



## Graphic Upload Info

### Archery Trade Association

INDIANA CONVENTION CENTER - Indianapolis, IN

January 9 - 11, 2020

#### Upload Deadline:

**Sponsor Graphics: Friday, November 15, 2019**

**Non-Sponsor Graphics Tuesday, December 10, 2019**

Event Code: 1198150120  
email [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
phone (317) 677-1235  
fax (317) 389-5524

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

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

**Address:** [https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/01\\_Archery%20Trade%20Association/EXHIBITOR%20UPLOADS](https://files.shepardes.com/files/FTP%20Files/Drop%20Off/-2020/01_Archery%20Trade%20Association/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:  
NON-SPONSOR files: email the files names to: [Indianapolis@shepardes.com](mailto:Indianapolis@shepardes.com)  
SPONSORSHIP files: email the file names to: [bjarez@shepardes.com](mailto:bjarez@shepardes.com)

\*\*As the subject line, use: **"Show Name" FTP Upload**

Failure to follow these steps could result in delayed graphics.

**Please see Graphic Guidelines page for file specifications.**