



# Courier Banner Stand



**Instructions for Standard Layout Sizing and Bleeds:**

**Courier | Set up to the Graphic Size, remembering to keep all desired visible graphics within the Live Area\***

Graphic Size | 32.5"w x 88.5"h  
Live Area from top | 32.5"w x 86"h

*\*Please note that .5" at the top will be covered by a hanger bar and 2.5" at the bottom will be rolled up in canister and will never show.*

## Acceptable File Types:

### Desktop Publishing | .INDD, .IDML

Please package all files, sending along all linked files and fonts (or convert all fonts to outlines). For color accuracy when we go to print, please include all critical PMS (Pantone Matching System: Solid Coated or Solid Uncoated) colors.

### Vector | .AI, .EPS, .PDF

Please convert all fonts to outlines

### Raster | .TIFF, .JPEG, .PSD

Graphic must be at LEAST 150 dpi at full print size

## How to send us your files:

**1 Email** | Files up to 5 MB can be sent to [artwork@meetingsigns.com](mailto:artwork@meetingsigns.com)

**2 FTP Site** | For files greater than 5 MB, here's how to upload to our FTP site:

1. Go to our website: [www.MeetingSigns.com](http://www.MeetingSigns.com)
2. Mouse over the **Art Guidelines** tab
3. Select **Send a File** from the drop down menu
4. Then follow the simple two step instructions

File Notes: You can upload up to three files (limit 999 MB). If applicable, use compressed files, like zip or rar, to bundle and/or reduce file sizes.

**3 Mail** | We also accept DVD's, USB Flash drives, and camera-ready art. Please send to:

**Madison Avenue, Inc.**  
Attn: Art Department  
9050-A Red Branch Road  
Columbia, MD 21045

## Additional Notes:

- Package all files to include all links and fonts or convert all fonts to outlines.
- All raster art must be at *LEAST* 150 dpi at full print size.
- For color accuracy when we go to print, please include all critical Pantone (PMS) colors (coated or uncoated).