Please supply this artwork as an eps or hi-res PDF. Please supply an additional 3mm bleed on each side when working at 25% actual print size (or 10mm bleed on each side at 100% actual size). All fonts should be created to outlines and you should flatten all transparencies.
For best print results please supply vectors as spot colours where possible and all images as RGB at a minimum of 300dpi.
(if you use Adobe Distiller please ensure your output setting is set to "leave colour unchanged")

These guides show what is visible when standing directly in front of the stand, please ensure all important information falls inbetween these two guides