

File Upload Instructions

Uploading Files off of the file folder

1. Open up Internet Explorer and go to **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 show folder. It will be labeled by the show name and year.
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)

SAMPLE OF GRAPHIC LAYOUT:

