

Graphic 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 EXPONAVAL 2018 show folder.
4. 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 EXAMPLE BELOW)****

