

EventBadge Ordering Notes

We understand that changes and additions for your registrants can happen. We always strive to guide you to get the best value in the quickest time possible, but please note that changes after your order have been approved will incur additional charges and time as outlined.

***** See last page for example Standard Production calendar *****

Typical production time

Proof – Allow 1-2 business days for a proof

Production – Standard production is 5 business-days

Production – 3-Day Rush is 3 business-days

Production – 1-Day rush is 1 business-day

- Production begins the day after artwork approval
- Orders will ship on the last day of production
- Rush Shipping is usually always available

Suggestions

A: Order extra (blank) badges with artwork but no variable data.

In the event that you have late registrants or a mis-spelling you can print onto a label and stick to badge.

B: Get two batches of badges done.

The first, a couple of weeks before your event with the registrations you have to-date.

The second batch, just before the event, with any additional registrants. - For this option, all you pay is an extra setup charge, plus the same unit cost per badge. **Rush production and shipping charges may apply.** Call for details.

Artwork

- All artwork must be submitted in vector to ensure a crisp and clear imprint (.ai or .eps preferred)
- Any raster imaging will need to be a minimum of 300dpi
- All artwork must be submitted with a minimum 1/8" bleed
- Any required work such as typesetting, color separation, touch-up, creating bleads, adding crop marks, etc., is subject to an art charge. **We bill \$50/hour for artwork.** (No work is done without your approval.)

Proof Revisions

- The first proof is provided at no charge.
- Proof revisions may cause delay in your order
- **Any changes to artwork after submitting your order will be subject to a \$25 charge**
- Specify any preferences and special requests when placing your order to avoid delay.

Data Spreadsheet

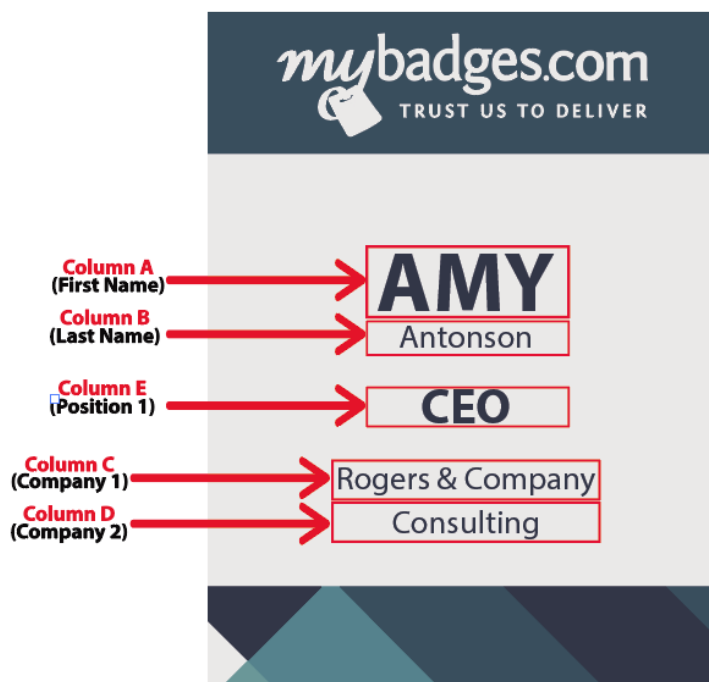
Variable Data must be provided in an **Excel** or **Google Spreadsheet** (or similar format) with each printed line-item in a separate column. "First Name", "Last Name", "Organization 1", etc.

- **The size of font** used for each line, if not specified by the client, is decided by our production team. It will be determined by the length of the longest item for that field.
- **You can specify fonts, sizes and font weights.** We accept true type, open-type and postscript fonts. If you specify the size, you are responsible to ensure all the data will fit on one line

Each **text position** on your badge will represent a **column in your spreadsheet**. If you have any **longer company names or job positions** consider creating a new column so we can print the company name or title **on two lines instead of one.** (see diagrams below)

Any additions or changes to your spreadsheet after your order is placed will be subject to a \$25 charge.




	A	B	C	D	E
1	First Name	Last Name	Company 1	Company 2	Position 1
2					
3	Amy	Antonson	Rogers & Company	Consulting	CEO
4	Amy	Watson	Rogers & Company	Consulting	President
5	Koreena	Jaltema	Rogers & Company	Consulting	Executive Assistant
6	Salima	Britton	Rogers & Company	Consulting	Executive Assistant
7	Leah Rose	Ma	Rogers & Company	Consulting	Sales Associate
8	Michael	Ten	Rogers & Company	Consulting	Sales Associate
9	Mandy	Avgerinos	Rogers & Company	Consulting	Sales Associate
10					
11	Michelle	Caswell	Mom and Pop Trucking		Logistics
12	Rachelle	Rivers	Mom and Pop Trucking		Logistics
13	Scarlett	Sievert	Mom and Pop Trucking		Logistics
14	Jeromy	Lim	Mom and Pop Trucking		Logistics
15	Laura	Simovich	Mom and Pop Trucking		Logistics



Feel free to give us a call if you have any questions 1-800-665-3775

Standard Production Calendar

*** 1-Day and 3-Day rush production is available ***

JANUARY 2022						
SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3 Place Order	4 	5 Proof Available for Approval	6 Production 	7 Production	8
9	10 Production 	11 Production	12 Order Ships	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					