

## DRAFT INSTRUCTIONS

To HHV-6/7 conference participants:

If you would like to have your poster printed in Japan and delivered to the Hotel Monterey, you can upload your file to MojoPrint in Japan.

### **Order Deadline**

All orders must be placed and uploaded by the 12th of March Japan time (which is Tuesday 11th of March Los Angeles time/PDT). This will allow the printers enough time to check the poster data for problems and then issue an invoice for the poster. You would then need to pay your invoice before the printers can begin production. This will allow the printers enough time to then arrange for delivery to the Hotel Monterey on Saturday March 22nd.

### **Poster Data Format**

All posters must be VERTICAL and not horizontal. For the posters, MoJoPrint requires PDF data. The posters will also need to have 3mm bleed added on each side. For a poster at A0 size (841x1189mm) the total size including bleed is 847x1195mm. The bleed is required so that when the posters are trimmed there are no white lines remaining around the outside. This is so designs can have color all the way to the edges.

They also have some tutorials if required - <https://blog.mojoprint.jp/knowledge-base/creating-perfect-pdfs/>, <https://blog.mojoprint.jp/knowledge-base/what-is-bleed/>.

### **Cost and Payment Method**

The cost including delivery is 8,100 yen or approximately \$52. Just a note, their invoice will be in JPY and payment needs to be in JPY too. Credit card payment is through Stripe and all major cards are accepted, including AMEX. They also accept PayPal. They do not allow International Bank Transfers, as those can take too long to receive and have high fees involved.

*When completing the order you will see a box for a promotional code. Make sure you use this code to receive free delivery: **HHV67Conf***

### **How to Order your Poster:**

You can order your poster by clicking on this link: [Click to Order Your Poster](#). MoJoPrint recommends using indoor synthetic paper for these posters. Select the AO full color poster and follow the steps from there.

#### **Step 1: Order Options**

For the Reference line, please write: "HHV-6 & 7 Conference Poster - Hotel Monterey". Please follow the screenshot below to enter the rest of the information, the only thing you need to select is what form of payment you want to use. NOTE: the total will show 9,100 yen because of the additional shipping

cost, but on a later page you can add the promotional code HHV67Conf to bring the total cost back down to 8,100 yen. See screenshot below for reference:

The screenshot shows the Mojoprint website interface. At the top, there is a blue navigation bar with the Mojoprint logo, a language selector for Japanese (日本語), and links for Email us, Support Desk, and First time?. Below this is a secondary navigation bar with icons and text for Products, Tutorials, Design services, Templates, Delivery & payments, About us, and Get a quote. A grey banner below the navigation reads "Mojoprint — Full color printing in Japan with native English support".

A progress bar below the banner shows four steps: Step 1 (Order options), Step 2 (Shipping details), Step 3 (Data upload), and Step 4 (Order complete!). Step 1 is currently active.

The main content area is titled "Step 1: Order options". It features a form with the following fields:

- Your reference:** A text input field containing "HHV-6 & 7 Conference Poster - Hotel Monterey". Below it is a small example: "E.g. summer campaign flyer".
- Folding options:** A dropdown menu set to "Optional". A link "Learn more about this" is provided below.
- Delivery:** A dropdown menu set to "Ship to my address". Below it is a note: "Note: Office collection is no longer available".
- Payment method:** A dropdown menu set to "Please select". Below it is a note: "Select your preferred payment method. We will generate an invoice once your order details have been confirmed."

A blue "Next >" button is located at the bottom left of the form.

On the right side, there is an "Order summary" table:

Order summary	
Product	(Indoor) Synthetic Paper
Paper	Matt Synthetic Paper
Colors	4c/0c
Size	A0
Qty	1
Delivery	¥1000
<b>Total</b>	<b>¥9100</b>

### Step 2: Shipping Details

Please fill out your name and email address in the respective fields. And then please follow the screenshot below to fill out the rest of the form:

## Step 2: Shipping details

\* = required

### Your details

First name \*

Last name \*

Email \*

Postcode \*

e.g 100-2345 with hyphen '-'

Prefecture \*

Address \*

To avoid delivery problems, please be sure to include your apartment/building name and number, or the family name on the house if it is a private residence

Telephone \*

e.g 09012345678 no spaces or hyphens '-'

Emergency tel.

e.g 09012345678 no spaces or hyphens '-'

### Delivery address

Ship to a different address?

Name

Postcode

e.g 100-2345 with hyphen '-'

Prefecture

Address

To avoid delivery problems, please be sure to include your apartment/building name and number, or the family name on the house if it is a private residence

Telephone

### Step 3: Upload and Confirmation

You can then upload your poster design, if it is just one file it should not need to be compressed. Compressing is usually only needed for uploading multiple PDFs. If files are too big (over 30mb) they will not be accepted by the MoJoPrint site. You can instead upload a small dummy image and send the poster via <https://wetransfer.com/> to [order@mojoprint.jp](mailto:order@mojoprint.jp).

Please make sure to include the **HHV67Conf** promotional code, and also, in the notes section, please make sure to include the following: "This order is for [Your Name] to be delivered to the attention of Kristin Loomis at Hotel Monterey Himeji". See screenshot below for reference:

## Step 3: Upload and confirmation

### Upload your data

#### Have more than one file?



The upload form only accepts one file. Please compress multiple files into a .zip or .sit archive file and upload that instead. [How to create archive files](#)

#### Notes

This order is for [Your Name] to be delivered to the attention of Kristin Loomis at Hotel Monterey Himeji

Add any other details concerning your order or data

#### Promotional code

HHV67Conf

Did you score a promo code? Lucky you! Enter it here

- I have read and understood the [Terms and Conditions](#) and I have prepared my data according to the [Perfect printing – every time](#) guidelines.

Select your print-ready data file

Choose File No file chosen

**Important:** Got more than one file? Please compress multiple files into a .zip or .sit file.

Upload files

### Order confirmation



#### Order summary

Product	(Indoor) Synthetic Paper
Paper	Matt Synthetic Paper
Colors	4c/0c
Size	A0
Qty	1
Folding	
Subtotal	¥8,100
Delivery	¥1,000
Payment	Credit Card (via Stripe)

Total **¥9,100**



#### Your details

First name	Lauren
Last name	Whallon
Email	lauren_whallon@hhv-6f
Tel	0792247111
Emergency Tel	
Address	670-0927 Hyogo60 Ekimae-cho Hotel Monterey Himeji



#### Delivery details

Name	Kristin Loomis, Check-ir
Tel	0792247111
Address	670-0927 Hyogo60 Ekimae-cho Hotel Monterey Himeji

Please click to upload your file and follow the steps from there to finish and place the order.

If you have any questions, please do not hesitate to reach out to Lauren at [Lauren\\_Whallon@HHV-6Foundation.org](mailto:Lauren_Whallon@HHV-6Foundation.org).