

# 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 the show folder. It will be labeled by the show name and year.
4. Please add new folder and label it as your company name.
5. To Upload files, simply **click "Add File"** and **browse for your file.**

\*\*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:

