Podium Logos

Available Graphic Materials

- MID-DENSITY PLASTIC
- ECOPANEL™
- FOAMBOARD
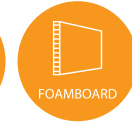- PREMIUM FABRIC

Standard Podium Sizes*
18"W x 18"H
20"W x 16"H
22"W x 18"H
*Custom sizes are also available

Fabric Podium Size
20"W x 24"H

Podium Logos are a great way to add that extra, high visibility "branding" to your settings.

As with all our meeting and event signage, we offer a variety of background options.

For reusability, your logo is digitally printed directly on our durable 1/8" thick mid-density plastic.

For one-time use applications, logos are printed on your choice of traditional foamboard or our special recyclable EcoPanel™.

Top pole with rope for hanging

Weighted pole sewn into bottom

Fabric Podium Logos are another way to dress up your stand.

This fully dye sublimated graphic includes a weighted sewn-in pole at the bottom and a top pocket with rope for hanging.
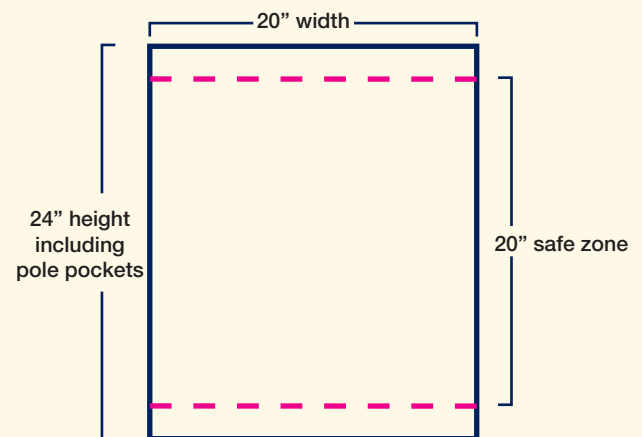
Fabric Podium Banner

Instructions for Standard Layout Sizing and Bleeds:

Fabric Podium Banner Background
20"w x 24"h | Set up as 20" x 24", keeping all text and logos inside the center 20" x 20" safe zone.
(Top 2" and bottom 2" are the seam and pole pocket areas which should not have any critical artwork)

Custom sizes available upon request

20" width

24" height including pole pockets

20" safe zone

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

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**
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).