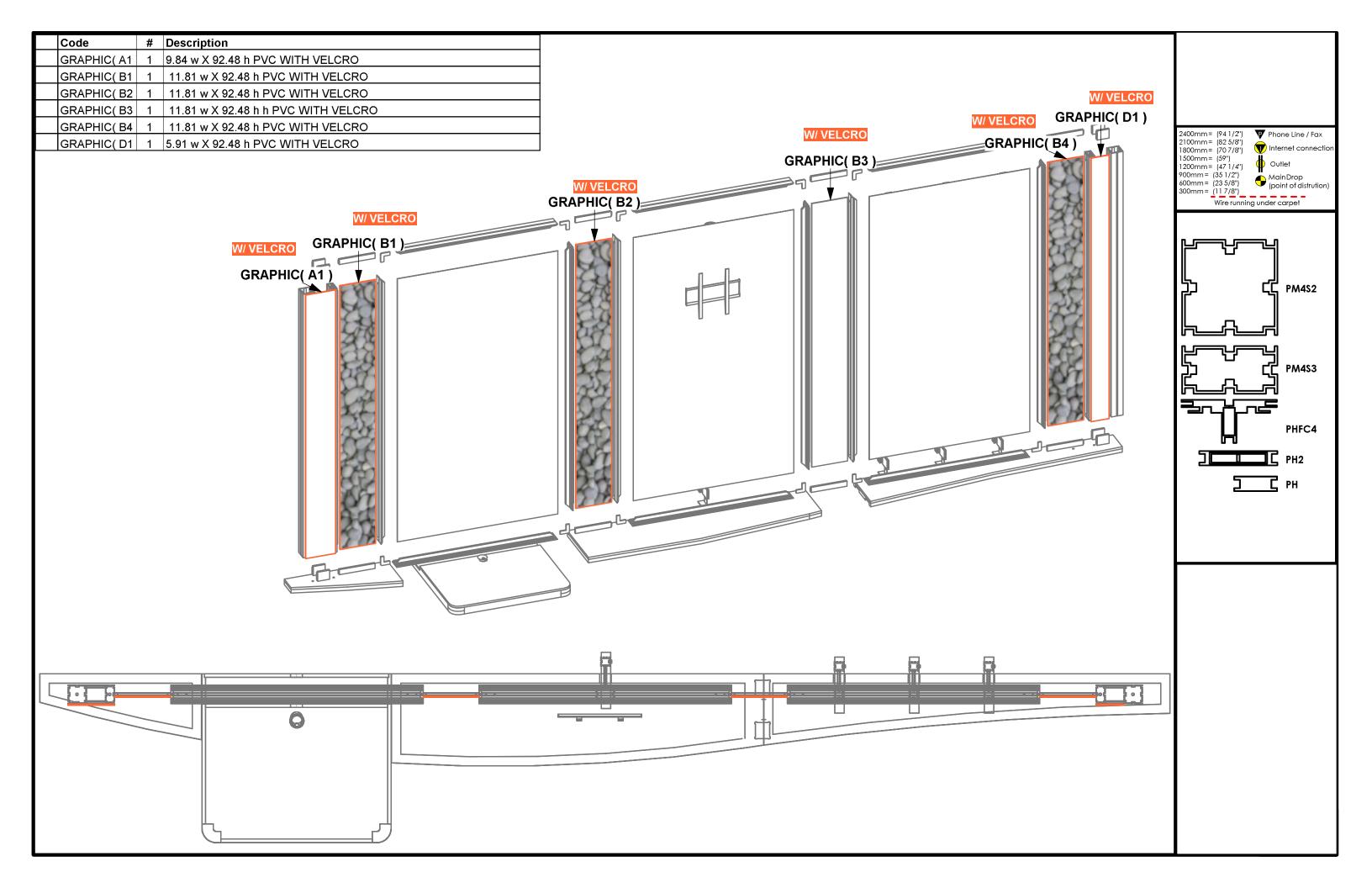


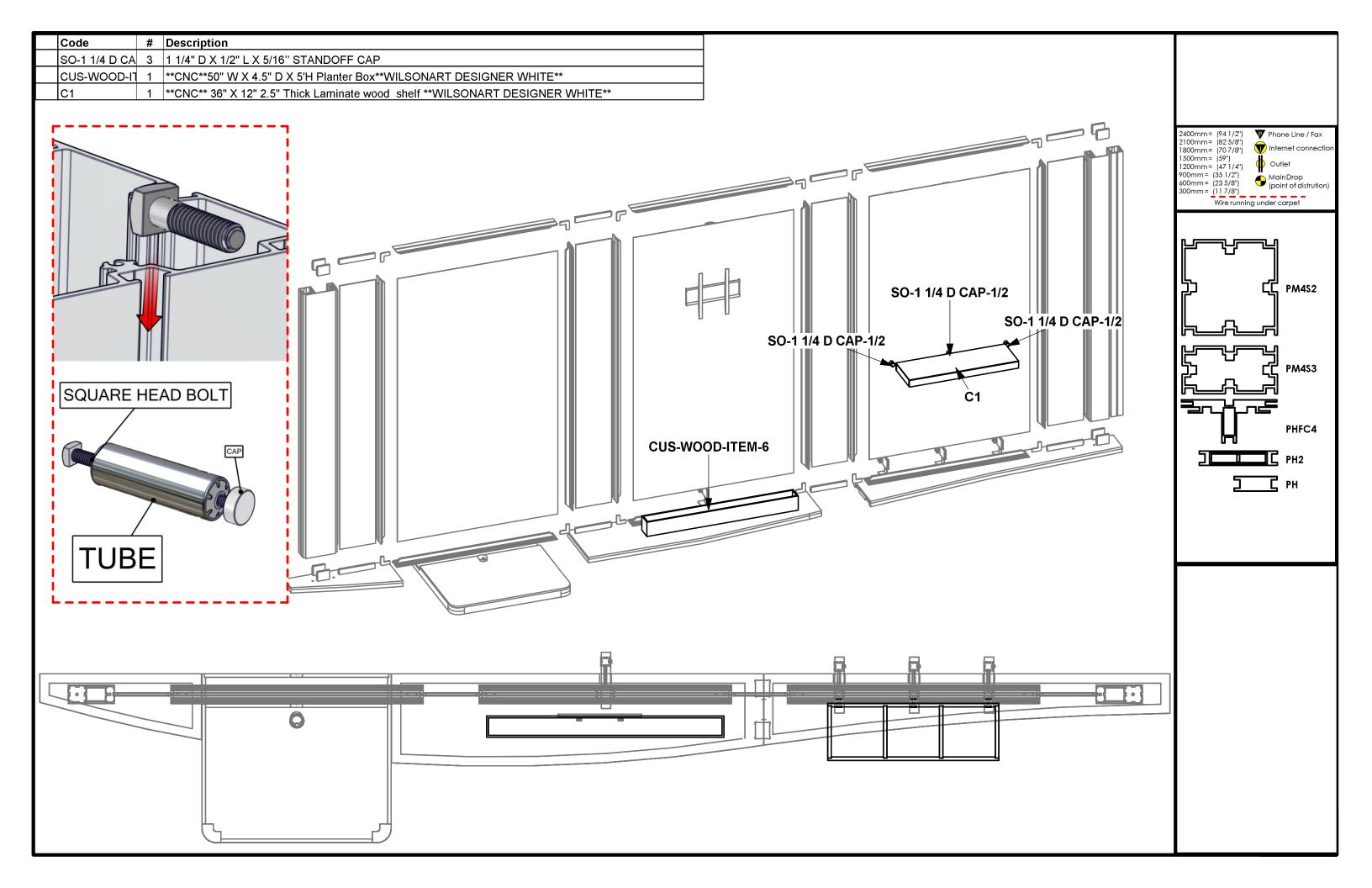


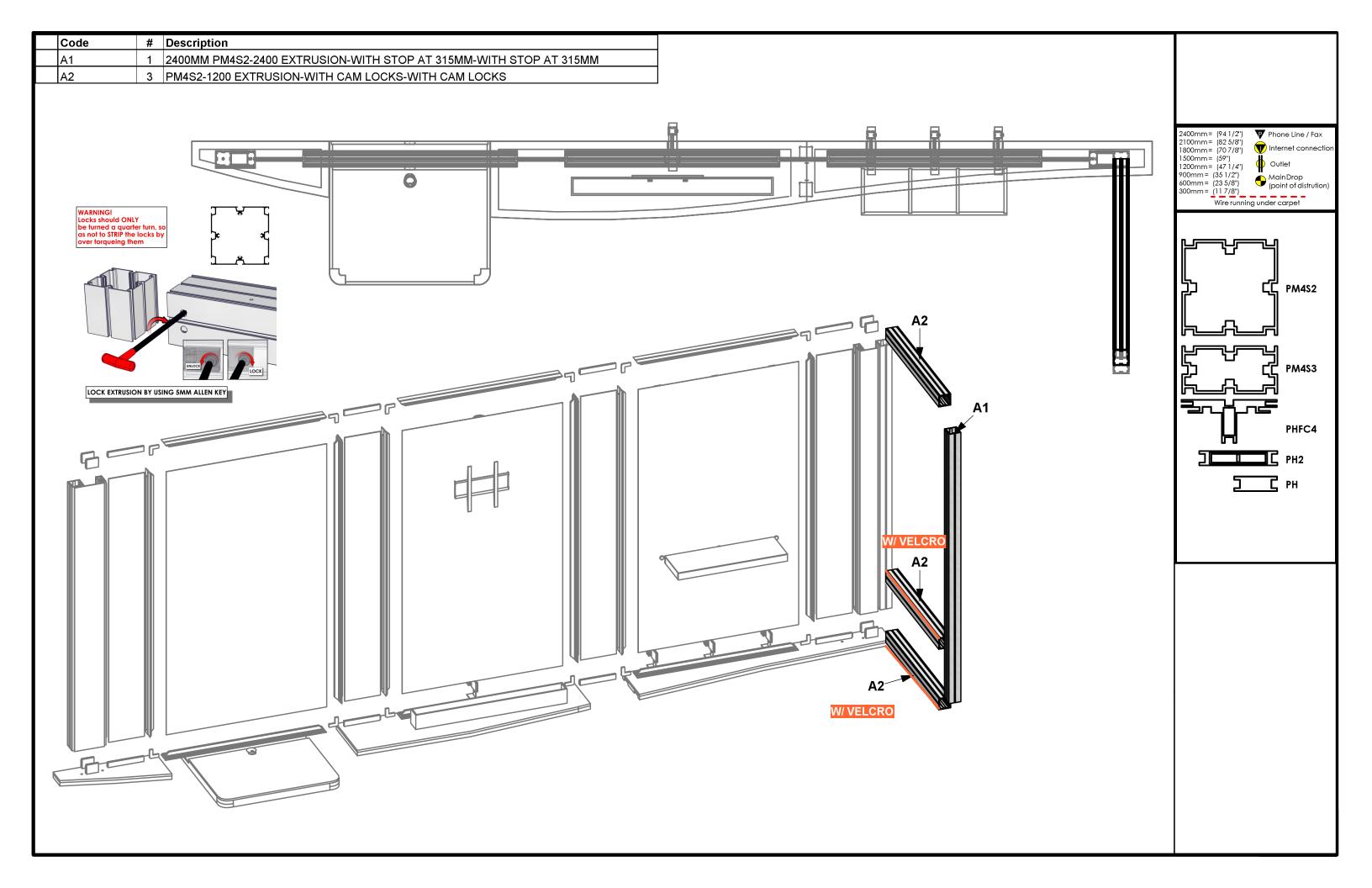


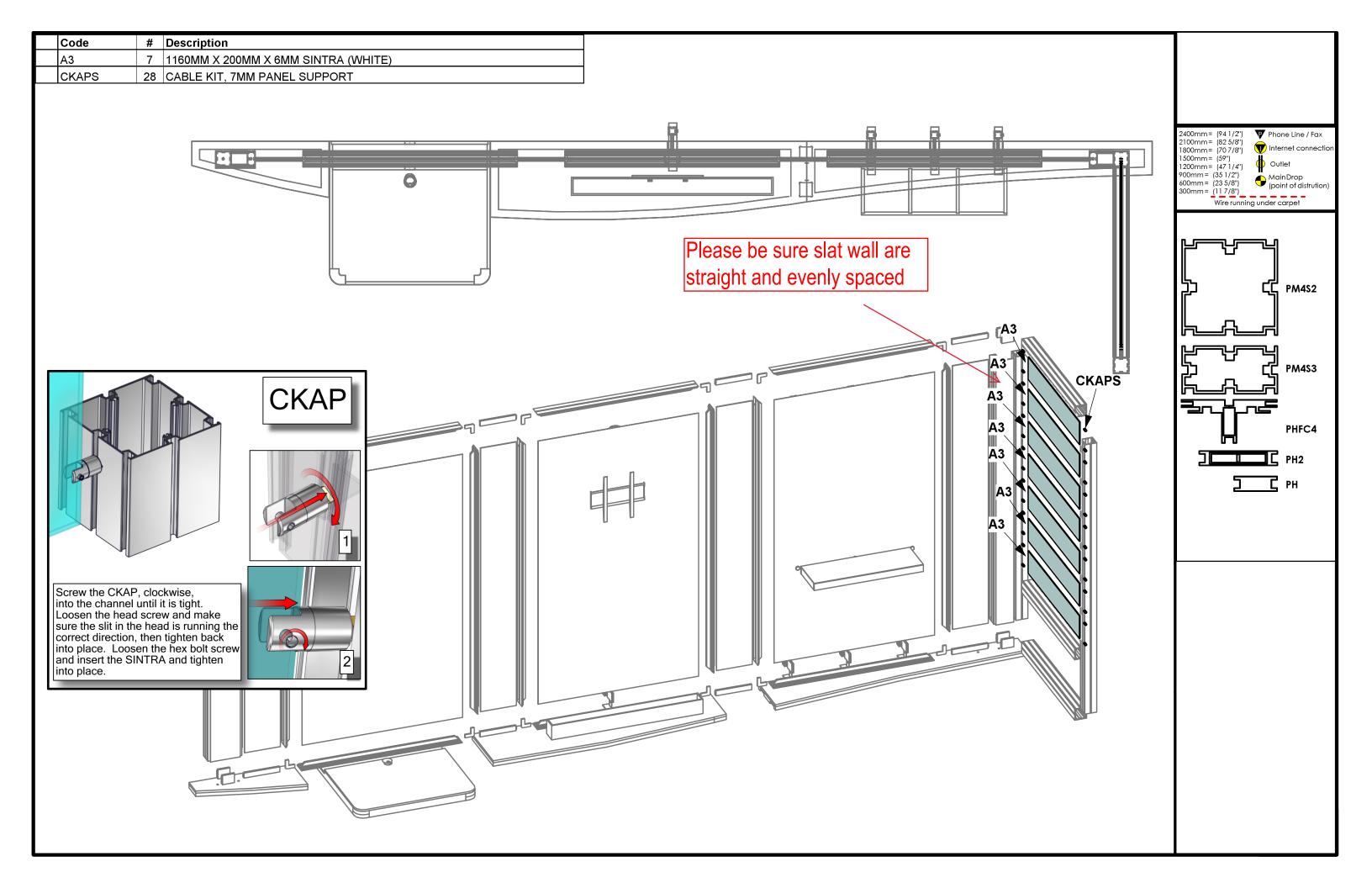


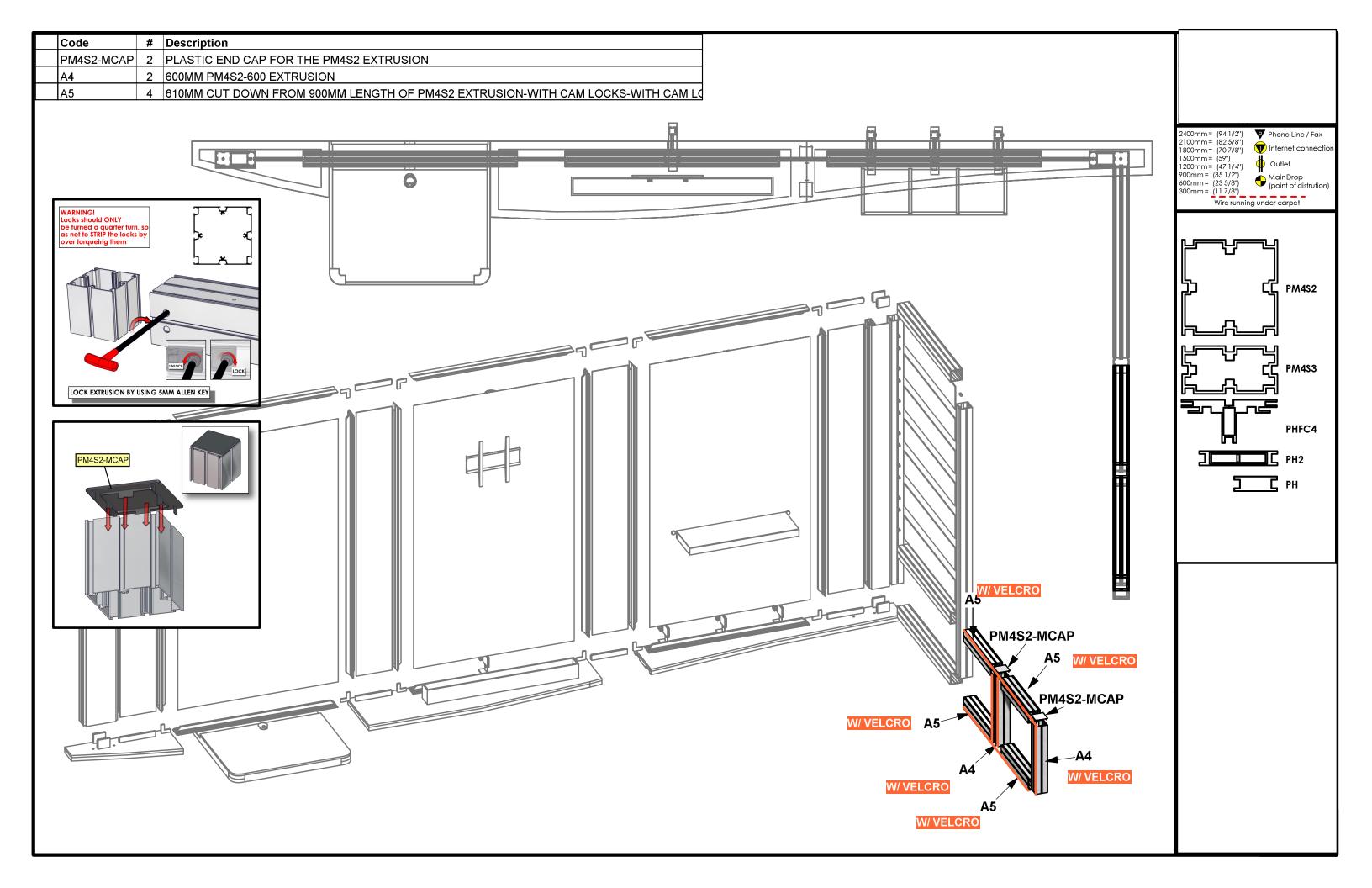
Code # Description	- I
MM-M-T 1 MEDIUM SIZE LCD MONITOR MOUNT, 32"-55" SIZE, 80 LB. MAX.	- I
GRAPHIC(C1) 1 53.03 w X 92.36 h FABRIC WITH FCE-2	
GRAPHIC(C2) 1 53.03 w X 92.36 hh FABRIC WITH FCE-2	_
GRAPHIC(C3) 1 53.03 w X 92.36 h FABRIC WITH FCE-2	GRAPHIC(C3)
MEDIUM MONITOR MOUNT IN-20 SQUARE HEAD SQUIT II- INSERT BOLTS INTO MIDDLE CHANNEL. THEN SECURE MONITOR MOUNT WITH OBRACKETS SEE IN MANUAL, FOR MORE INFO REMOVE LEVEL 1- INSERT BOLTS INTO MIDDLE CHANNEL. THEN SECURE MONITOR MOUNT WITH WASHER & WING NUT.	GRAPHIC(C2) 2400mm= (941/2") 2100mm= (825/8") 1800mm= (707/8") 1500mm= (351/2") 900mm= (351/2") 600mm= (235/8") 300mm= (117/8") 300mm= (117/8") 000mm= (117/8")
FABRIC GRAPHIC WITH FCE-2 FABRIC FACE-2 FACE-2	TO PHFC4 FABRIC PRINERS 2 2- Then, press FCE-2 at the middle of Fabric. 3- Press all around perimeter. MAKE SURE FABRIC IS FACING THE OUTSIDE PERIMETER OF THE FRAME WORK.

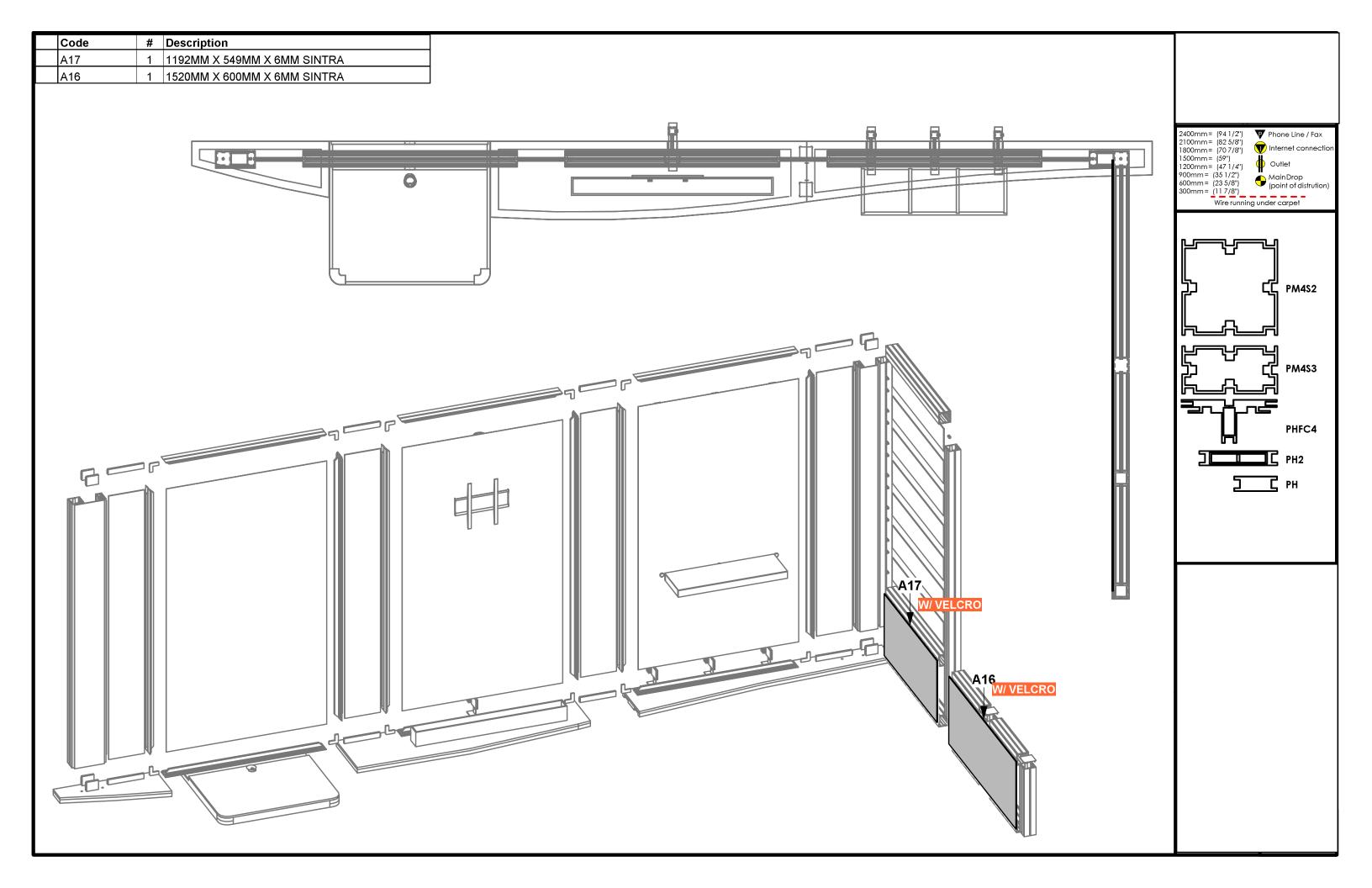


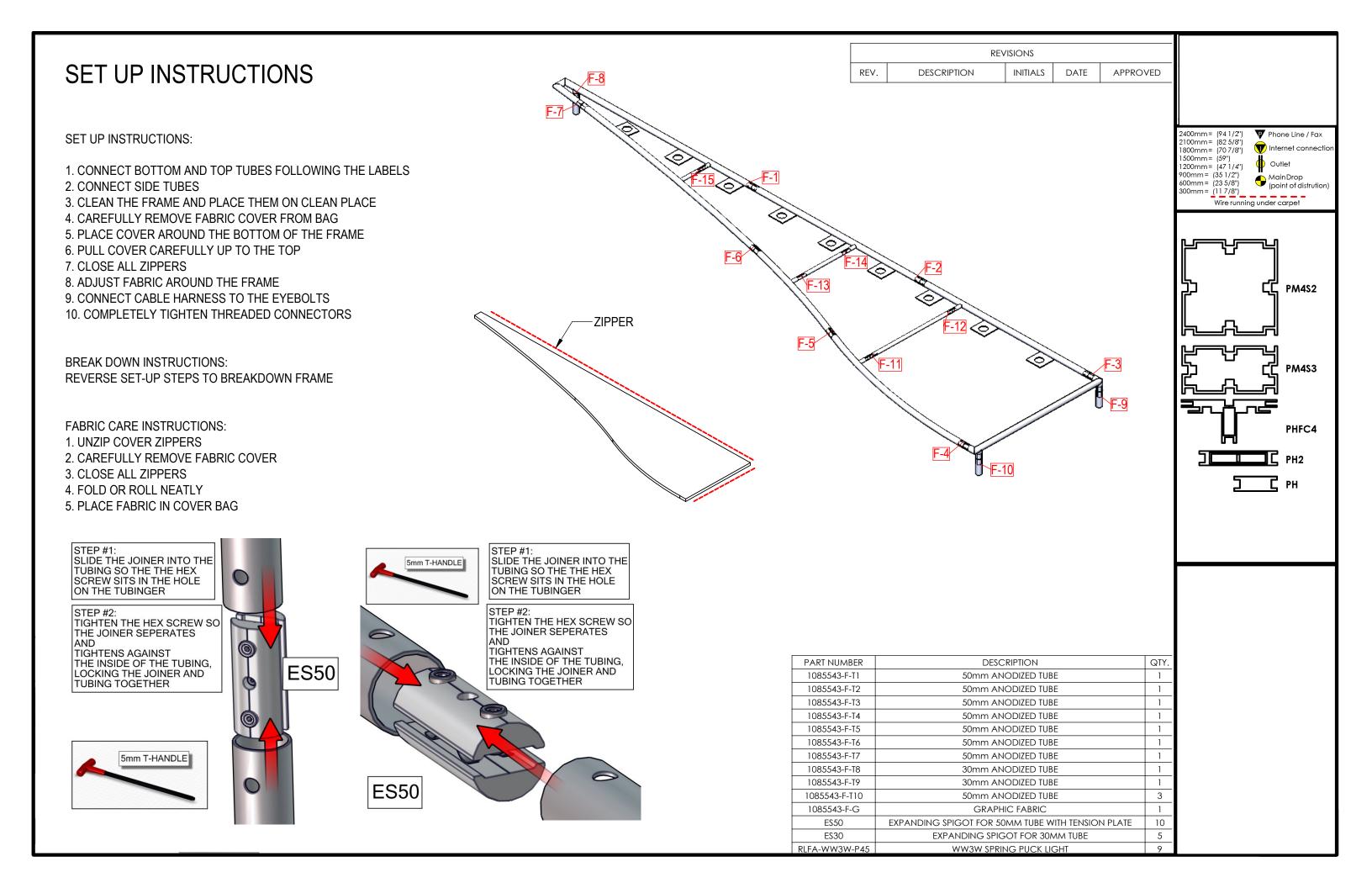


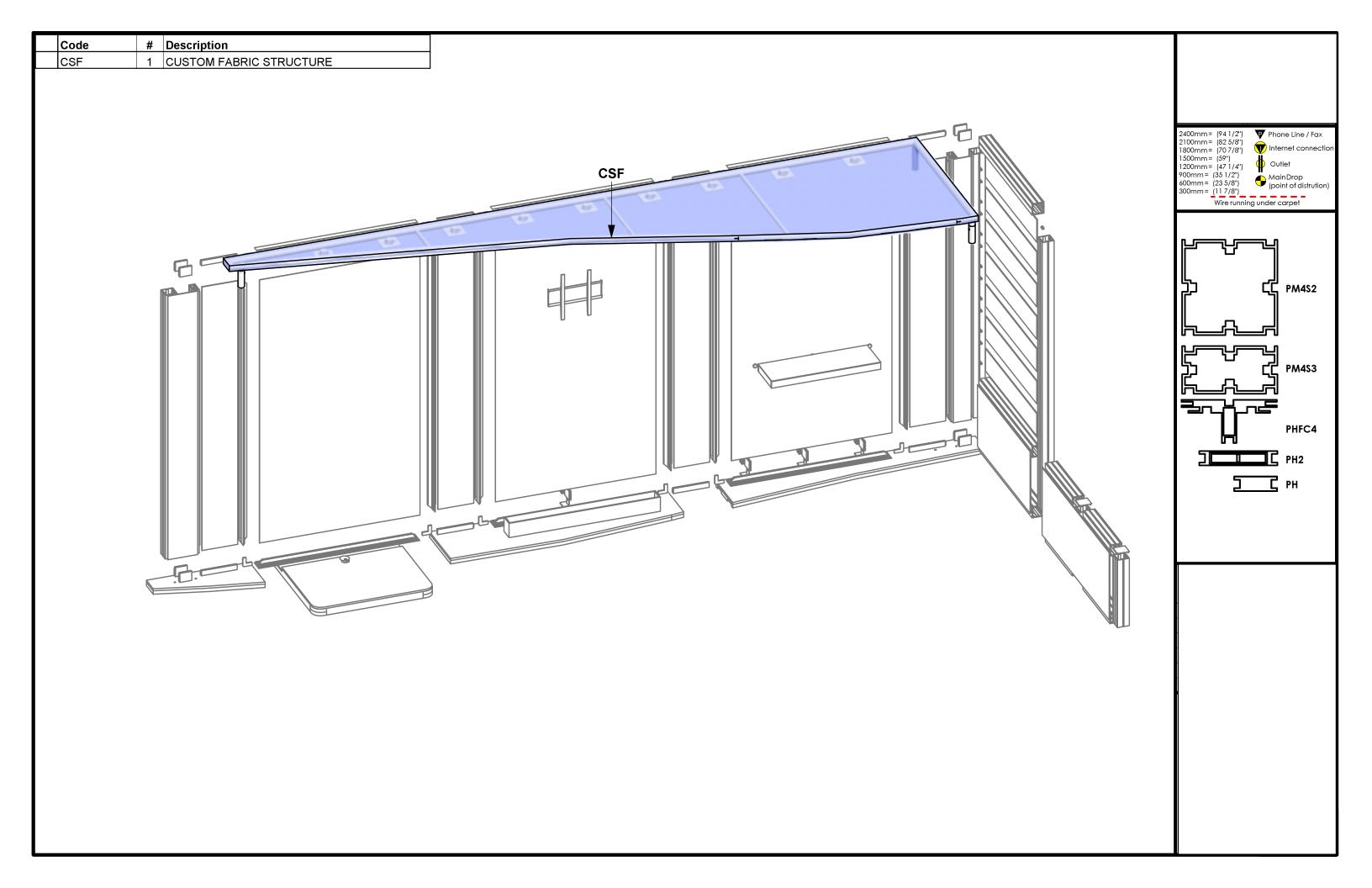


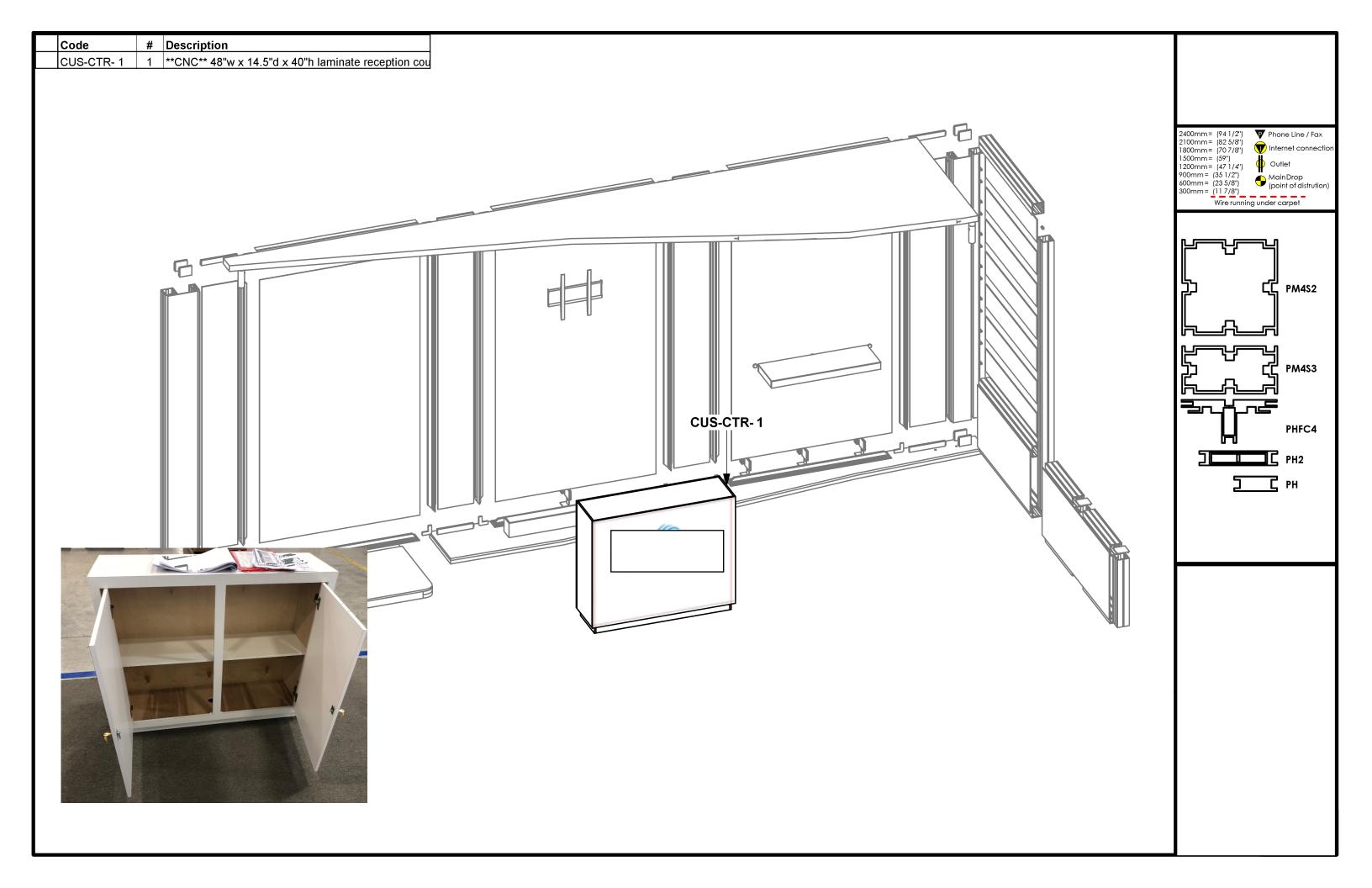














PACKING INSTRUCTIONS



















A3 A17	7
OKARO	1
CKAPS	28
A1	1
A2	3
A9	2
PM4S2-MCAP	2
A4	2
A5	4
A6	6
CB9	12
A7	6
AB	8
WME-2259	8
A10	2
A11	16
A12	1
MM-M-T	1
A13	4
CUS-SW-FOOT-500-LN	1
SO-1 1/4 D CAP-1/2	3
CUS-SW-FOOT-500-LN	3
A14	3
GRAPHIC(C1)	1
GRAPHIC(C2)	1
GRAPHIC(C3)	1
GRAPHIC(A1)	1
GRAPHIC(B1)	1
GRAPHIC(B2)	1
GRAPHIC(B3)	1
GRAPHIC(B4)	1
GRAPHIC(D1)	1
GROMMET-CAP-RNG-WHT	1
A16	1
CUS-WOOD-ITEM-6	1
CSF	1
PANEL 2	1
PANEL 4	1
C1	1
PANEL 1	1
PANEL 3	1

CASE # 1







CASE # 2

	GREY FOAM FOLDED TO FILL EMPTY SPACES OR USED AS PROTECTION
Ä_	1/8" CARDBOARD SPACER [PUT IN BETWEEN EVERY PANEL]
<u> </u>	DIVIDER
=	1/4" WHITE FOAM [USED AS PROTECTION DOOR PANELS W/LOCKS]

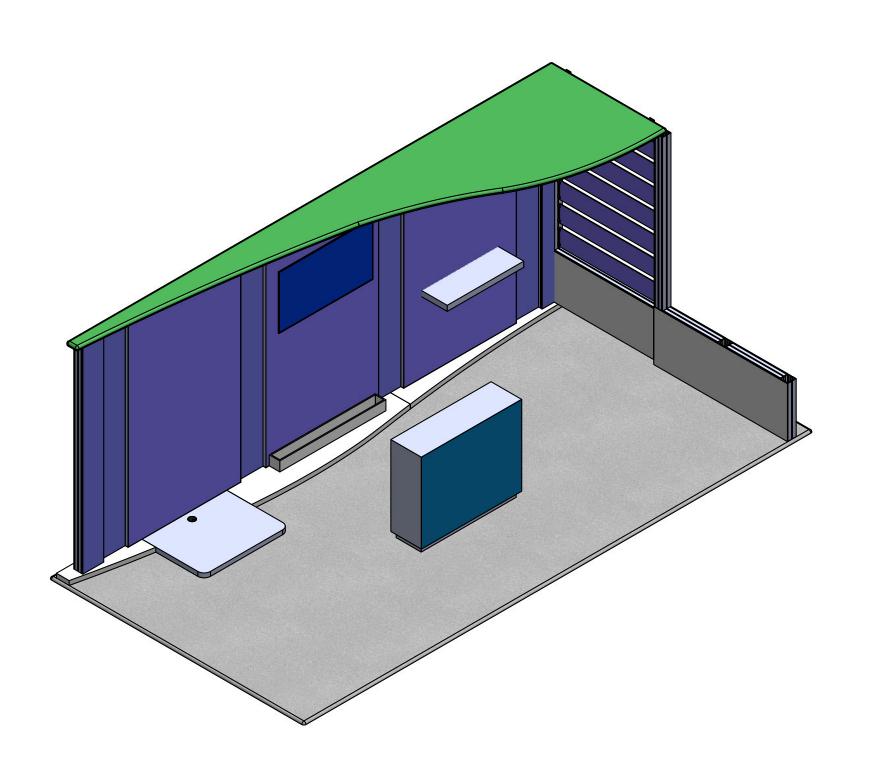


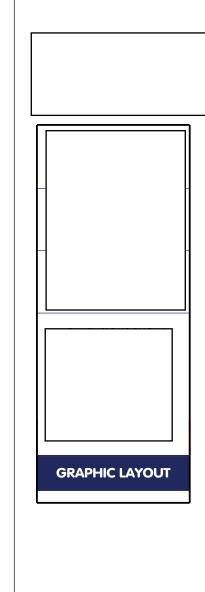




GREY FOAM FOLDED TO FILL EMPTY SPACES OR USED AS PROTECTION
 1/6" CARDBOARD SPACER (PUT IN BETWEEN EVERY PANEL)
DIVIDER
1/4" WHITE FOAM [USED AS PROTECTION DOOR PANELS W/LOCKS]







ACCEPTABLE FILE FORMATS

Illustrator CC or below Photoshop CC or below or InDesign CC or below (not preferred)

High quality, editable PDFs, Photoshop and Illustrator files are preferred, as they are more suitable applications for large format printing. Art time will be charged if files need to be fixed or altered to meet guidelines. When sending files, please be sure to include all support art (fonts, linked images, etc).

Please note that Illustrator special effects such as glows, transparencies, or drop shadows are not recommended. These effects sometimes have unpredictable results when printing. Photoshop is preferred when using these special effects.

FONT SPECIFICATIONS

Fonts must be converted to outlines. If fonts are not created to outlines, please provide Macintosh or TruType fonts. If changes need to be made in the file, please provide the fonts and a version of the file with editable type.

COLOR SPECIFICATIONS

Please provide all vector files (Illustrator and InDesign) in CMYK format. Please supply all raster artwork (Photoshop files, jpgs, tiffs) in RGB format for the most accurate color output. Please provide a hard copy proof of the files being printed for color accuracy and a PDF layout for file layout accuracy.

If Pantone colors need to be matched please specify on purchase order or hard copy reference. All critical Pantone colors need to be called out in the file as solid coated swatches. If multiple Pantone swatches are used in the file, all will be matched to solid coated unless otherwise specified.

Please feel free to submit catalogs, brochures, printed proofs, etc. to use for a color reference. If color matching is required for Photoshop files please provide a layered file. Art time may be charged to correct flattened Photoshop files.

If color matching to existing graphics, we will need those back to review. Please contact your sales representative for a case number.

We guarantee color matching on all hard copy proofs, specified Pantone colors and client-supplied hard copy proofs. Orders without indication of Pantone colors, supplied hard copy proofs or requested hard copy proofs are not guaranteed for color.

RESOLUTION

All raster files (either print files or linked files) must be at 100-120 pixels per inch at 100%.

VINYL CUT GRAPHICS

Artwork must be set-up as vector files with fonts created to outlines for all cut vinyl. Please specify Avery color number for solid color vinyl or PMS color for dsg printed and cut vinyl.

SUBMITTING ARTWORK FILES

Files are accepted via Email (up to 5MB), FTP site, DVD, CD or File transfer site such as WeTransfer or Hightail.

Files can be uploaded to: www.handbookart.com

Please reference the FTPsite guidelines for more information.

MURALS | POPUP GRAPHICS

Coyote[™] mural files must be built as one file. Please note where panel breaks are located and try to minimize the amount of type that crosses over the panel breaks.

BLEED SPECIFICATIONS

All graphics produced require specific bleeds.

Below is a general outline for the required bleeds. Mural Popup Files - 1/2" bleed around the perimeter.

Hopups[™], Formulates[™], Vector Frame[™] - 2" bleed around the perimeter. Please keep all logos, type, and critical information at least 2" in from the visual edge of the graphic.

Fabric Structures - 5" bleed around the perimeter.

Banner Stand Graphics - each product has specific bleed requirements. Please refer to graphic template for specific information. Different printing processes may require different bleeds. All banner stand graphics printed on 8oz. Oxford will require an extra 1" bleed around the perimeter.

Custom Dye-Sub Flag Graphics - 2" bleed left & right sides, 4" bleed top & bottom.

Orbital Express[™] Truss Graphics, UV-1/2" bleed around the perimeter.

Orbital Express™ Truss Graphics, 8oz. Oxford - 2" bleed around the perimeter.

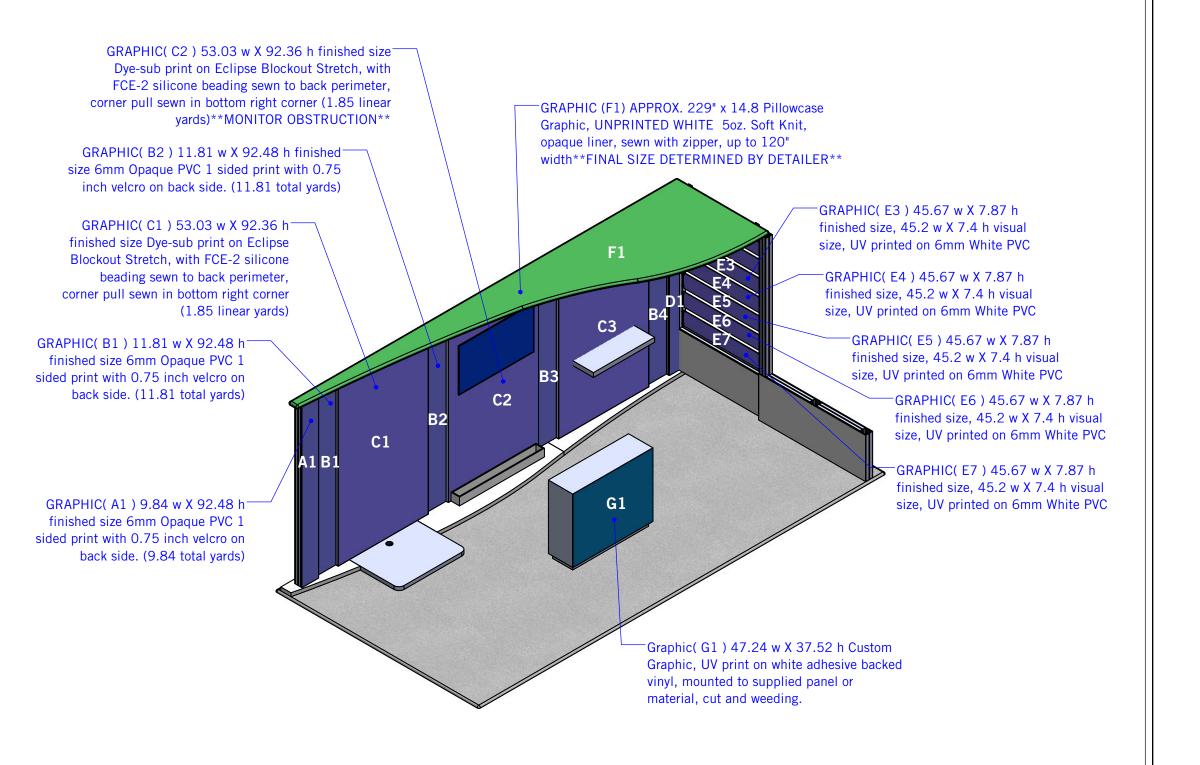
Custom Contour Cut UV Graphics - 1/2" bleed around the perimeter.

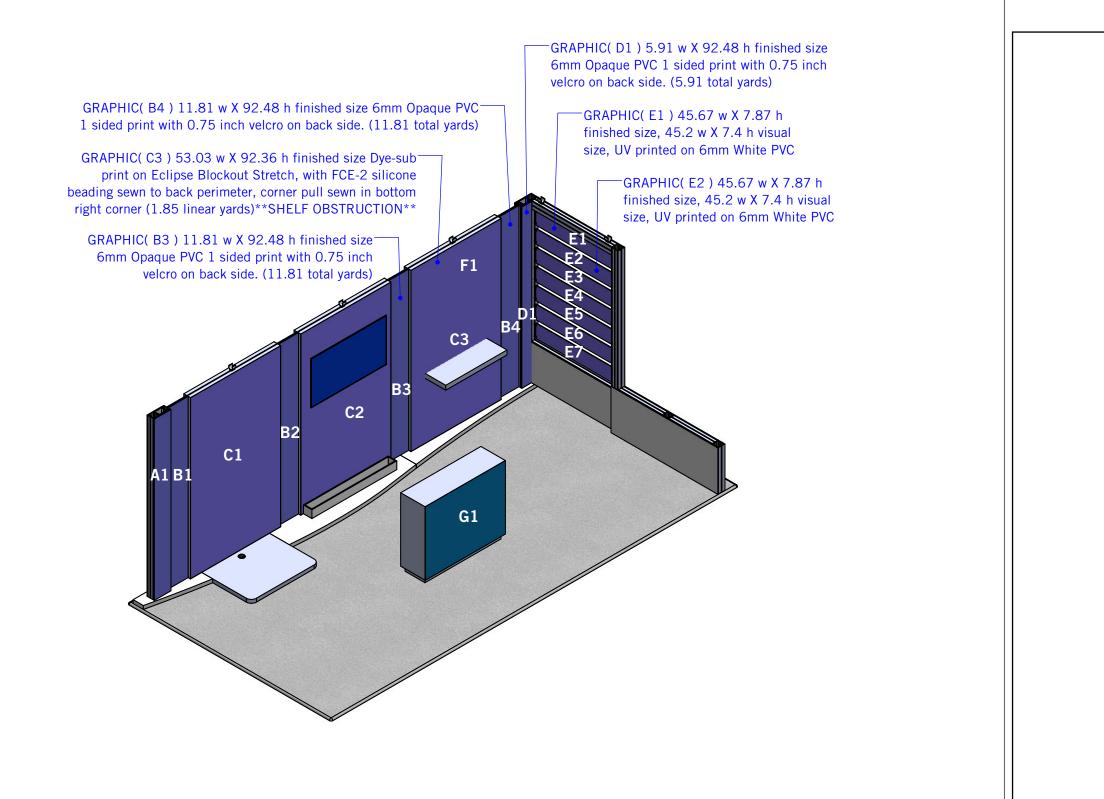
Custom Dye-Sub Graphics - 2" bleed around the perimeter

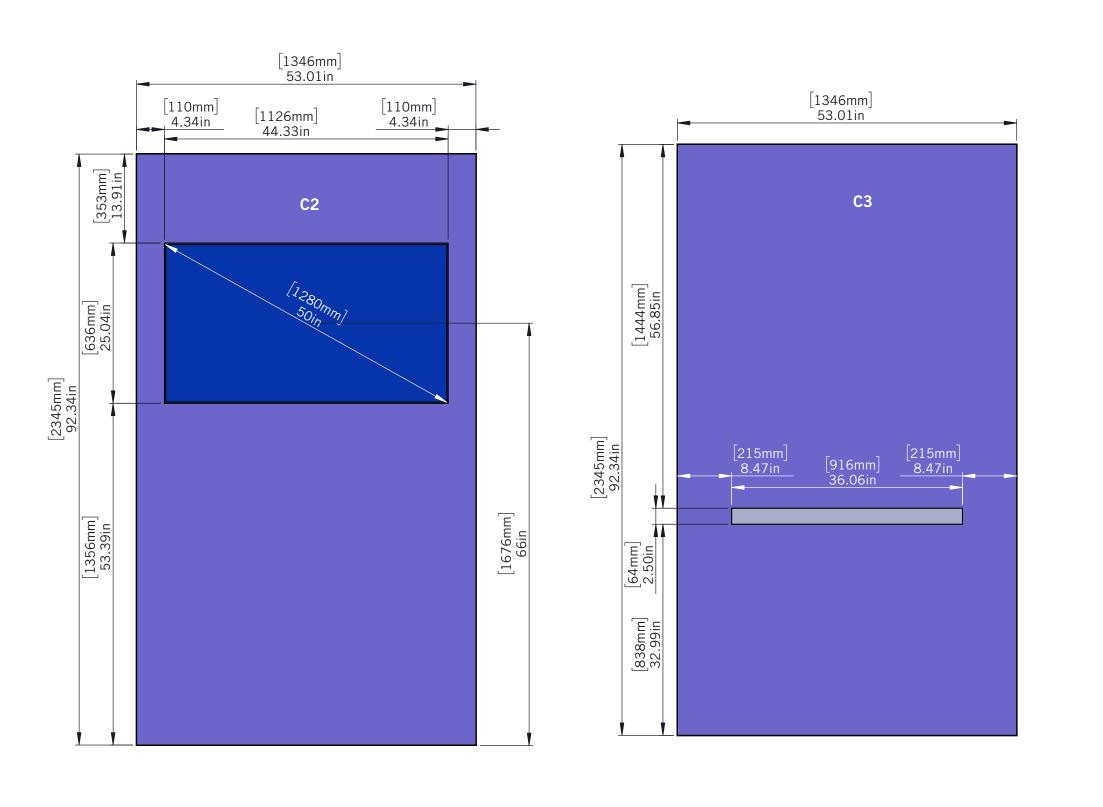
Custom Dye-Sub Graphics exceeding 160" - 5" bleed around the perimeter.

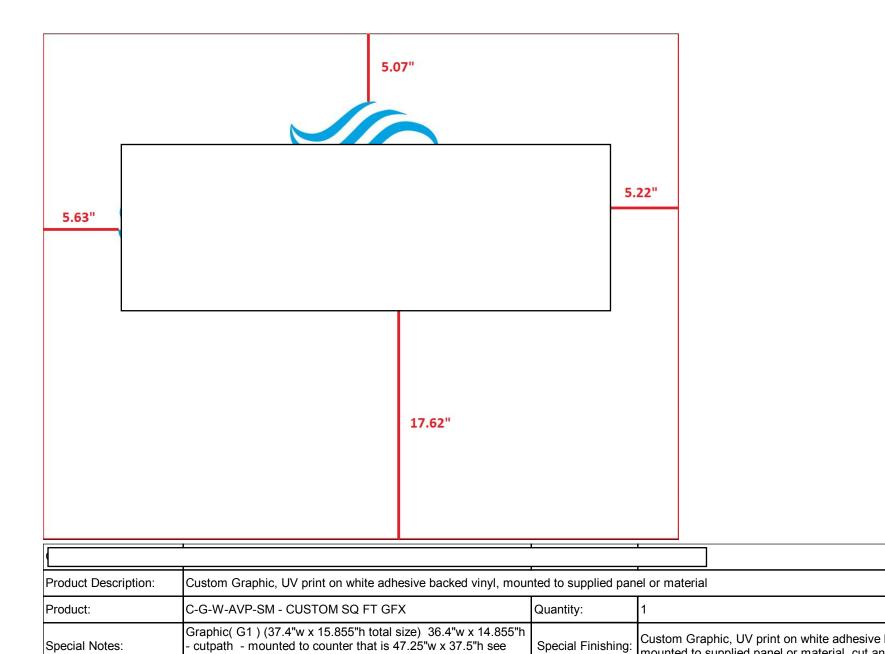
Templates for products are available online at

www.exhibitorshandbook.com









Special Finishing:

File Name:

Special Notes:

PMS Colors:

proof for placement of logo on panel.

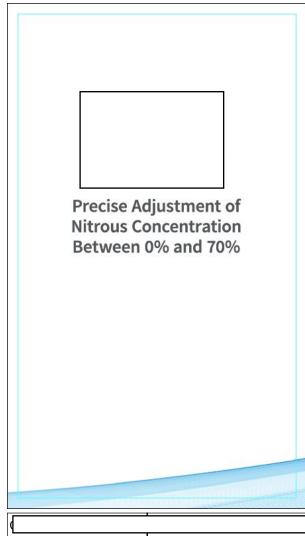
NONE

Custom Graphic, UV print on white adhesive backed vinyl, mounted to supplied panel or material, cut and weeding.

1085543_G1_Printx1



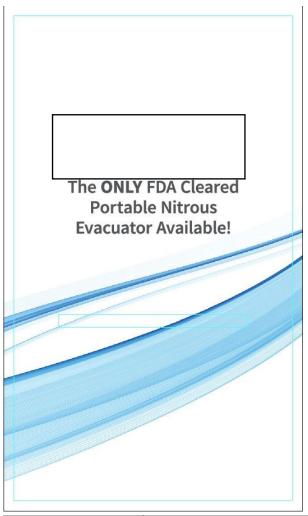
Product Description:	Custom Graphic, UV print on 6mm White PVC, single sided, up	to 4' X 8'	
Product:	C-G-W-PVC-6 - CUSTOM SQ FT GFX	Quantity:	4
	GRAPHIC (B1-B4) - (12.81"w x 93.48"h total size) 11.81 w X 92.48 h finished size - cutpath	Special Finishing:	6mm Opaque PVC 1 sided print with 0.75 inch velcro on back side.
PMS Colors:	NONE	File Name:	1085543_B1-B4_Printx4



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Product Description:	Custom Graphic, dye-sub print on Eclipse Blockout Stretch, sing tab in bottom right corner	gle sided, up to 120"	width, sewn with FCE-2 silicone beading around perimeter & pull
Product:	CUS-G-EBS-SEG - CUSTOM GRAPHIC, ECLIPSE BLOCKOUT STRETCH W/ SEG	Quantity:	1
Special Notes:	GRAPHIC(C1) (57.03"w x 96.36"h total size) 53.03 w X 92.36 h finished size - try to align C graphic when on frame (see attached for rough alignment layout)	Special Finishing:	Dye-sub print on Eclipse Blockout Stretch, with FCE-2 silicone beading sewn to back perimeter, corner pull sewn in bottom right corner (1.85 linear yards)
PMS Colors:	281 & 425 - see attached for color locations	File Name:	1085543_C1_Printx1



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	Custom Graphic, dye-sub print on Eclipse Blockout Stretch, sing tab in bottom right corner	gle sided, up to 120"	width, sewn with FCE-2 silicone beading around perimeter & pull
Product:	CUS-G-EBS-SEG - CUSTOM GRAPHIC, ECLIPSE BLOCKOUT STRETCH W/ SEG	Quantity:	1
	GRAPHIC(C2) 53.03 w X 92.36 h finished size - try to align C graphic when on frame (see attached for rough alignment layout)	Special Finishing:	Dye-sub print on Eclipse Blockout Stretch, with FCE-2 silicone beading sewn to back perimeter, corner pull sewn in bottom right corner (1.85 linear yards)**MONITOR OBSTRUCTION**
PMS Colors:	NONE	File Name:	1085543_C2_Printx1



	Custom Graphic, dye-sub print on Eclipse Blockout Stretch, sing tab in bottom right corner	le sided, up to 120"	width, sewn with FCE-2 silicone beading around perimeter & pull
	CUS-G-EBS-SEG - CUSTOM GRAPHIC, ECLIPSE BLOCKOUT STRETCH W/ SEG	Quantity:	1
Special Notes:	GRAPHIC(C3) (57.03"w x 96.36"h total size) 53.03 w X 92.36 h finished size - try to align C graphics on display (see attached for rough alignment layout)	Special Finishing:	Dye-sub print on Eclipse Blockout Stretch, with FCE-2 silicone beading sewn to back perimeter, corner pull sewn in bottom right corner (1.85 linear yards)**SHELF OBSTRUCTION**
PMS Colors:	425 & 2995	File Name:	1085543_C3_Printx1

