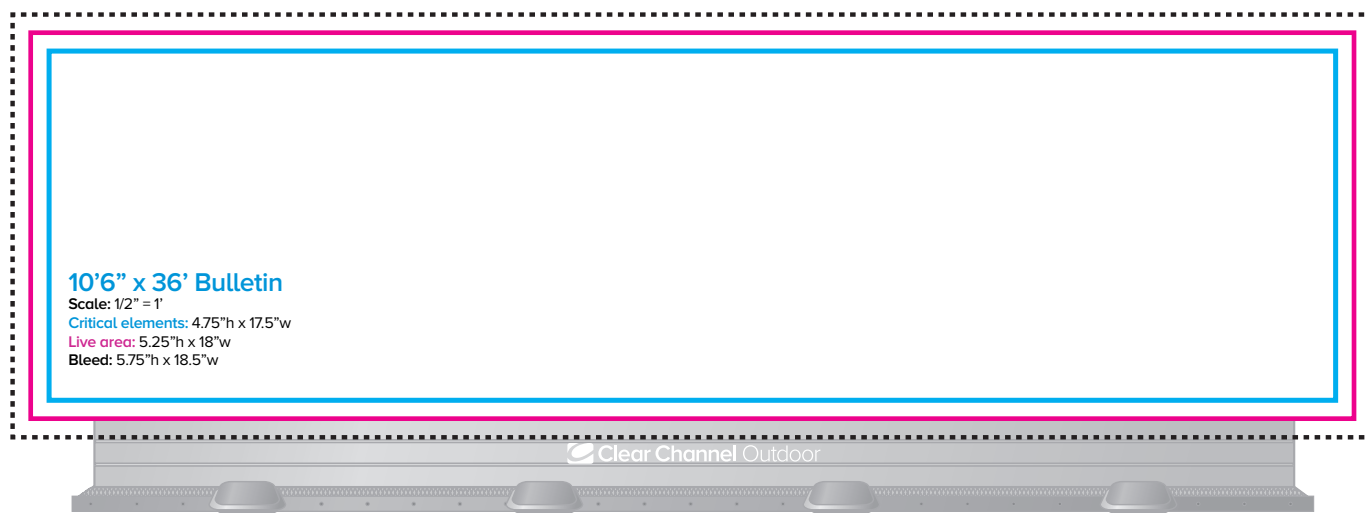


Bulletin: 10'6" h x 36' w



Artwork Requirements

Artwork should be delivered 30 days prior to a scheduled display date and formatted to the specifications below.

Mechanical Proportion & Scale

- 1/2" = 1" @ 300 ppi

1/2" Scale (h x w)	Mechanical Size	Actual Size
Critical Elements	4.75" x 17.5"	9'6" x 35'
Live Area	5.25" x 18"	10'6" x 36'
Bleed	5.75" x 18.5"	11'6" x 37'

Digital File Specifications

- Digital files formatted for a Macintosh system can be submitted via CD/DVD, USB drive, CCO's FileExchange or other file transfer site
- **Adobe Creative Cloud software accepted:** Photoshop, Illustrator and InDesign
- **Preferred file formats:**
Photoshop: CMYK TIF files using LZW compression
Illustrator/InDesign: Press ready PDF (with bleed)
- Include screen/printer fonts (zip file) or convert to outlines
- Include all imported graphics or files
- Specify Solid to Process Pantone colors (using Solid to Process library)

Shipping/Production

Production Considerations

We strongly recommend:

- 5% overage for large showing levels
- Verifying final sizes and specs with your CCO representative prior to the production of any artwork

Shipping Requirements

Clients who supply finished materials must ensure they are received 5 days prior to the contract installation date.

We also request:

- Materials be shipped in a box
- A label with a picture of the design is attached to the outside of the box
- A barcode (for internal tracking purposes) be provided by the vendor on all boxes delivered to CCO