Custom printed conference badges

Prepare the artwork for conference badges

Conference badges made from laminated paper or thicker card stock always follow these specifications on printing. Avoid unnecessary information on the final artwork supplied to us for printing. Adding cutting marks or color calibration bars is unnecessary.

If your design contains a licensed typeface, you should convert the text to paths or provide the font files to us if personalization needs that specific typeface. Unfortunately, we do not offer typeface purchasing as a service. Whenever you use a paid typeface, you must purchase the license and provide the typeface for us to print.

To convert text to paths (in Adobe® Illustrator®), select Text Objects (or Select - Object - All text objects) and click "Create Outlines." You should embed all images (choose an image, right-click, and select Embed) into the file.

Send files in a vectorized PDF file format. For all Conference Badge orders, you should only provide a single file for reference for the layout.

You should give the attendees list in an Excel file, with one person per row. If you wish to have additional information printed, such as titles, company names, etc., include those in the same row with the name in a separate cell.
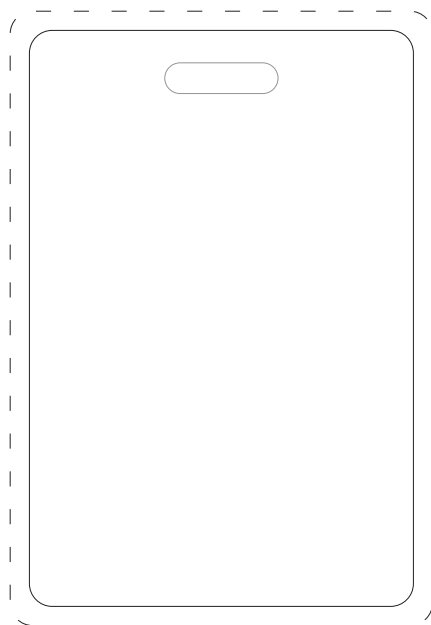
An example of an attendees list

Name	Title	Company
Anna Hawthorn	Head of Compliance	Nashville Talent Mgmt
James Tennesseean	Chief Financial Officer	Tennessee Trading Co.
Alyssa Massachusetts	Managing Director	Brentwood Agency Inc.

Suppose your order contains multiple designs, color-coded groups, schedules, or other information that needs the attendees' list divided into different-looking badges or content other than personalization. In that case, you should always split these groups into individual files. You can also separate them between tabs in an Excel file.

We cannot stress enough that being able to match the list with the design is very important to ensure correct, on-time delivery.
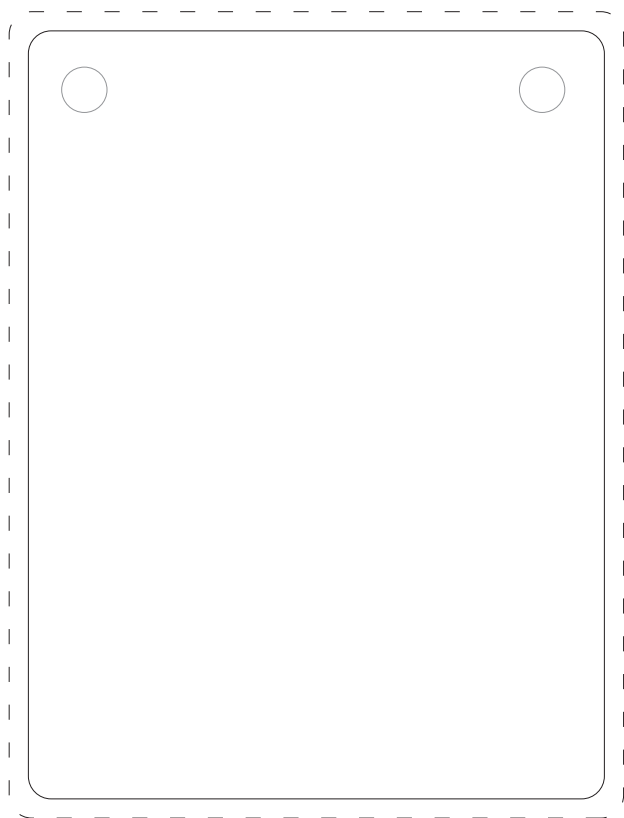
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2 x 3 "
Artwork 2,2 x 3,2 "

4 x 6 "
Artwork 4,2 x 6,2 "

3 x 4 "
Artwork 3,2 x 4,2 "