



Archery Trade Association

Kentucky Exposition Center - Louisville, Kentucky

January 10 - 12, 2019

Upload Deadline for sponsorship items: **Tuesday, November 16, 2018**

Upload Deadline for non-sponsorship items: **Tuesday, December 11, 2018**

Orders with complete Payment Authorization and graphics must be received before Upload Deadline date

Event Code: I110370119

Connect With Us!	email	atlanta@shepardes.com
	phone	(404) 720-8600
	fax	(404) 720-8755
	mail	1531 Carroll Drive, NW Atlanta, GA 30318

Graphic File Upload Instructions

All graphic files for ordered products should be uploaded to our FTP site.

Address: https://files.shepardes.com/v3/files/FTP%20Files/Drop%20Off/-2019/01_Archery%20Trade/Exhibitor%20Uploads

Username: **sesftp**

Password: **ftpftp**

- 1 Name your files in this format: Company Name_Booth#_Panel Letter **example:** **Shepard_1905_A**
- 2 When you are in your show folder, you can either drop and drop your files into the folder to initiate upload or
You may click the Upload Files button and select the files you need to upload.
- 3 When upload is complete, email the name of your non-sponsorship files to: atlanta@shepardes.com
As the subject line use: **"Show Name" FTP Upload**

* For sponsorship files, please email the file names to bmodesto@shepardes.com

Failure to follow these steps could result in delayed graphics.

Please see Graphic Guidelines page for file specifications.