

# **Installation and Dismantle Instructions for Your Exhibit – Please Read**

**DO NOT DISCARD - REPACK AND  
RETURN WITH EXHIBIT**

*For assistance during installation and dismantle on  
weekdays or weekends, call:*

*Amine Alameddine on cell #703-927-5341*

*or*

*Josh Baldwin on cell #703-939-4468*

# FabriMural Pop-up Installation and Dismantle Instructions

Applicable for Table-Top & 10ft. FabriMural Structures

## SHIPMENT'S CONTENT

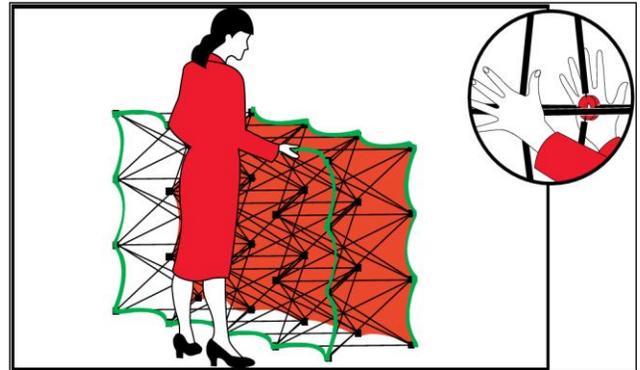
- 1 exhibit frame with attached fabric graphic (do not separate)
- 1 halogen light
- 1 power strip
- 1 care kit bag (see Step 6)
- 1 NCI logo table runner (see Step 7)

## INSTALLATION

**Step 1** | Open the red shipping case and remove frame with attached fabric graphic.

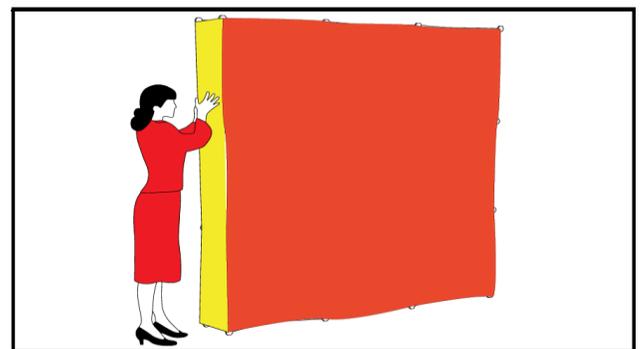
**Step 2** | With the graphic facing up, grab the frame from opposite corners and expand it half way. Then, tilt the graphics away from you and stand behind the frame, grab the frame from behind at top hubs and lift it to expand. Lock the frame in place by inserting the hooks on the red locking arms into the opposite hubs.

*Image reflects 10ft. FabriMural structure*



**Step 3** | Attach end caps by folding the wings towards the rear and hooking them to the VELCRO clips. Make sure to tighten the graphics as much as possible to remove any slack or wrinkles in the fabric.

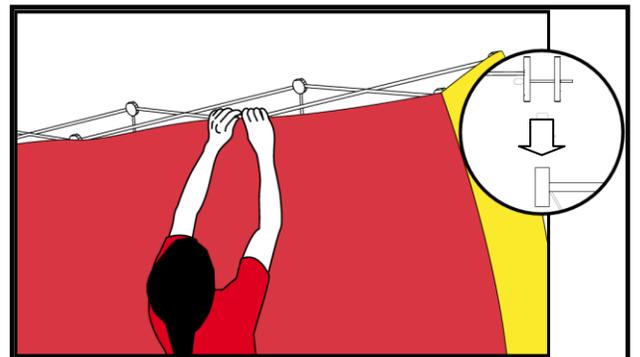
*Image reflects 10ft. FabriMural structure*



**Step 4** | Attach lights to the top of the frame opposite the center hub. Run the cords behind the frame. You may use the red case's lid as a stepping stool to reach the top of the frame.

**Step 5** | Carefully lift the display into position and plug in the lights to the power source.

*Image reflects 10ft. FabriMural structure*



**Step 6** | Included in your exhibit's shipment is a yellow care kit bag, shown here. It contains supplies you may require during the installation and dismantle of your exhibit, but not parts of the actual exhibit's setup. Bag's content: extra halogen light bulbs, return shipping labels & sleeves, rubber bands, paper clips, binder clips, pens, markers, VELCRO, packing tape, box cutters, scissors, hand wipes, exhibit graphics wipes, notepad, and "SAMPLE" stickers when your literature supply runs low. Keep the bag handy in case you need to use it. Please make sure it is returned in the exhibit's case during repacking of your exhibit.



**Step 7** | Included in your exhibit's shipment is an NCI logo table runner. You may drape it on your booth's table (if applicable) as shown here. Please make sure the runner is kept clean and returned in its bag inside the exhibit's case during dismantle.

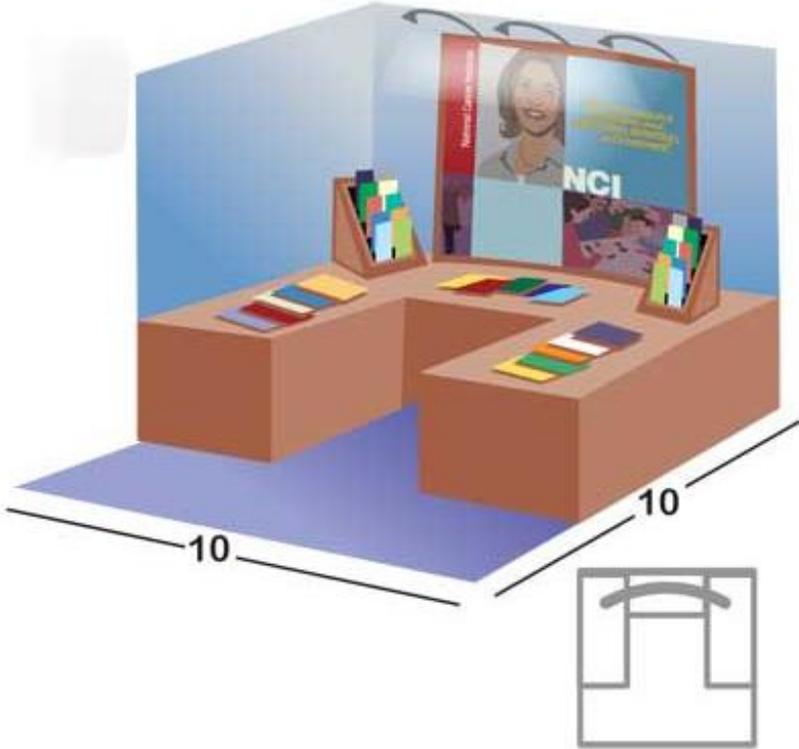
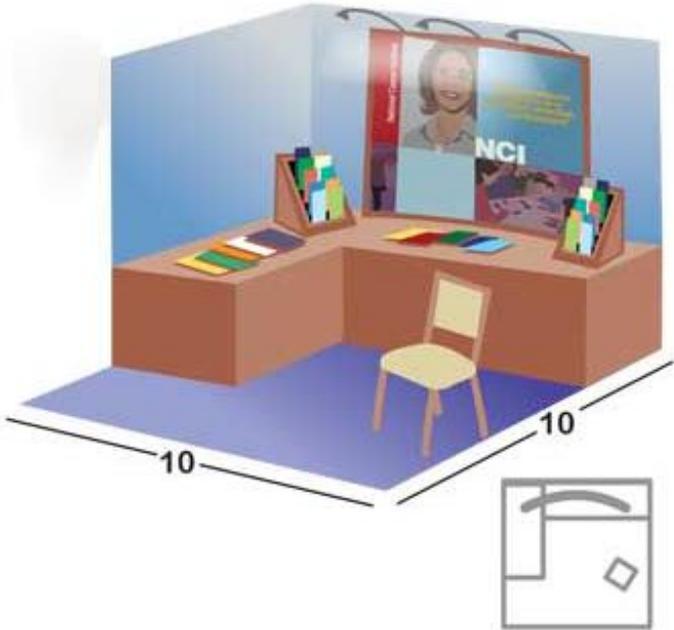


## Cleanup and Storage

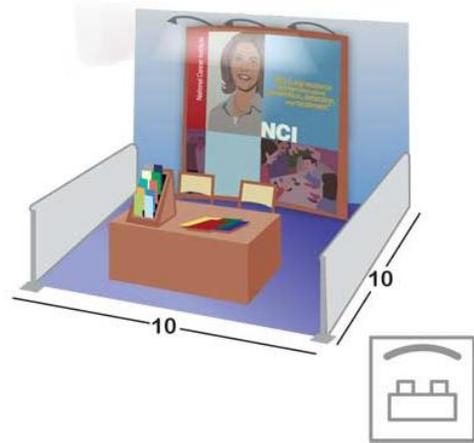
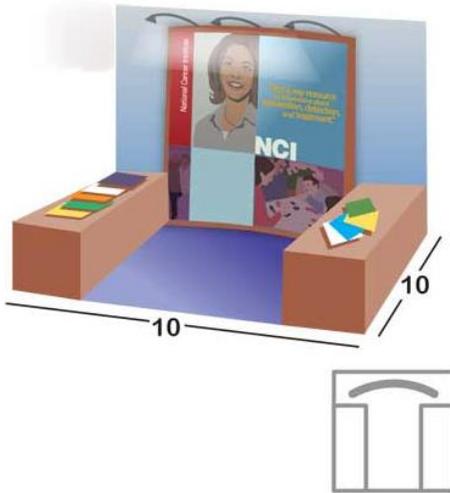
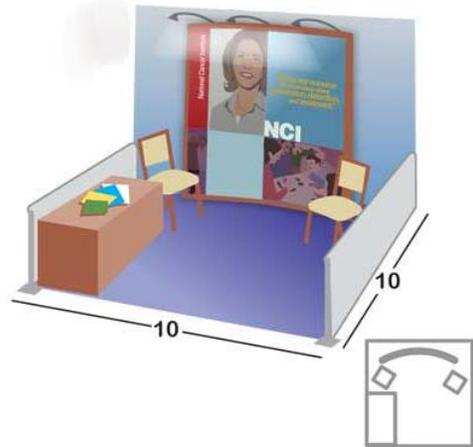
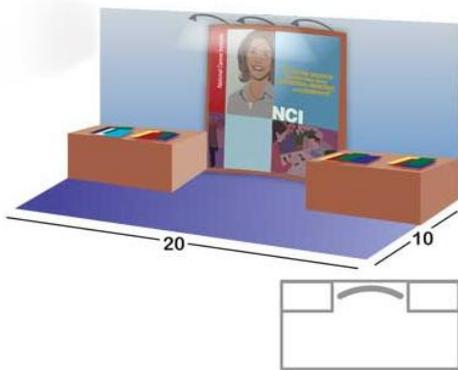
**Step 8** | Return any boxes or unused items back into its proper shipping case, close the cases, and secure with latches or straps.

**Step 9** | You can place the cases behind your booth or under the table until you're ready to repack the display. You can also give the cases to the event's contractor (i.e. GES, Freeman, Alliance, etc.) for storage.

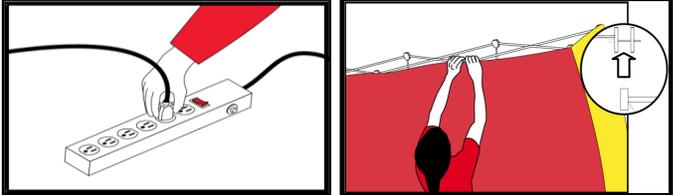
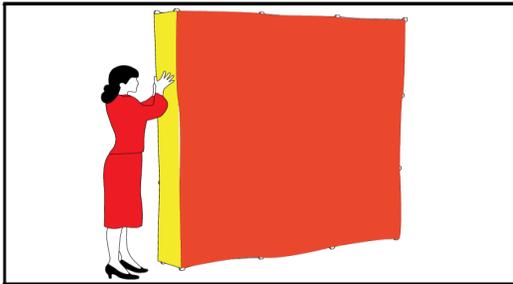
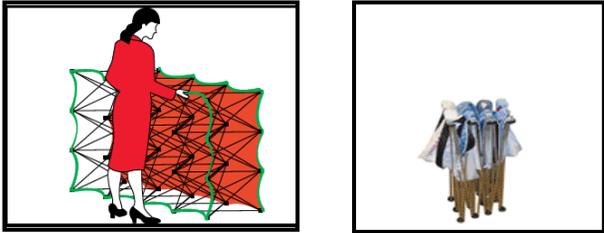
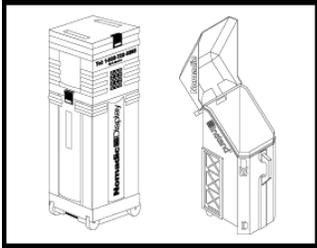
**Suggested Exhibit Floor Plans for Table-Top FabriMural** (exhibit images are for demonstration only and do not necessarily represent your particular exhibit)



**Suggested Exhibit Floor Plans for 10ft. FabriMural** (exhibit images are for demonstration only and do not necessarily represent your particular exhibit)



# DISMANTLE

<p><b>Cool Down Lights</b></p> <p><b>Step 1</b>   Switch off and unplug the lights. Light fixtures will be extremely hot so allow them to cool before handling. Remove and place light fixtures in their box. You may use the red case's lid as a stepping stool to reach the top of the frame (10ft. version only).</p>	<p><i>Image reflects 10ft. FabriMural structure</i></p> 
<p><b>Collapse Frame and Pack</b></p> <p><b>Step 2</b>   Unhook the VELCRO end caps wings from the VELCRO clips on the back of the frame. Do not unhook the front fabric from its VELCRO.</p>	<p><i>Image reflects 10ft. FabriMural structure</i></p> 
<p><b>Step 3</b>   While behind the pop-up; detach the red locking arms hooks from the opposite hubs.</p> <p><b>Step 4</b>   Carefully push the middle hub at the back of the frame and corresponding hub at the front. The frame will collapse on itself half-way. Reposition the frame with the graphic facing up and then handle the frame at the hubs to close completely. Repack any excess fabric material inside the frame.</p>	<p><i>Image reflects 10ft. FabriMural structure</i></p> 
<p><b>Step 5</b>   Make sure that the graphic is secured to the frame and pack in shipping case. Return all loose items (light box, power strip, and care kit) to shipping case.</p> <p><b>Step 6</b>   Close the shipping case and secure with latches or straps.</p>	

**Return Shipping**

**Step 7** | Flip the packaging slips on the cases to show the D&P (Design and Production, Inc.) return address and, if applicable, turn in completed Bill Of Lading which you can obtain from the event's contractor (i.e. GES, Freeman, Brede, Sheppard, Hargrove, or Alliance).

**Carrier** = AIT Worldwide Logistics / 800-776-4248

**Ship To** = Design & Production, Inc. /  
7100 Rainwater Place, Lorton, VA 22079 /  
Attn: Amine Alameddine, 703-550-8640