# Artwork Guidelines

AWARD-WINNING REGISTRATION AND BADGING SOLUTIONS



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*Full badging & registration solution*

# Fanfold Standard

### Printing and Design Specifications:

Fanfold badges are printed in one pass in full colour, on a carrier sheet. When printed the badge is peeled off, folded in half, and can then be attached to a lanyard or clip.

The Fanfold Standard dimensions are 96mm wide by 82mm high.

For images and text included in the artwork, please maintain a margin of at least 5mm from the edge of the badge.

### Attachment and Layout Considerations:

The top of the badge includes three slots for lanyard attachment. Ensure your design accommodates these slots and avoids placing any logos, text, or important elements within the top 15mm of the badge.

### Barcode Requirements:

If barcodes are to be included, they must be printed on a plain white area or on a very light colour tint that is at least 50mm wide by 20mm high. This area should be clear of the edges and slots.

### Artwork Preparation:

Create artwork in CMYK colour mode at a resolution of 300 dpi.

Badges are printed with the same artwork for the front and the back (when folded). If different artwork is required for the back, please provide separate files for each side.

### File Formats and Submission:

The preferred file format for artwork submission is PDF.

We also accept AI, EPS, TIFF, or JPEG formats. If submitting JPEG files, ensure they are saved at maximum quality with minimal compression.

### Important Notes:

Do not include trim marks, cut lines, badge outlines, hole/slot outlines, or any other printing guides in the artwork.
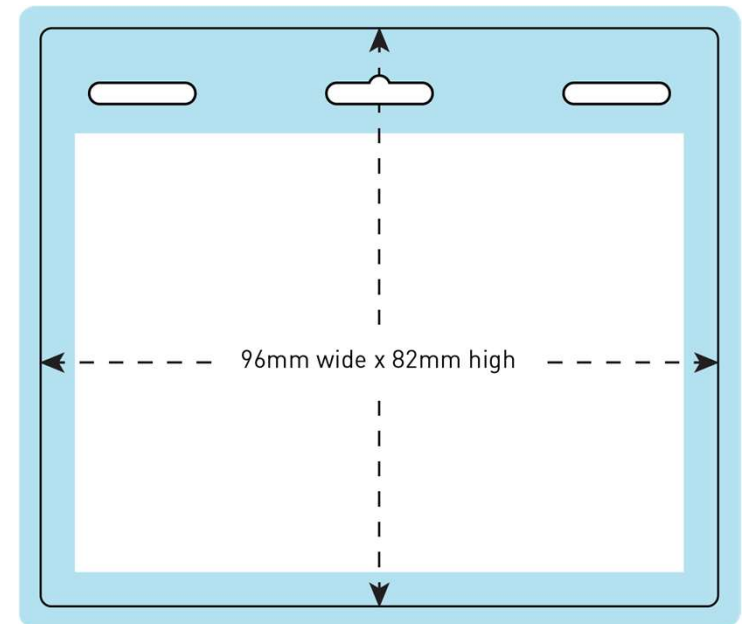
Please include a 5mm bleed on all sides.



96mm wide x 82mm high

Image shown includes bleed