

File Upload Instructions

Uploading Files off of the file folder

1. Open up Chrome, Firefox or Internet Explorer and go to <https://www.dropbox.com/account/general>
2. Login using the following Username and Password
 - a. Username: CourtneyS@Kallman.com
 - b. Password: kallmangfx
3. Click on the show folder. It will be labeled by the show name and year.
4. Please create a new folder and label it as your company name.
5. To Upload files, simply click "Add File" and browse for your file.

At the end of your upload, please send email notification to your operations contact that files have been uploaded and include a layout of where you would like your graphics located within your booth (see below)

SAMPLE OF GRAPHIC LAYOUT:



For questions, contact:

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