

# File Upload Instructions

---

Uploading Files off of the file folder

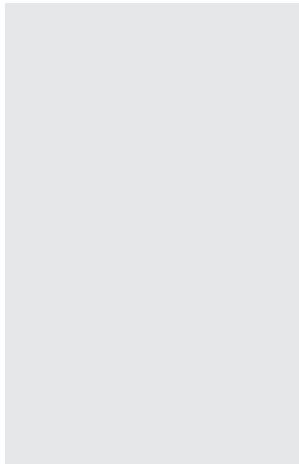
1. Open up Internet Explorer and go to [www.onlinefilefolder.com](http://www.onlinefilefolder.com)
2. Login using the following Username and Password
  - a. Username: uspavilion
  - b. Password: kallmangfx
3. Double Click on folder labeled "Operations"
4. Double Click on the "FAMEX 2019" show folder.
5. To Upload files, simply click "Add File" and browse for your file.

NOTE: If you are uploading multiple files, please add new folder and label it as your company name.

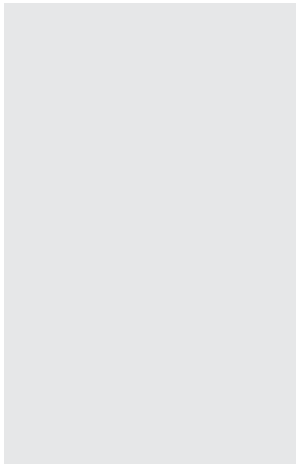
\*\*At the end of your upload, please send email notification to your operations contact that files have been uploaded and include a layout of where you would like your graphics located within your booth (see below)\*\*

---

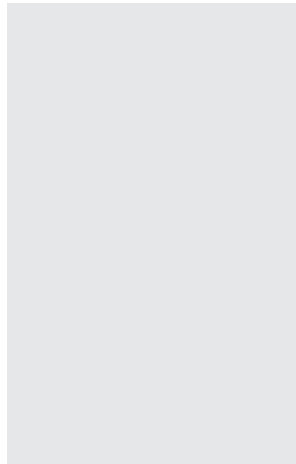
PANEL 1



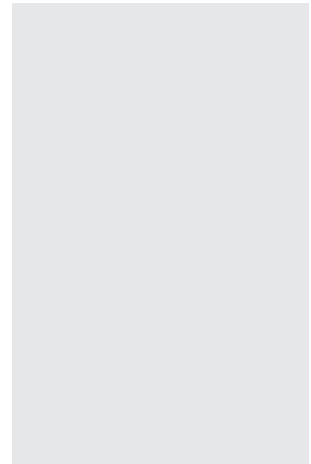
PANEL 2



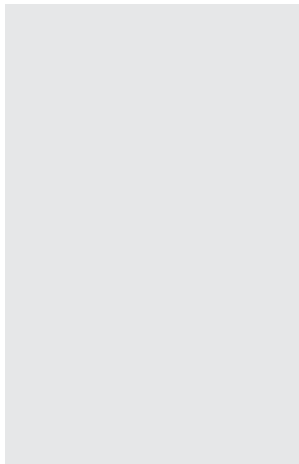
PANEL 3



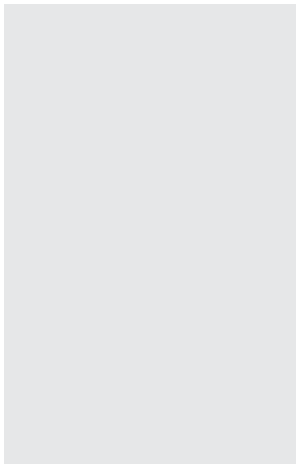
PANEL 4



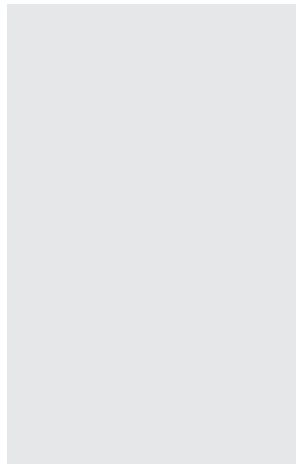
PANEL 5



PANEL 6



PANEL 7



PANEL 8

