

# Lobby Banner Production

<http://www.plantour.com/custom/powwow/index.htm>



## Deadline: Feb 21, 2012

### Submit graphics and receive printed color proof prior to production

- Deadline for client's approval on printed proof: March 21, 2012 (after will incur a 35% late fee.)
- If client does not respond by March 21, 2012, Freeman will produce banner from last submitted graphic file.

## Deadline: March 21, 2012

### Submit production ready graphics (without color proof)

- Changes made to submitted files after March 21 will incur a 35% late fee.

## Submission of Banner Graphics: Three Options

- Email graphics
- Upload graphics to the Freeman ftp site
- Mail disk

## Preparing Files:

Our desire is to provide you with the best possible quality graphics for your sponsorship item. You can help us in that effort by providing digital graphics that meet minimum requirements listed below:

- 100 dpi resolution at full size of actual finished product
- 6 inch bleed top and bottom; 2 inch bleed left and right
- Native file format with all fonts and linked images included (production files)
- Low resolution PDF file for viewing purposes only
- Logos are in "vector" format with all fonts included
- All related PMS and/or CMYK color codes for both graphic files and logo files
- Contact name, phone number, and email address of art creator
- **Email files to:** [justin.wilson@freemanco.com](mailto:justin.wilson@freemanco.com)

## Upload Your Graphics to the Freeman ftp site

The Freeman ftp site is a convenient, short-term process for transmitting large files. The ftp site requires a User ID and password which changes each month. Please contact [Justin Wilson](#) for this information. Below is the ftp site link:

[ftp://ftp.myfreeman.com/TFC\\_Corp/Justin/Pow%20Wow/Sponsorship%20Artwork/](ftp://ftp.myfreeman.com/TFC_Corp/Justin/Pow%20Wow/Sponsorship%20Artwork/)

Please send email notification to [Justin Wilson](#) when files are uploaded, as they are removed after 14 days.

## Mailing Disk

Using the above guidelines, copy all files onto a disc. Mail disk to reach Freeman by March 21<sup>st</sup>:

### Address:

Freeman  
Attention: Justin Wilson  
1600 Viceroy, Suite 100  
Dallas, TX 75235

**Late Fee:** A 35% late fee will be charged on production ready submissions received after March 21<sup>st</sup>.

**If you have production questions, please contact:**  
**Justin Wilson at 214-445-1195 or [justin.wilson@freemanco.com](mailto:justin.wilson@freemanco.com)**