

Before You Begin:

- Send your full contact information to eventproduction@shepardes.com with the subject line: "SOT PosterPro Contact Information"
You must include: First & Last Name; Street Address; City, State, Zip; Email Address
- Review Artwork Guidelines
- **Poster Pro Order Advance Price deadline of Friday, February 19, 2027**
Regular Price deadline of Wednesday, March 10, 2027

1) Log In

- Receive instructional email from Shepard
- Access ExhibitorPro
- Log in to your Event Portal

2) Navigate to PosterPro

- On the Event Portal homepage, hover over "Products" in the main navigation bar
- In the dropdown menu, find "Signage" and click on "PosterPro Requests"

3) Select Poster Details

- Choose your desired poster size
- Click "Next"

CODE	ITEM DESCRIPTION	ADVANCED PRICE	REGULAR PRICE
70100	42" x 36" Poster	\$164.10	\$205.15
70101	48" x 42" Poster	\$218.80	\$273.50
70102	60" x 42" Poster	\$273.50	\$341.90
70103	72" x 42" Poster	\$328.25	\$410.30
70104	84" x 42" Poster	\$382.85	\$478.55
70105	91" x 42" Poster	\$414.80	\$518.50
70107	45" x 45" Poster	\$219.90	\$274.90

4) Upload Materials

- Upload your poster file
- Click "Upload Files"
- Click "Next"

"Ask for a Designer" is not available at this time.

5) Complete Order

- Your request will be added to your cart
- Proceed to checkout

Final Step: On-Site Pickup

When you arrive on-site, visit the Shepard Service Center during Poster move-in hours to pick up your poster.