

## LARGE FORMAT PRINTING SPECS

- Acceptable files: AI, EPS, PDF, JPEG/JPG
- Photos: 300 dpi or higher, copyright-free
- Include bleeds if needed
- Do not supply Powerpoint files

## REIMBURSEMENT

As an exhibitor, you are responsible for costs associated with printing and producing any materials not provided by the organizers.

Before you make a significant purchase, please check with your Department Chair, instructor, fellow exhibitor, or manager about budget and reimbursement. Keep your receipt(s) or invoice(s) for any purchases you make.

## BOOTH SET-UP TIPS & RESOURCES

Once you have registered for your booth, you will receive an email with information on setting up your booth, booking audio/visual equipment, directions for printing large format posters, and a link to the Google document to input your project summary abstract. There will also be information on exhibiting in the T Building Gallery.

## EVENT DAY REMINDERS

- Pick up your audio/visual equipment from A/V Distribution (Room C265) by 11:00 am
- Check in at the Welcome table to find your booth location
- Set up your booth between 9:00 am and 11:00 am
- Test your equipment and report any problems to the organizers or A/V person

## 5 KEYS TO A SUCCESSFUL EXHIBIT

1. Make note of the deadlines and emails you receive from the event organizers.
2. Complete the Google Doc with your project summary and to book the equipment you need for your booth.
3. Allow enough time to produce your booth materials.
4. Invite your colleagues and students to attend.
5. Enjoy sharing your research with the Langara community!

## CONTACTS

### Booth bookings, equipment requests, volunteers, and general enquiries

Ramon Rodrigo, Executive Assistant  
rrodrigo@langara.ca | 604.323.5933

### Venue set-up and logistics

Kevin Smith, Event Lead  
ksmith@langara.ca | 604.323.5305

### Abstracts and promotions

Lynsey Mellon, Communications & Marketing  
lmellon@langara.ca | 604.323.5884

### Scholarly Activity Steering Committee

Margaret Heldman, Chair  
mheldman@langara.ca | 604.323.5499

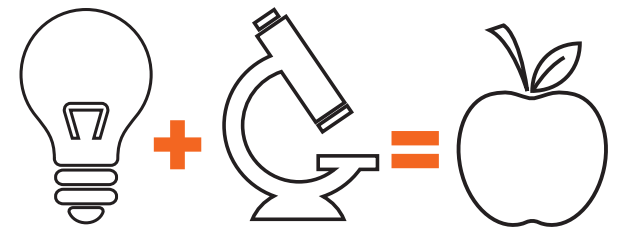
Applied Research Day is organized by a committee of volunteers who generously contribute their time and energy to showcasing Langara's scholarly activity. We welcome your participation.

**Contact us.**  
scholarlyactivity@langara.ca to get involved in a future event.

**Learn more.**  
[www.langara.ca/applied-research-day](http://www.langara.ca/applied-research-day)

# Info for Exhibitors

APPLIED RESEARCH DAY



Updated January 2019



**Langara.**  
THE COLLEGE OF HIGHER LEARNING.

## EVENT LOGISTICS

Thank you for being an exhibitor at our upcoming Applied Research Day. The Scholarly Activity Steering Committee is looking forward to seeing your work and sharing it with the Langara community.

This info sheet provides important details about the event, from key deadlines to preparing display materials to booth set-up. Please take a moment to review the following info.

## SPRING 2019 APPLIED RESEARCH DAY

Thursday, March 28

11:30 am — 2:30 pm

T Building Gallery

### Schedule:

- 10:00 am — 11:00 am: Booth set-up for exhibitors
- 11:30 pm — 3:00 pm: Exhibition of projects
- 2:30 pm — 3:00 pm: Booth take-down and equipment return

## DEADLINES

- |                        |   |
|------------------------|---|
| February 22<br>5:00 pm | <ul style="list-style-type: none"><li>• Submit your final request for equipment and booth support (e.g. audio/visual, chairs, peripherals, etc.)</li><li>• Note: Limited equipment available. First come, first served.</li></ul> |
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| March 4 | <ul style="list-style-type: none"><li>• Upload your 50-word abstract to Google Doc.</li></ul> |
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| March 5–8 | <ul style="list-style-type: none"><li>• Review your edited abstract and submit final edits to Google Doc.</li><li>• Note: Abstracts will be printed as edited if no revisions are received.</li></ul> |
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| March 28<br>9:00 am–11:00 am | <ul style="list-style-type: none"><li>• Pick up your audio/visual equipment from A/V Distribution (Room C265).</li><li>• Set up your booth.</li></ul> |
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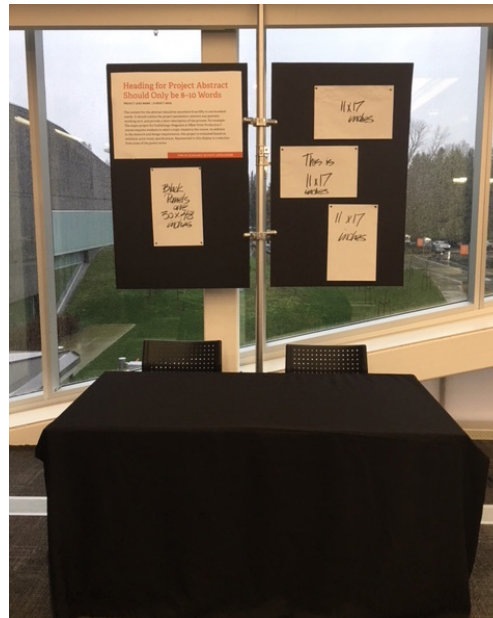
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| March 28<br>2:30 pm–3:00 pm | <ul style="list-style-type: none"><li>• Pack up your booth.</li><li>• Return your audio/visual equipment to Room C265.</li></ul> |
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## ABOUT YOUR BOOTH

What we provide\* as organizers:

- 1 abstract poster (18" high x 24" wide). Abstracts are standard for all booths.
- Backdrop space (2 x 24" wide x 36" high) for mounting posters, photos, etc.
- 1 table
- 1 black tablecloth
- 2 stools

\* Unless otherwise requested.



Your responsibilities as an exhibitor:

- Booth set-up and take-down
- Be available to discuss your project with attendees for the full duration of the event, or ensure there is someone to represent your booth if you cannot attend the event
- Pick up and return your equipment to A/V Distribution
- Bring all the display materials and information handouts you need that are not provided by the organizers
- Design, layout, printing, and production of your display materials and information handouts
- Costs associated with printing and producing any materials not provided by the organizers
- Upload your 50-word abstract to the Google Doc upon registering and review the edited version when notified

## DESIGN & LAYOUT SUPPORT

As an exhibitor, you are responsible for producing any display materials or information handouts you need to give out at the event.

If you need design or layout support, consider asking or hiring a student or colleague with time and experience to help you design and prepare print-ready files.

Communications & Marketing and the Printshop will not be able to provide design and layout support.

## PRINTING & PRODUCTION OF OVERSIZED DISPLAY MATERIALS

As an exhibitor, you are responsible for printing and producing any oversized display materials you need for your booth. Due to limited resources, the event organizers will not be able to provide support beyond an abstract poster.

If you need printing and production support, please note the following:

1. Communications & Marketing will not be able to print or produce your large format orders
2. The Printshop will accept large format printing orders if:
  - Your files are print-ready (see printing specs below)
  - You provide at least 7 business days' notice
3. The Printshop does not provide:
  - Design or layout support
  - Trimming of materials larger than 11" x 17" (tabloid size)
  - Lamination
  - Mounting of materials on foam core

Other printing and/or lamination options:

- Take your print-ready files to Staples or any other similar business
- Keep your receipt(s) for department reimbursement later

For mounting or printing on special materials:

- Take your print-ready files to Fastsigns ([www.fastsigns.com](http://www.fastsigns.com)) or any other similar business
- Note: This type of work requires a minimum of 10 days to turn around
- Keep your receipt(s) for department reimbursement later