

UPLOADING FILES TO THE PORTABLES

Using a standard Web Browser:
Click on this link to take you to
our Web-Upload service.

Follow the instructions on
screen and enter the following:

User ID: Upload
Password: 55665566

DOWNLOADING FILES FROM THE PORTABLES

Ask your Portables Exhibit
Specialist for a weblink.
The link you get will take you to
our Web-Download service.

Follow the instructions on
screen and enter the following:

User ID: Download
Password: 87658765

BEFORE YOU UPLOAD

BROWSER TYPES Please ensure your browser is up to date. The minimum system requirements for our upload service:

- OS: Windows 98/2000/XP/ME/Vista Linux, Solaris, Mac OS X
- Browser: Internet Explorer, Safari, Netscape Navigator or Firefox
- Browser Java VM: Java-Plugin 1.5 or above enabled

FILE NAMING Please use the 5 or 6 digit requisition number given to you by your Exhibit Consultant, followed by your company name. e.g. "12345_CompanyName.sit" If no Requisition number is available at the time of file transfer, please name the file with the company that will be invoiced for the project. e.g. "MyCompany.zip"

UPLOAD ONE FILE ONLY Please compress all your working files into one compressed archive. Do not send individual files. All files must be compressed as either a .sit, .sitX, .sea or .zip file. No other formats of compression can be accepted.

FILE FORMATS The Portables uses the latest industry standard graphics applications. To ensure your files are supplied in a compatible format, please consult The Portables Artwork Preparation Guidelines, which can be downloaded through the Resource Centre of our website at: www.theportables.com/resource_centre/

INTERRUPTED FILE TRANSFER If your file transfer stops before being completed, please rename the file (e.g. 12345_MyCompany2.sit) and send the file again. **INFORM THE PORTABLES** Once your file has been successfully uploaded, please ensure your Exhibit Consultant is aware of the exact file name and date it was sent.

OTHER SERVERS The Portables policy is to have clients supply artwork either on CD, DVD or via FTP. If The Portables is requested to download artwork from other sources, a fee of \$100/Hr will be incurred for the duration of the file transfer.

CONTACT US If you have any questions or problems with your file transfer, please phone **604.276.2366** and ask for the Graphics Department. Or Toll Free at **1.800.663.1737**.

