

FTP Access Guide

BEFORE YOU UPLOAD

- Please ensure you have the most current version of your browser.
- Please place all your files into a folder and zip that folder
- Upload the zipped file only. We prefer to receive files compressed in zip format.

CLICK HERE TO ACCESS OUR FTP

Simply enter all the information required in the form.

User ID: Upload
Password: 5566

ADDITIONAL INFORMATION

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. We prefer files in.zip format.

FILE FORMATS Xibita uses Adobe Creative Cloud (CC) currently. To ensure your files are supplied in a compatible format, please consult The Xibita 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, simply try to upload again. The transfer may be continued successfully. **INFORM** Xibita once your file has been successfully uploaded, please ensure your Exhibit Consultant is aware of the exact file name.

OTHER SERVERS It is Xibita's policy to have clients supply artwork either on CD, DVD or via FTP.

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.