

# Graphics Order Form



Show		Show Dates	Venue
		23rd-24th November 2021	RAI, Amsterdam
Stand No	Company		
Invoice Address			
Telephone	Email		
Contact Name	PO Number		

## How to Order

Due to geographical locations of customers around the World, Insight requires 100% of the payment up-front before any work commences.

Please ensure you order the correct number of walls required for your stand. For example, if you order a 3 x 3m stand, each wall is 3m so you will need to order two 3m walls. If you are unsure of the number required please contact francesca@techexevent.com. Insight can not take responsibility for the number of walls ordered for your stand.

Upon receipt of a completed order form emailed to events@getsomeinsight.com you will receive an invoice with a link for immediate payment. Once payment has been received, you will be sent artwork guides.

Artwork should be supplied as soon as possible after receiving the guides and no later than 12th November 2021, this provides us time to address any issues prior to production.

Please send print ready artwork to events@getsomeinsight.com. Upon receipt of artwork Insight will email a PDF proof for final sign-off. If we do not receive final sign-off from you within 5 days we will proceed with production.

Panels will be printed and cut to size ready for our installation team to fit on 21st/22nd November.

Cancellation of an order before 12th November 2021 will be subject to a 50% refund.

Cancellations after 12th November 2021 will not be subject to a refund.

## Artwork Guidelines

On payment completion, guides will be released for you to place your artwork into.

**All artwork to be supplied as:**

- **CMYK (No spot colours or RGB)**
- **PDF (PDF/X-1a) format – created using Adobe Creative Suite**
- **1.5mm bleed, including crop marks (3mm bleed finished size)**
- **All raster files/images must be no less than 300dpi at 50% finished size (templates provided are 50% finished size)**
- **Each wall to be supplied as one piece of artwork – as provided template (not individual sections)**

## Graphics

Your shell scheme graphics are printed in 1m sections and fitted butting up to each other without a gap.

## Important Deadlines

Orders to be received by 12th November 2021.

Orders placed after 12th November and up to 17th November will incur a late surcharge.

**For orders placed after 17th November, please contact a member of the Insight team.**

Orders will not be taken after 17th November unless under exceptional circumstances agreed with Insight.

**e:** events@getsomeinsight.com | **w:** getsomeinsight.com

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Code	Order Date	Description per Wall	Wall Cost	No of Walls	Total Cost
1m Wall	Upto 12th November	Full colour 1m Wall	155		
2m Wall	Upto 12th November	Full colour 2m Wall	310		
3m Wall	Upto 12th November	Full colour 3m Wall	465		
4m Wall	Upto 12th November	Full colour 4m Wall	620		
5m Wall	Upto 12th November	Full colour 5m Wall	775		
6m Wall	Upto 12th November	Full colour 6m Wall	930		
7m Wall	Upto 12th November	Full colour 7m Wall	1,085		
8m Wall	Upto 12th November	Full colour 8m Wall	1,240		
1m Wall Late	13th November to 17th November	Full colour 1m Wall <b>(Late Surcharge)</b>	165		
2m Wall Late	13th November to 17th November	Full colour 2m Wall <b>(Late Surcharge)</b>	330		
3m Wall Late	13th November to 17th November	Full colour 3m Wall <b>(Late Surcharge)</b>	495		
4m Wall Late	13th November to 17th November	Full colour 4m Wall <b>(Late Surcharge)</b>	660		
5m Wall Late	13th November to 17th November	Full colour 5m Wall <b>(Late Surcharge)</b>	825		
6m Wall Late	13th November to 17th November	Full colour 6m Wall <b>(Late Surcharge)</b>	990		
7m Wall Late	13th November to 17th November	Full colour 7m Wall <b>(Late Surcharge)</b>	1,155		
8m Wall Late	13th November to 17th November	Full colour 8m Wall <b>(Late Surcharge)</b>	1,320		

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## Instructions

1. Each square on the grid can represent 1m<sup>2</sup>
2. Draw a plan (top) view of the walls showing the back and/or sides
3. If your panels are to be positioned in a certain order, please mark order here


Front of Stand

Confirm dimensions of stand: \_\_\_\_\_m x \_\_\_\_\_m

I AGREE IN PLACING THIS ORDER THAT I HAVE ACCEPTED INSIGHT PRINT MEDIA LIMITED TERMS AND CONDITIONS OF CONTRACT

\* THIS FORM MUST BE RETURNED TO INSIGHT FOR YOUR ORDER TO BE PROCESSED

\_\_\_\_\_  
Authorised Signature

\_\_\_\_\_  
Authorised Name - Please Print

\_\_\_/\_\_\_/\_\_\_  
Date



3m wall visual above. 3 x 1m panels butt up to each other without gap.