



~NEW SERVICE FOR 2026~  
ABSTRACT POSTER SESSION  
PRINTING and SHIPPING

EXHIBITOR INFORMATION

COMPANY NAME: \_\_\_\_\_ BOOTH#: \_\_\_\_\_  
CONTACT NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_  
EMAIL: \_\_\_\_\_

POSTER PRINTING

Let us print your poster for you. You don't have to print, ship or transport yourself. Your poster(s) will just be there.

Send your artwork to CS+I no later than **January 9, 2026**.

Your poster will be printed and delivered to the symposium poster session area for your retrieval

View our Artwork Submittal Guidelines (next page) for acceptable formats.

DESCRIPTION	QTY	SIZE	COST	SUBTOTAL
80# POSTER PAPER – NO LAMINATE	_____	_____	\$3.30 PER SQ FT	_____
80# POSTER PAPER – GLOSS LAMINATE	_____	_____	\$9.00 PER SQ FT	_____
<b>TERMS &amp; CONDITIONS:</b> Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CS+I Service Desk during exhibitor move-in.			Sub-Total	\$ _____

POSTER SHIPPING

Are your posters ready to go? Ship to CS+I no later than **January 16, 2026**.

You don't have to carry with you, pay fees at the business center, or worry about your poster getting lost.

For a small package handling fee, only for posters, CS+I will receive your poster at our Advance Freight Warehouse, provide confirmation of receipt, hold until the symposium move-in and deliver to the symposium poster session area for your retrieval.

DESCRIPTION	QTY	COST	SUBTOTAL
POSTER PACKAGE(S)	_____	\$25.00 each	_____
<b>TERMS &amp; CONDITIONS:</b> Cancelled orders will be charged at 50% of total if cancelled within 30 days of move-in. Cancelled orders will be charged 100% of total if cancelled after move-in begins. Orders must be paid by credit card (see Order Summary/Payment Authorization Form). No refunds will be issued on pre-order rentals that are missing from booth spaces. These rental items will be charged in full if not brought to the attention of the CS+I Service Desk during exhibitor move-in.		Sub-Total	\$ _____



## CREATIVE SERVICES – ARTWORK SUBMITTAL GUIDELINES

### CS+I Creative Services

Large scale event printing can be foreign territory for those who are used to working with publication sized media. Our desire is to provide you with the best quality graphic design and production for your event or exhibit. You can help us in that effort by submitting digital art files using the following artwork guidelines. If you are sending us completed, Print Ready files, please pass this information on to your Graphic Designer for reference. If you are working with a CS+I Creative Services Designer to create a new show look or to design an exhibit, please include any information that might be relevant to translating your brand and incorporating it into your event or exhibit.

### Acceptable File Formats

**We accept native files from the following programs:**

- Adobe Products: Illustrator (.ai), InDesign (.indd), Photoshop (.psd)

**Other file types we can work with:**

- Acrobat (.pdf), Encapsulated Post Script (.eps), Tagged Image File Format (.tiff), Joint Photographic Expert Group (.jpeg or .jpg)

**Files need to be converted to CMYK with a minimum DPI of 300. Increase DPI accordingly for scaled document sizes.**

### Artwork Setup

- Keep in mind that here at CS+I we work on PCs; all MAC files will need to be converted in order for us to open them. Only use letters, numbers, hyphens and spaces in your file names, and avoid using any special glyphs or characters.
- All graphic files should be set up using CMYK color profiles. If your files are set up in RGB and we convert them here, there may be a substantial difference in your color choices.
- Graphic dimensions that exceed 200" in width or height should be set up at 50%. If the files you are submitting are not set up at full scale, please make a note of the scaled percentage in your file names.
- It is highly recommended that you provide a preview PDF of your unit, panels or graphics as you intend them to be printed. This helps us to visually detect common errors such as missing fonts, missing links or images, and other issues that may vary from computer to computer.

### Uploading Artwork

Files under 10MB can be forwarded through email. Larger files, or multiple files, can be submitted to our Creative Services department by using any common online file share method such as Dropbox, Box.com, Hightail, WeTransfer, 4Shared, GoogleDrive, etc.).

**For questions about CS+I Creative Services or prepping your files for submission, please email us at: [graphics@Convention-SI.com](mailto:graphics@Convention-SI.com)**

### Logos

Logos are an important aspect of event branding and sponsorship programs. Please make sure that you provide us with vector versions of your logo and your sponsors logos if you plan on utilizing them graphically.

### Fonts

In print ready artwork, please convert all fonts to outlines. If there's a chance your graphics may need to be altered before printing please do not outline your fonts. Instead, provide files for any fonts used in your documents. If we are designing your graphics for you, please include files for any fonts you would like to be used.

### Links

Please properly package any artwork that is externally linked inside your native files. Missing links can cause your files to launch with errors, and we will not be able to print your artwork correctly without them.

### Design Time & Capability

- Graphic pricing does not include design time or prepress file preparation. Art submitted that is not print ready according to the guidelines listed here and require modification will be reflected on your final invoice at \$106.00/hr.
- CS+I Creative Services Design team is here to help you achieve an eye-catching show or exhibit look. We're happy to work directly with you or your in-house designer to ensure your graphic elements are visually impactful and make the best use of your space. Please speak with your Exhibitor Services Coordinator to start concepting your look!



**POSTER SESSION - ADVANCE SHIPMENT - SHIPPING LABELS**

**POSTER SESSION  
ADVANCE SHIPMENT**

**SHIP TO:** c/o



**CONVENTION  
SOLUTIONS +  
INNOVATION**

**Advance Warehouse:**

Cut Off Friday, January 16, 2026

102 W. Watkins St., Suite 100

Phoenix, AZ 85003

**EVENT NAME:**

**2026 ASTS Winter Symposium**

**COMPANY EXHIBIT NAME:**

**BOOTH NUMBER:**

**PIECE COUNT:**

**OF**

-----ATTACH A LABEL TO EACH PIECE-----

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To ensure proper delivery, please attach a label to each container.  
Please verify that you are using the correct label.