

POSTER PRINTING ORDER FORM

TERMS & CONDITIONS

This service is for the printing of poster graphics. All graphics must be submitted in print ready format no later than **July 15, 2025**. Full payment is required upon submission of order to be considered complete. All graphics will be delivered to the Levy Service desk on the show floor and must be picked up there on Wednesday, July 30, 2025 or Thursday, July 31, 2025.

The maximum size allowed for each printed scientific poster is 8 feet (92.5 inches of usable space) **high** x 4 feet (44.5 inches of usable space) **wide**.

PRINTING & MATERIALS RATE

POSTER SIZE:

_____ ft. high x _____ ft. wide = _____ total sq. ft.

SQFT	Description	Rate per sq. ft.	Total
	Digital Prints per sq.ft. (Mounted on Foamcore w/ Matte Laminate)	\$19.50	

- Digital files must be provided to LES specifications.
- Graphics should be sent in vector format as .eps files.
- Also acceptable: Adobe Illustrator (.ai) & Corel Draw (.cdr) files
- Photographic & Pixel based complex graphics must be MINIMUM 100 dpi at actual output size.
- Acceptable formats include: .tif, .bmp, & Adobe Photoshop & Corel Photo Paint files
- All text **MUST** be outlined / converted to curves, or fonts included with image files.
- Art work is to be received as file ready.
- Editing & Design time is charged at a rate of \$75.00 per hour (1 hour minimum).
- Digital files must be received at least three (3) weeks before show

Maximum allowable size:

****Please note vertical orientation****



ADDITIONAL INFORMATION

All printed graphics will be rubber banded upon pickup. They do not come with shipping container or packing.

Grommets or any other alterations will be charged at an additional cost upon request.

SPECIAL INSTRUCTIONS

CONTACT INFORMATION

NAME

CONTACT

POSTER#

COST SUMMARY

RATE ADJUSTMENT	(OFFICE USE ONLY)	
25% CANCELLATION FEE	(OFFICE USE ONLY)	
SUBTOTAL		
10.25% SALES TAX		
TOTAL	US DOLLARS	

PLEASE REFER TO THE PAYMENT & CREDIT CARD CHARGE AUTHORIZATION FORM

ORDERS WILL NOT BE PROCESSED WITHOUT PAYMENT

DEADLINE DATE: All graphics must be submitted by **July 15, 2025**.

A 25% CANCELLATION FEE will be applied to all orders received then canceled. If full service has been provided then 100% of original fee will be applied.