

Important information for setting up your printing files

We provide these guidelines containing all of the most essential information concerning the organisation and composition of your files in order to facilitate the processing of printing orders as quickly as possible and to ensure that your exposition graphics are produced with the utmost quality. This overview should help you avoid errors and enable seamless order processing.

If you are being assisted by an agency, feel free to forward this document to them.

FILE NAMES:

Choose short, clear names and do not use any umlauts, spaces, or special characters other than _ or -. If the file name does not indicate positioning, please send us a clear arrangement schematic.

COLOURS:

The printout is made using CMYK. Your files will be adapted for the respective material and printed as they appear. Colour fidelity cannot be guaranteed.

DATA TRANSFER:

Please make your **final** print files available for us to download via the following transfer link: <https://grafikupload.meplan.com/>.

Send us all print files bundled together and **all at one time**, whenever possible.

FILE CHECKING AND EDITING:

We operate under the assumption that you check your files for colour space, format, and quality errors as well as for orthographic and stylistic mistakes before submitting them to us. Checking or editing is not included as part of our services.

FOLLOW-UP ORDERS:

Please keep in mind that we will not archive your print files after the order is fulfilled. Should you decide to submit a follow-up order with the same images, you will need to send us all of your files again.

DATE OF SUBMISSION:

Please send us your finalised, print-ready files **no later than four weeks** before the start of the event.

PRINT FILES AND FILE FORMATS:

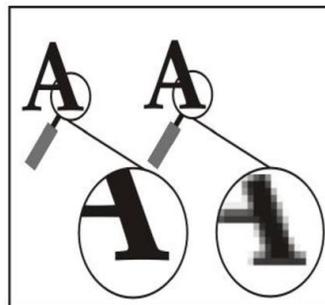
We will accept all of your graphics in PDF format as print-to-PDF files. Please ensure the following criteria are met for this:

- All printed files are in CMYK mode
- Texts and fonts are transformed into **paths/curves**
- Images/graphics are embedded, placed on the background layer
- Surfaces and contours are not set to 'overprint'
- No colour profile embedded

In addition to the respective print-to-PDF file, please also send a view .jpg.

We accept your **logo** as vector file:

- .eps
- .ai
- .pdf

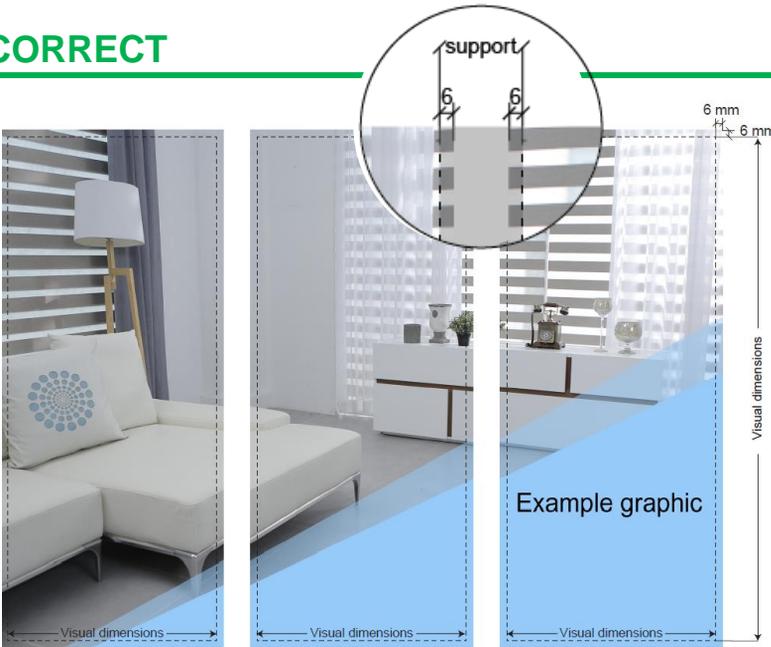


We **cannot** use any MS Office documents for graphic production.

Setting up files for digital printing on sheet for wall systems (e.g. OCTANORM)

Please start by obtaining the exact dimensions for your graphic layout from your project manager. Sufficient space should, in principle, always be left between the edge and the text as well as between the edge and important images.

CORRECT



6 mm
6 mm

Visual dimensions

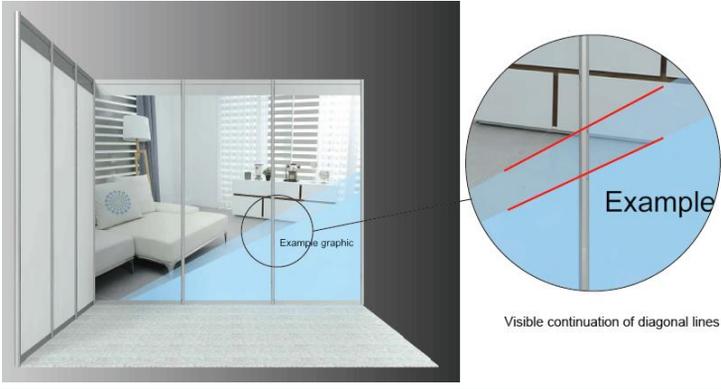
Visual dimensions

Visual dimensions

Visual dimensions

Example graphic

Configure the graphic for each wall element separately for the size given by the project manager plus 6 mm of bleed around the perimeter. During this process, please also pay attention to the width of the exhibition booth supports running through the overall image when the project manager provides you with these dimensions.

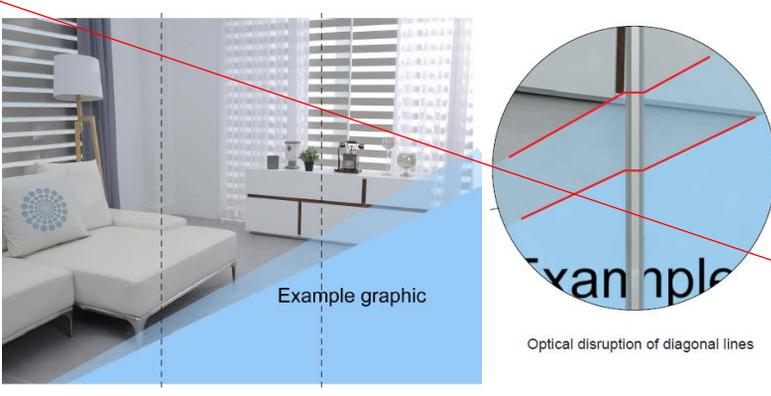


Example graphic

Visible continuation of diagonal lines

When the file is set up correctly, a coherent overall image should be achieved despite the fact that the image is disrupted by supports.

INCORRECT



Visual dimensions

Visual dimensions

Visual dimensions

Visual dimensions

Example graphic

Example

Optical disruption of diagonal lines

When the file is not set up correctly and the image is simply separated into sections without taking into account the widths of the system supports, the overall image will be optically broken up. In this example, the text will also be disrupted by the supports.

Setting up files for digital printing on sheet for **accent walls** (e.g. PURE) or **MEPLAN EXKLUSIV**

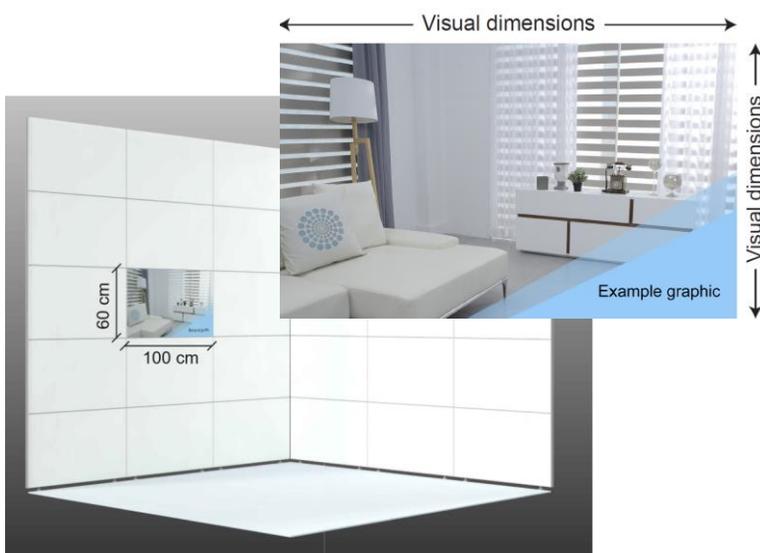
Please start by obtaining the exact dimensions for your graphic layout from your project manager. Sufficient space should, in principle, always be left between the edge and the text as well as between the edge and important images.



For booths with accent walls, such as the PURE booth system and the MEPLAN EXKLUSIV, please create your graphic to cover the **full visible size** given by your project manager for each wall **without bleed**.



Please also be sure to create a separate graphic file for each wall in cases where the image is meant to continue over the edge as shown in the example.



If you would like to lay a graphic over individual grids on the MEPLAN EXKLUSIV booth, please create your graphic for the visible size 100 x 60 cm **without bleed**.

Setting up files for digital printing on **textile with hemstitching or eyelets**

Please start by obtaining the exact dimensions for your graphic layout from your project manager.

In order to prepare an order with hemstitching or eyelets, we will need your print files to be set up for the **visible size** given by your project manager **without bleed**. Please be sure to arrange your text and important parts of images so they are spaced far enough away from the edge.

DIGITAL PRINTING ON TEXTILE WITH EYELETS



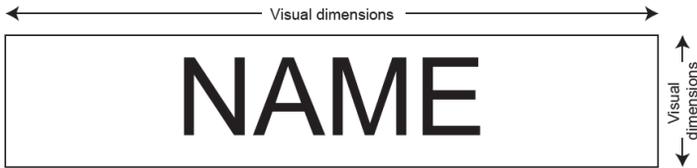
DIGITAL PRINTING ON TEXTILE WITH HEMSTITCHING



File setup for digital printing on sheet for panel lettering and logos

PANEL LETTERING

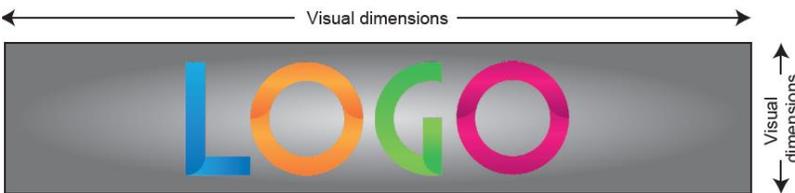
If you have ordered panel lettering, we will set the letters for you in Helvetica font in the standard colour of your choice.



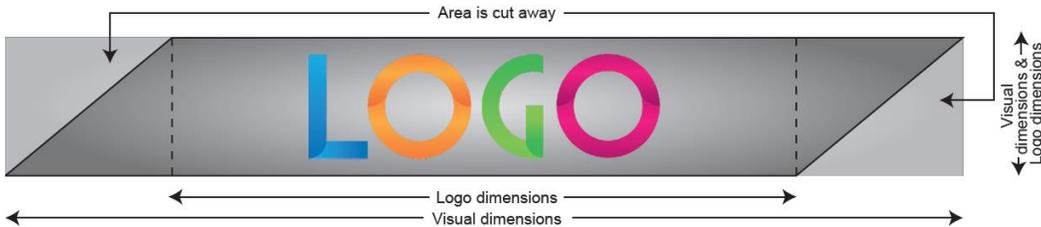
LOGO PLACEMENT

Please obtain the panel dimensions for the placement of your logo from the drawings provided to you or ask your project manager. Sufficient space should, in principle, always be left between the edge and the text and important elements. We would be glad to accept your logo as a print-to-PDF file in the **visible size without bleed**.

Alternatively, we can also optimise your logo for your panel or desired placement using the vector file you provide.



For the trapezium panel of the 'Innovation' booth system, please arrange your logo within the dimensions shown below. Pay attention to the reduced surface area for the logo dimensions here.



For the oval panel of the 'Eco Oval' booth system, please arrange your logo within the dimensions shown below. Pay attention to the reduced surface area for the logo dimensions here.

