

# File Upload Instructions

Uploading Files off of the file folder

1. Open up 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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