

# NPG Graphic Guidelines

## BEFORE YOU START

You will receive a document from NPG containing detailed measurements of all graphical elements contained in your project. Please make sure all graphics are delivered as single-page uncompressed PDF files at 10% scale, in CMYK, and no larger than 1GB.

[Click here to upload your files.](#)

Please select the designer that has been assigned to your project as the recipient.

**1 Logo** must be vectorized and embedded.

**2 Text and graphics** must be converted to outlines, and strokes must be converted to fills.

**3 Artboard** measurements must be at **10% scale**. For example, if your measurements are 3000mm x 2000mm, the artboard should be setup at 300mm x 200mm.

**4 Images** must be **linked**, and the original image file sent alongside the final PDF file. Image files must be a minimum of 1000 DPI at 10% (this will result in 100 DPI when printed at 100%).

**5 Bleed** Extend graphics 5mm outside the artboard on all sides (0.5mm at 10% scale). Please **do not** include any print markings (e.g bleed marks, crop marks, calibration marks etc.) when exporting to production-ready PDFs.

**6 File naming**  
Please use the convention below to label all graphical files.

***NPG - Kongsberg - ABC2022 - A12.34 - Graphic A1 - 990mm x 2480mm - 10% - x2.pdf***

Customer name	Exhibition name	Stand number	Graphic reference	Dimensions (width x height)	Scale	Quantity
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