Exhibit Files for Royal*2027*Royale BNAPEX

This year the frame setup at the show will not start until Thursday somewhere between 3PM and 6PM. Exhibitors will be able to mount exhibits up until 10PM. A copy of your TitlePage and Synopsis is already a requirement to be shown on the website (look on the tab Exhibit Listings) but this doesn't provide full visibility to your exhibit. The judges have requested that a copy of your exhibit also be provided in advance if you can.

Uploading the files using the 'Upload files page' on the CPS or BNAPS website is very simple - once you have the files in the correct format. The following provides advice on saving your Title page and Synopsis in the correct format before you start to upload on the web page. It is important we receive these items ASAP.

One frame exhibitors and those who have a digital copy of their multi-frame exhibit can submit these at any time before the end of July.

If you are satisfied your files are in the correct format, proceed to the upload files section and read the instructions before beginning the process.

Instructions on doing this follow.

The sections of this email include instructions for the

1. Titlepage
2. Synopsis
3. Exhibit pages
4. Upload files.

1. Title Page

This can be a **jpg** or **pdf** of the page. A **pdf** is preferred but **jpg** will work. Many scanners today provide you with an option to save the file as pdf or jpg. When looking at resolution, it should be between 150 and 300 dpi and the page size should be under 1MB.

Note – unable to do this? – Staples will scan a page to a file, or you can send a Photocopy of the page to us. Contact dave.bartlet@shaw.ca if you want to mail a photocopy.

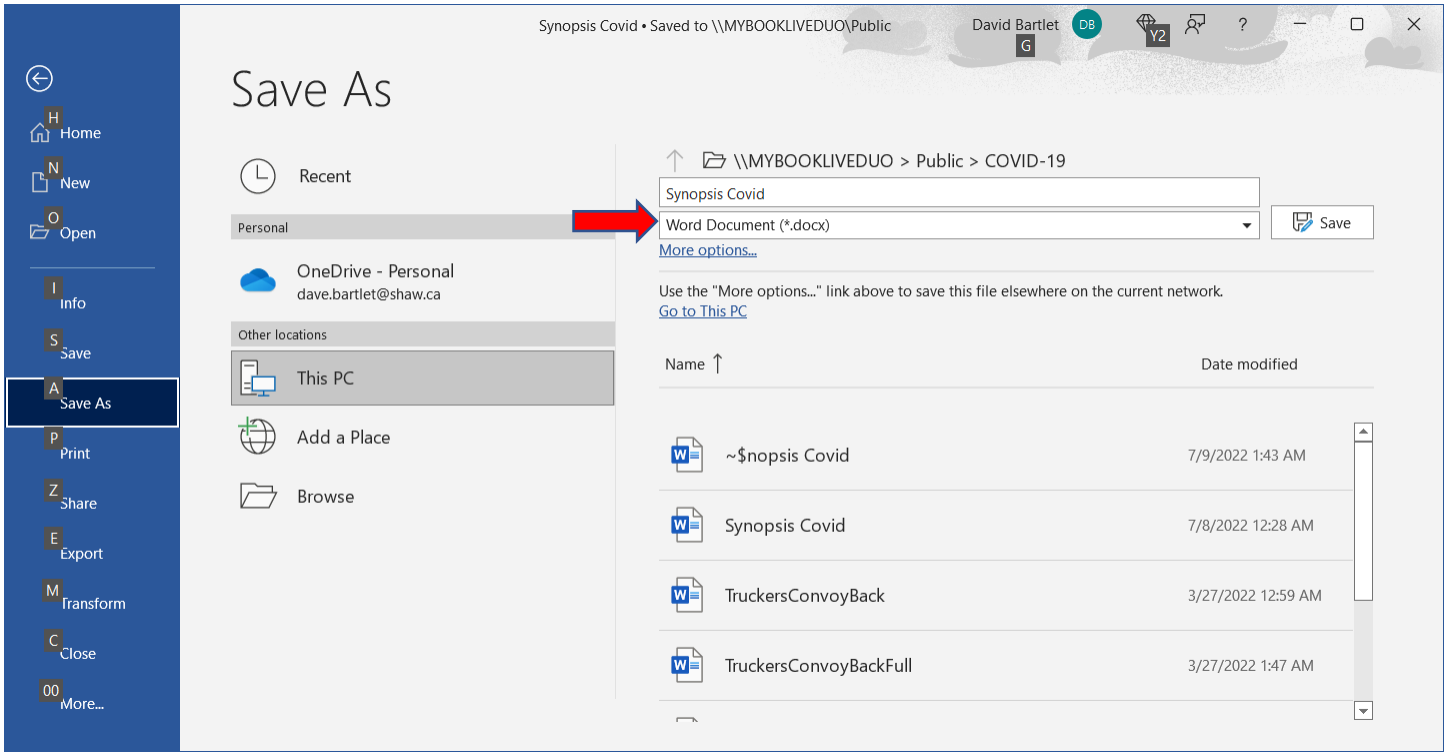
2. Synopsis

This needs to be a pdf. If you can only do jpg and have more than one page in the synopsis, then scan both pages and submit them named differently on the upload page by doing 2 uploads.

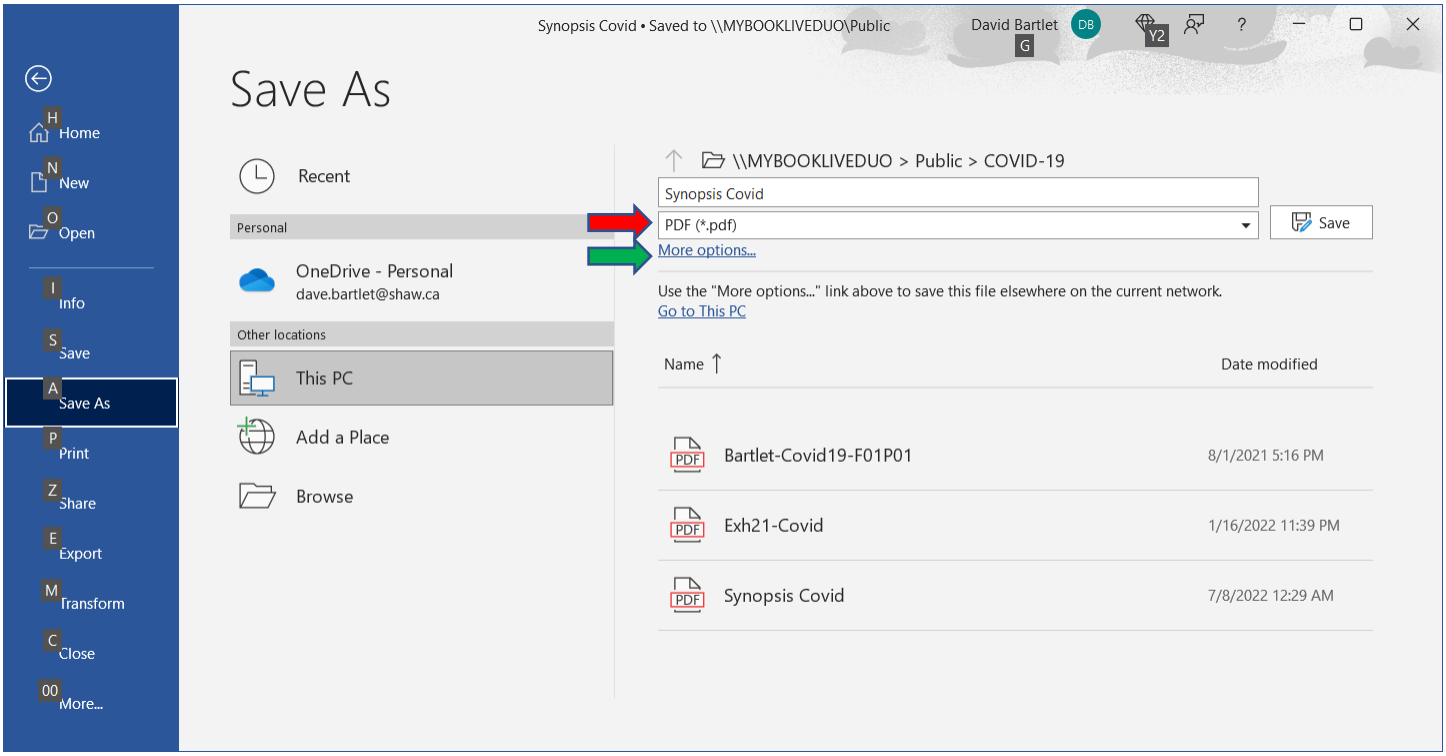
TIP – if you have created your Synopsis in Word, then do a Save As, and on the screen that is displayed you will see a Type just below the file name – Select the Dropdown from the Type field and you will see **PDF** as a choice – select that and name your file and you will then have a PDF without scanning anything at all.

Note – unable to do this? – Staples will scan a page(s) to a file, or you can send a Photocopy of the page to us. Contact dave.bartlet@shaw.ca if you want to mail a photocopy.

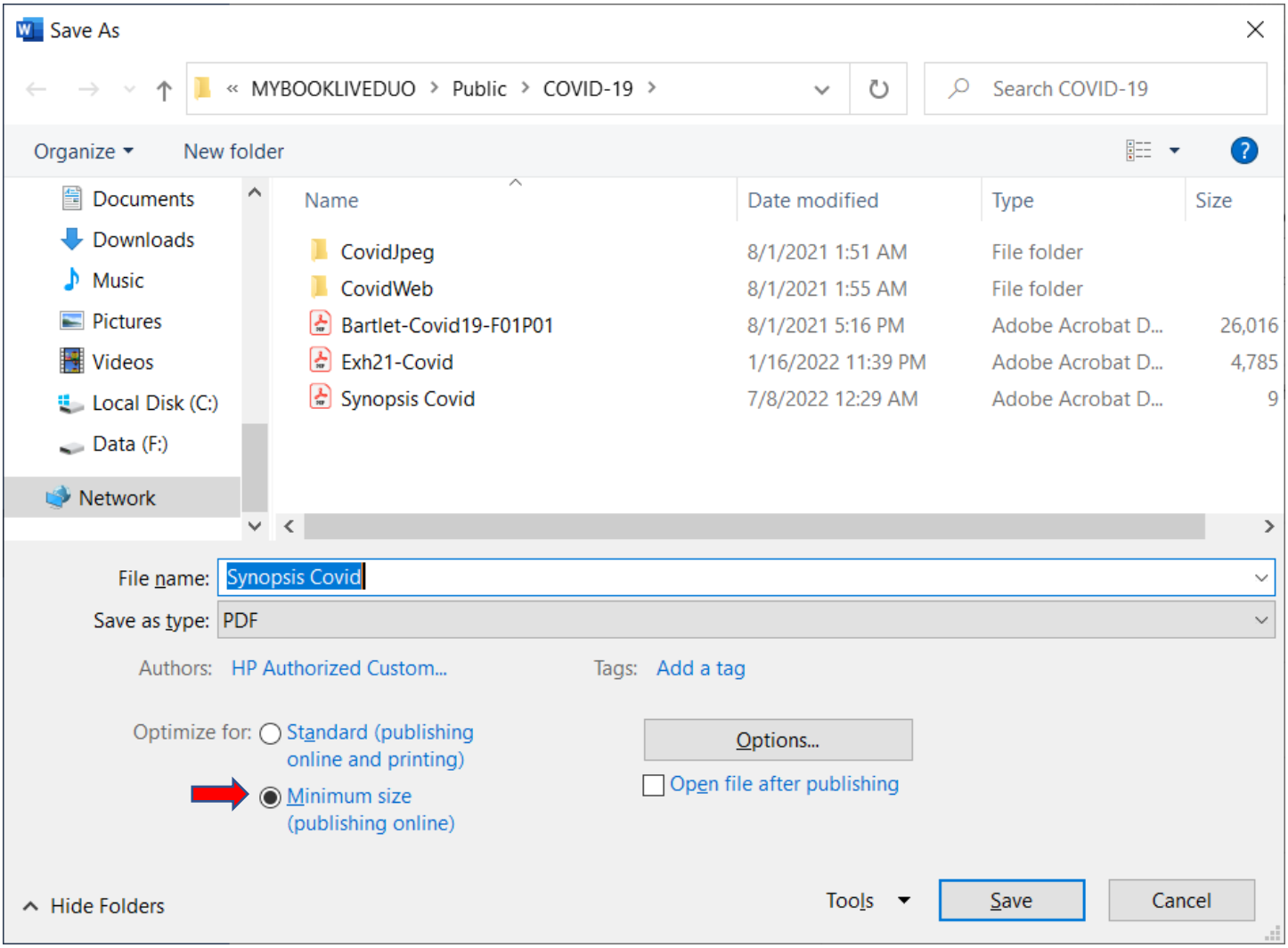
1. Do a 'Save As' and look below the filename



2. Click the field where it says Word Document and it displays a dropdown of file types – select PDF from the list



3. Below the file type there is a More Options selection. Click that and select the Minimum Size option then Save it.



3 Exhibit Pages

The file we need is a PDF with all the pages in a single file. How can you do this? Here are some options.

1. Scan each page as either a **jpg** or **pdf** and number them sequentially such as Exhibit01, Exhibit02, …03…10 etc so that when viewing your files alphabetically they are sequential.
2. Use a file consolidation tool like 'smallpdf.com' where you can select all your scanned pages that are in either format then select the option to Combine the pages into a single file. It will do that and create a combined file for you to download. This tool also provides an option to Compress the file – you should do that too and save that file also. You can then Upload this file on the Exhibits webpage.

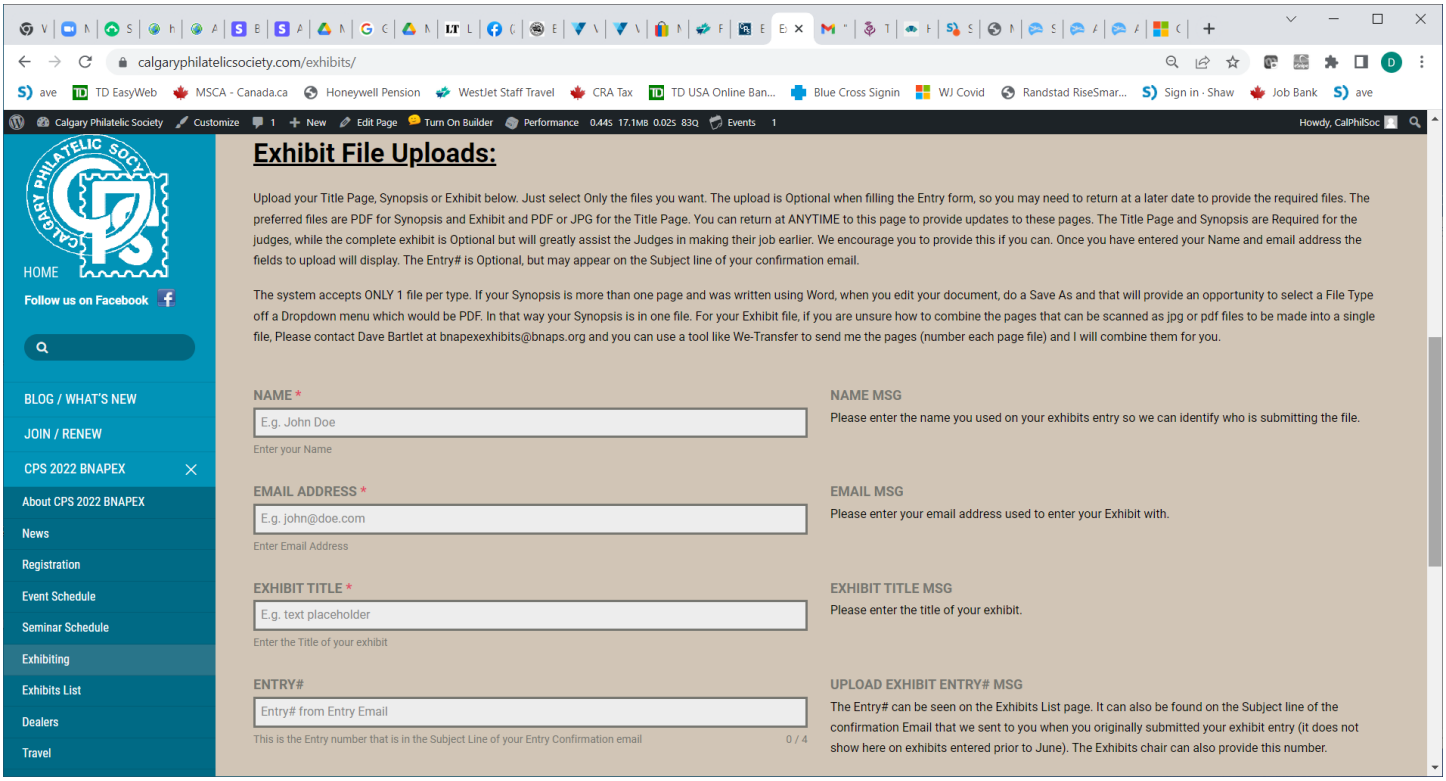
Note that smallpdf.com lets you do ONE free combine a day so you have no reason to buy it but if you change something then you would need to wait a day to combine it into a new file.

Note that there are Other free tools out there that let you combine the files – pick on that you like – I have used smallpdf and it works fine.

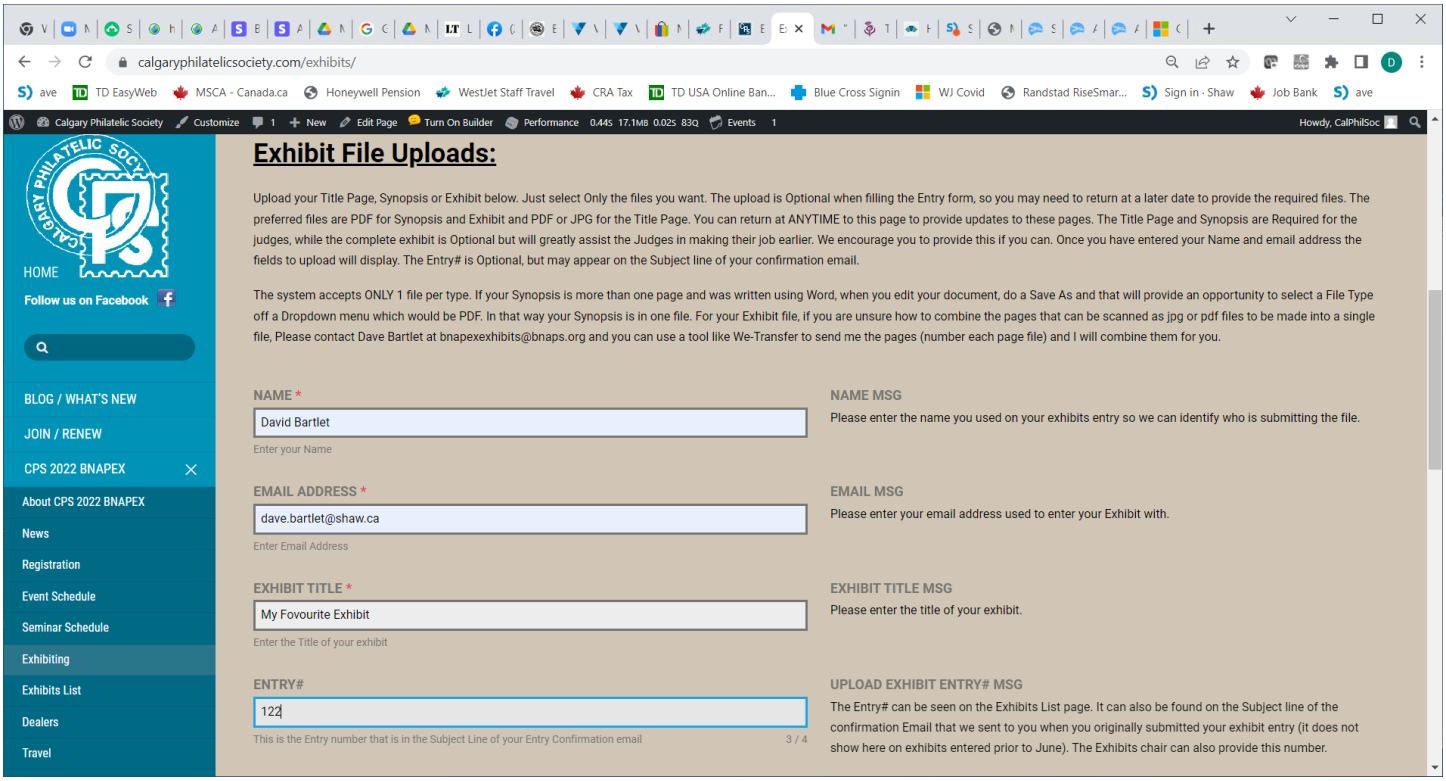
Unsure how to do this? If you can create all the pages in one format, your can use a file transfer program such as Dropbox or We-Transfer to send the files to me and I will combine them. Email to dave.bartlet@shaw.ca. As an alternate to those mass file transfer programs, you can email the pages to me in multiple emails Not to exceed 20MB per email. Contact me if you are doing either of these options so I know to expect them.

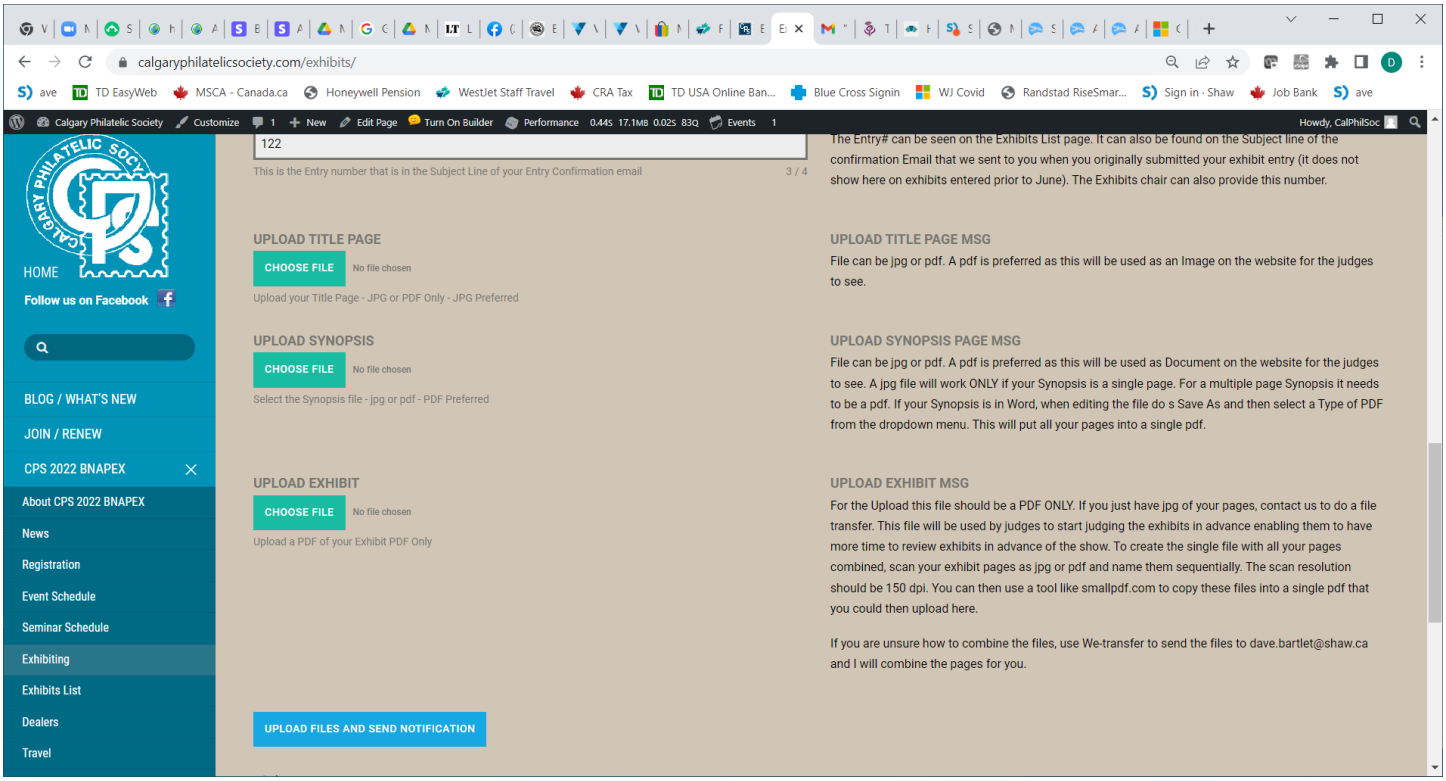
4. Uploading Files

Go to the Exhibiting page and you will see Exhibit File Uploads:

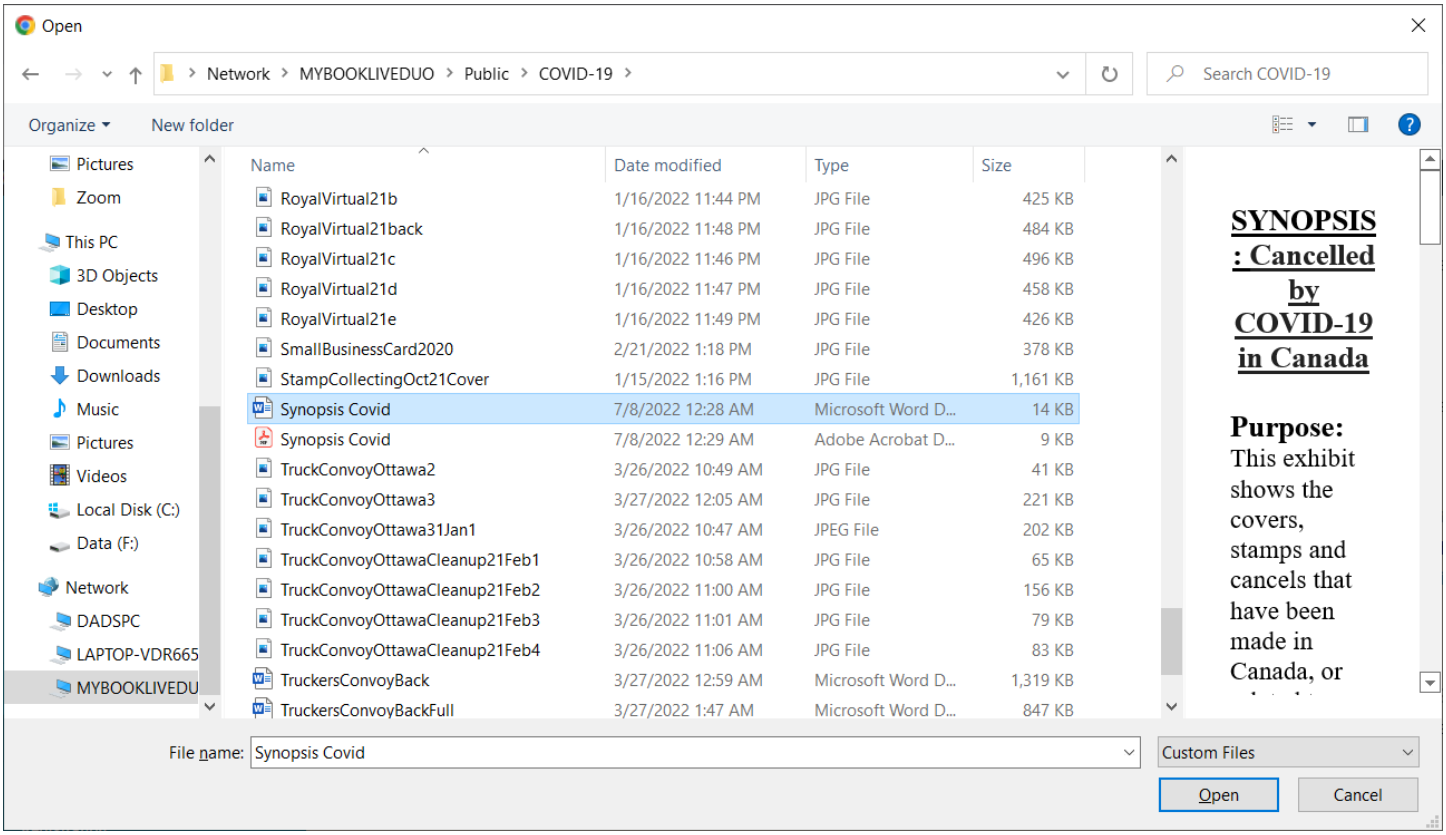


Once you enter you Name, Email, and Title the fields that allow file updates will appear.

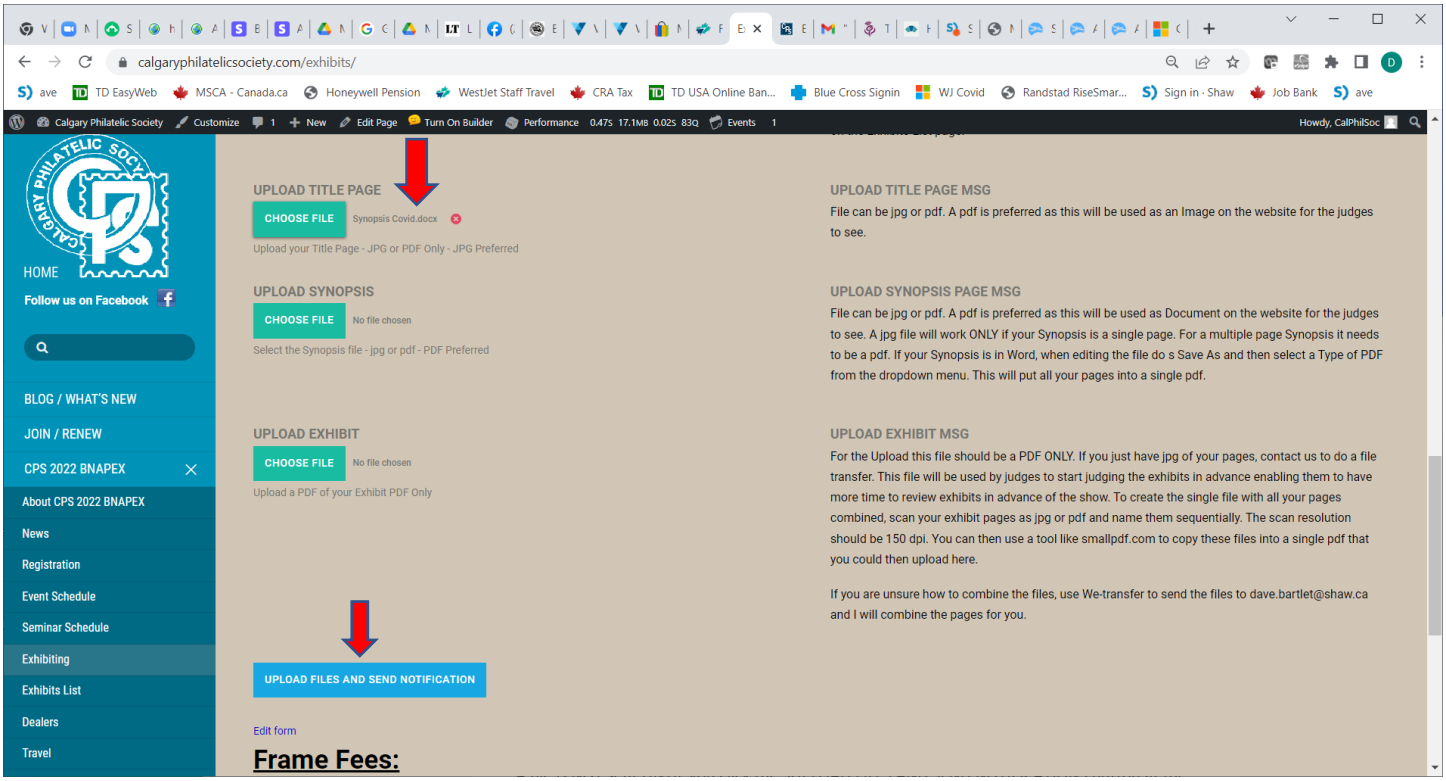




You can upload any of the 3 files – just skip the ones you are not uploading. When you select the file you are uploading, follow the dialog to find the file you wish to upload – you need to navigate your file directories to fine the file. Select the file, click Open and the system will get the file.



The main display will then show the filename selected:



A file is NOT sent UNTIL you click the UPLOAD FILES AND SEND NOTIFICATIONS button below the file selection buttons.

If you have any questions or problems with these instructions, please contact Dave.bartlet@shaw.ca and I will assist you with the process.