

ARTWORK GUIDELINES

When submitting your badge artwork to badges4events™, please follow these instructions. If you have any questions along the way, feel free to contact us.

ACCEPTED FILES

We can work with .pdf, .png, .jpg and .tiff files.

Open files from Adobe™ Photoshop™, Adobe™ Illustrator™, or Adobe™ InDesign™



IMPORTANT NOTE ABOUT FONTS

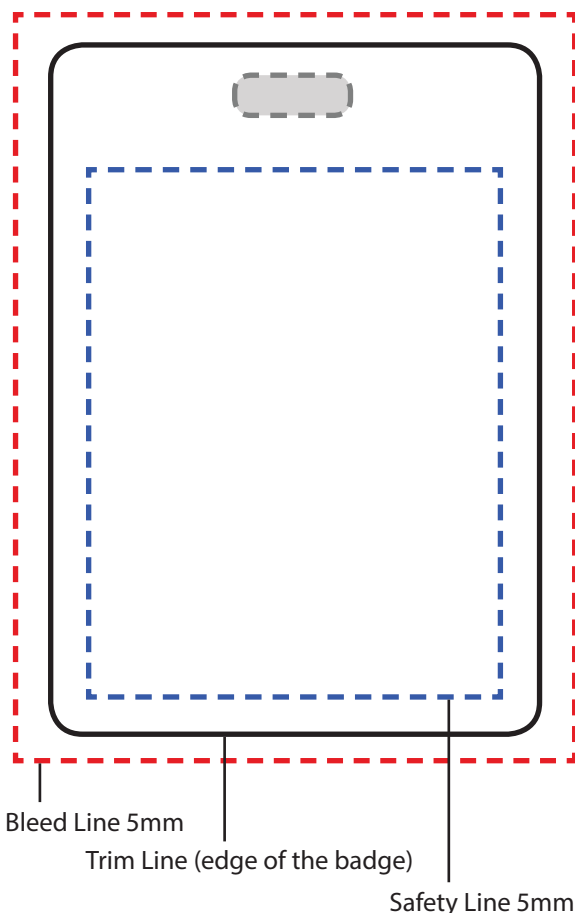
If sending Adobe™ artwork, please **package all fonts** and links before sending.

If you have asked badges4events to merge names onto your badges please be aware that our badge software has a limited number of fonts. We will try to match our fonts as close as possible to yours.

SETTING UP YOUR ARTWORK

1. Keep critical text and logos within the **safety area** (blue line) - **10mm** from the trim line.
2. Background art that is meant to **bleed** off the edge of the badge should extend **5mm** over the trim line, to the red line on the template.
3. If you are attaching a lanyard to your badge, keep any important text or artwork 15mm away from the top slot, as it may be cut out.

(Note we do send you a digital proof via email and also check artwork before printing - we will let you know beforehand if we anticipate any issues.)



BADGE MEASUREMENTS

Badges can be designed in either portrait or landscape orientation

CEBVXL/EF-CEBVXL

Badge Trim: 108 x 152.4mm

Safety Area: Keep text and objects within 98 x 142.4mm
(add an extra 5mm to the top edge if adding lanyard slot)

CEBVL/EF-CEBVL/CEBHL/EF-CEBHL

Badge Trim: 92 x 139.7mm

Safety Area: Keep text and objects within 82 x 129.7mm
(add an extra 5mm to the top edge if adding lanyard slot)

CEBHM/EF-CEBHM/CEBVM/EF-CEBVM

Badge Trim: 108 x 93mm

Safety Area: Keep text and objects within 98 x 83mm
(add an extra 5mm to the top edge if adding lanyard slot)

CEBHS/EF-CEBHS/CEBVS/EF-CEBVS

Badge Trim: 101.6 x 76.2mm

Safety Area: Keep text and objects within 91.6 x 84.2mm
(add an extra 5mm to the top edge if adding lanyard slot)

CEBHXS/EF-CEBHXS/CEBVXS/EF-CEBVXS

Badge Trim: 88.9 x 57.2mm

Safety Area: Keep text and objects within 78.9 x 47.2mm
(add an extra 5mm to the top edge if adding lanyard slot)