Submitting Artwork

You may send artwork:
- via email if the file size is 25 MB or less
- on disc by mail, flash drive
- or uploaded on our FTP site which can be accessed through our website at www.bannerville.com. You can access this site by clicking on "Client Area" in the bottom right hand corner of the page. (Please call to receive username and password prior to uploading). After you have uploaded artwork, send a confirmation email that artwork has been uploaded.
- If there are existing print materials that you would like your banners to match, please submit copies to us before the first set of proofs are printed.
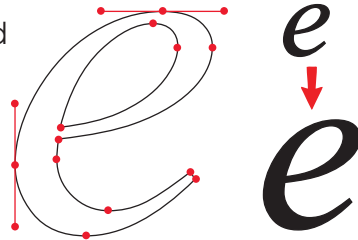
Acceptable File Formats

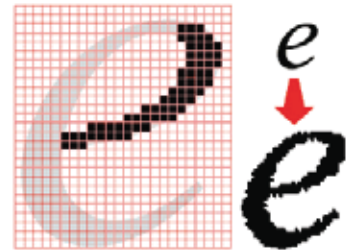*All artwork must be saved as Creative Suite 6 or lower*

Vector *	Raster **	InDesign
.eps	.jpg	.indd
.pdf	.tiff	InDesign files must be submitted as a packaged file, with folders containing all linked images and document fonts.
.ai (Illustrator)	.psd (Photoshop)	
*All fonts must be converted to outlines** or sent with an additional font files.	** Raster artwork should be saved at ¼ size, high resolution (make sure that resolution is high enough, that when sized at 100%, it has a resolution of at least 75 dpi).	**BANNERVILLE USA**

Example

Vector artwork is created by points and paths that are easily editable and can be manipulated to satisfy your banner requests. Vector files are typically created in Illustrator and saved as .ai,.eps, or .pdf.
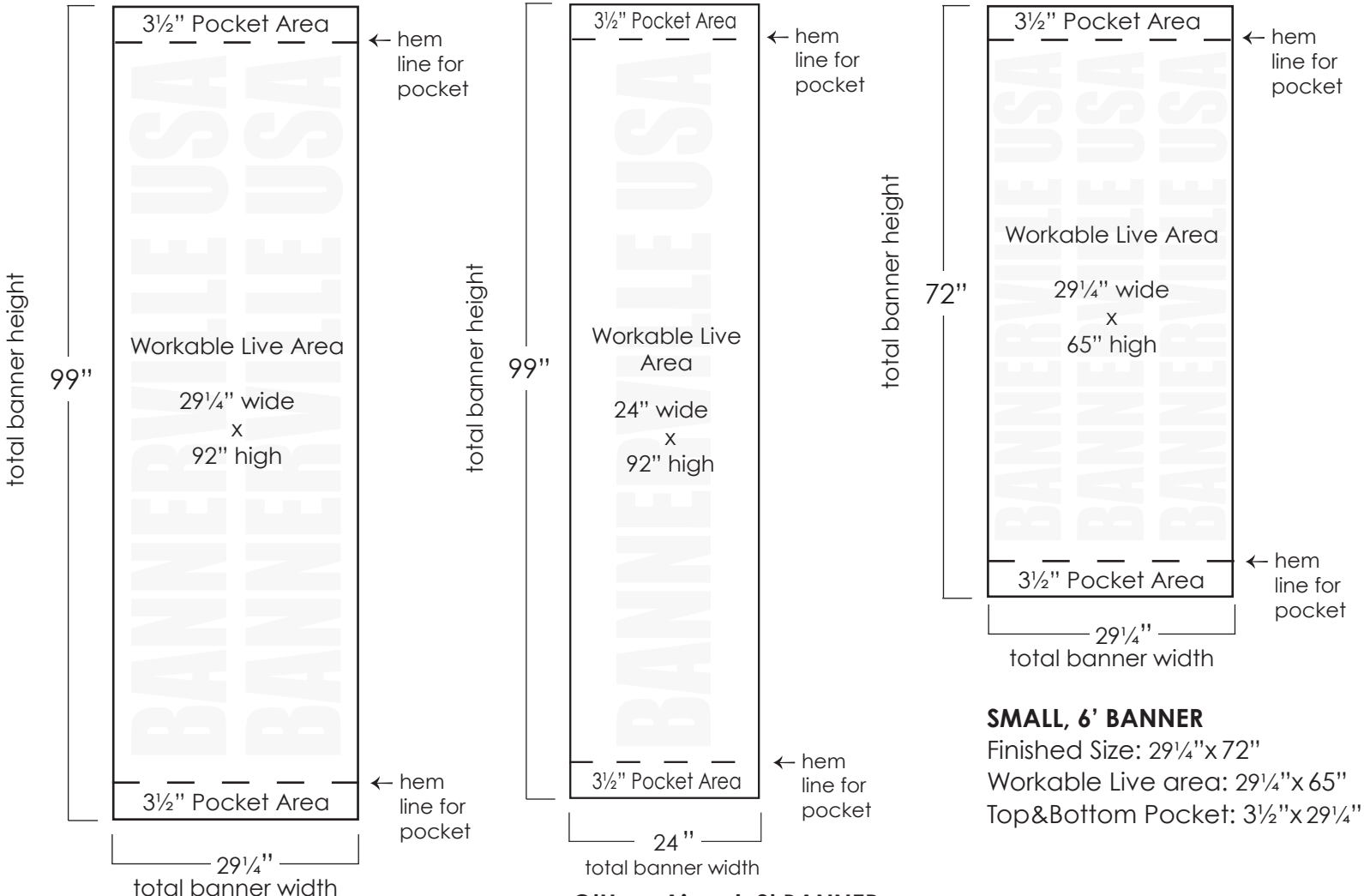
Raster artwork is made up of many pixels resulting in an image **that is NOT editable** (cannot be manipulated in anyway). Raster images are typically saved as .jpg, .png, .psd, .tif.

Raster artwork cannot be converted, in any way, to a vector image. If you choose to use raster artwork, be aware that it will result in a low quality, highly pixilated image when scaled to accommodate the banner size.

- Editable vector artwork: .eps, .pdf, or .ai files are preferred. If raster artwork needs to be edited, our designers are available to work with you to find the best solution. An additional design charge will be imposed if the image needs to be recreated as a vector file.

- Document bleeds are not necessary when supplying artwork

BANNERVILLE USA ™

8164 S. Madison, Burr Ridge, IL 60527 | 630.455.0304

Our street pole banners require a pocket sewn at the top and bottom of the banner for attachment to pole brackets; these pockets are typically 3.5" in height. The top and bottom 3.5" of the banner are used to make the pocket area, **please keep all important text and imagery out of these areas.** Please review the following illustration which shows actual banner size, working live area, and pocket dimensions.

LARGE, 8' BANNER
Finished Size: 29¼" x 99"
Workable Live area: 29¼" x 92"
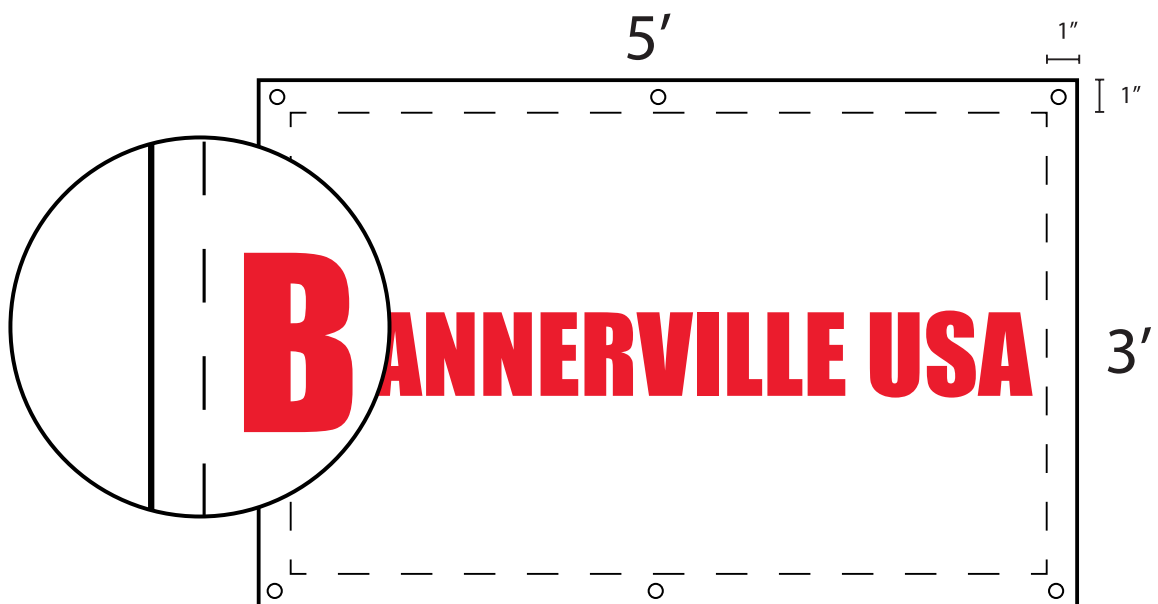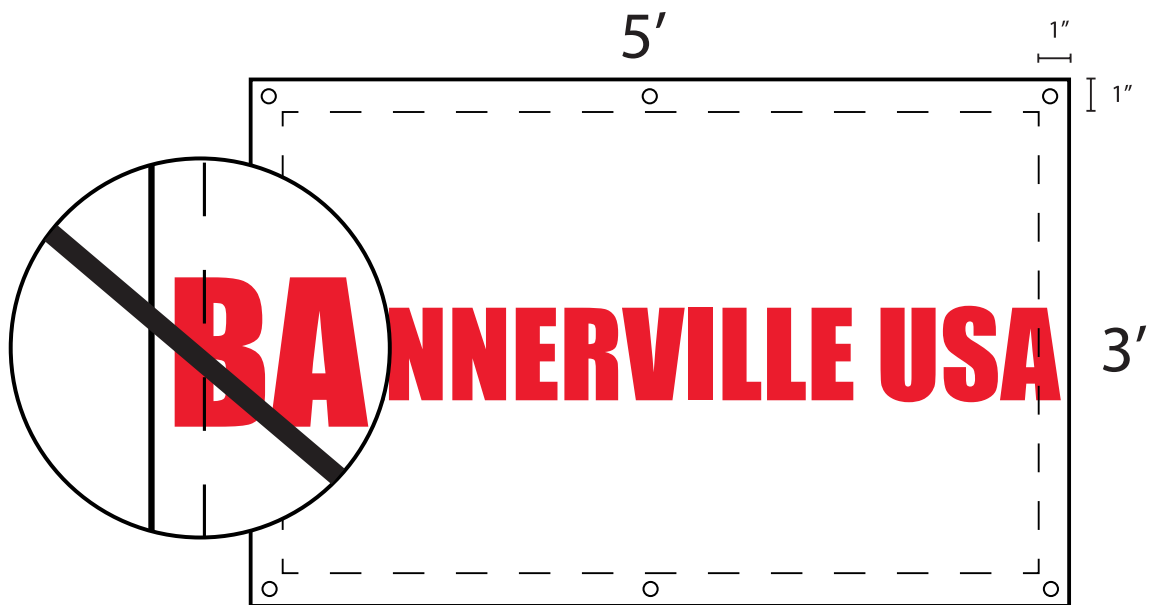Top&Bottom Pocket: 3½" x 29¼"

O'Hare Airport, 8' BANNER
Finished Size: 24" x 99"
Workable Live area: 24" x 92"
Top&Bottom Pocket: 3½" x 24"

SMALL, 6' BANNER
Finished Size: 29¼" x 72"
Workable Live area: 29¼" x 65"
Top&Bottom Pocket: 3½" x 29¼"

Colors:

- Pantone Color numbers must be referenced for all spot colors.

- If there are already existing print materials that you would like your banners to match, please provide those before the first set of proofs are printed.

When supplying artwork for a custom banner, please remember to account for proper finishing that includes a 1" hem and grommets around the edge of the banner. The 1" hem will be sewn through any text that is placed too close to the edge of the banner. **For example:**

5'   1"

1"

BANNERVILLE USA   3'

5'   1"

1"

BANNERVILLE USA   3'

On a 3'x5' banner the maximum area for text should be 34"x58", allowing 1" on all sides from text to banner edge.