

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

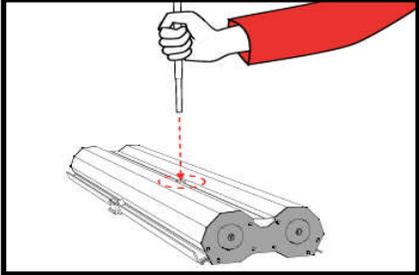
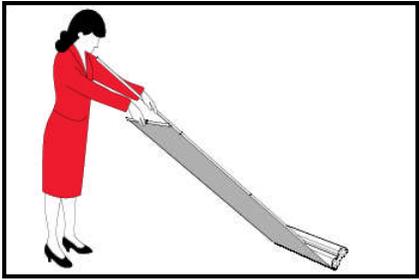
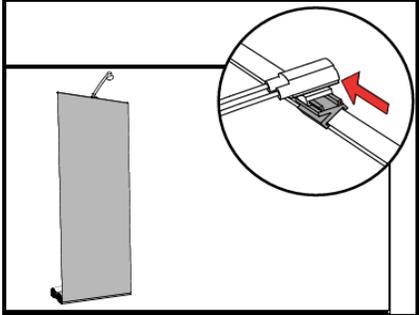
Josh Baldwin on cell #703-939-4468

SignLine Banner Stand Installation and Dismantle Instructions

SHIPMENT'S CONTENT

- 1 banner stand base with rolled-up graphic
- 1 banner stand pole
- 1 halogen light and clip (if applicable)
- 1 power strip
- 1 care kit bag (see Step 5)
- 1 NCI logo table runner (see Step 6)

INSTALLATION

<p>Step 1 Remove the banner stand from the shipping case. Open the banner stand bag and remove the banner stand structure. Place the banner stand on the floor and not on a table.</p> <p>Step 2 Pull the pole out of the banner stand and assemble. Insert the assembled pole into its hole.</p>	 A hand in a red sleeve uses a screwdriver to tighten a screw on the banner stand pole. A red dashed line indicates the screw's path, and a red arrow shows the rotation direction.
<p>Step 3 Grasp the middle of the graphic with one hand and the assembled banner stand pole in the other. Pull graphic to top of the pole and insert pole into the graphic bar. You may tilt the structure towards you if you cannot reach the top of the pole</p>	 A person in a red dress is shown pulling a long, grey graphic strip onto a horizontal pole. The graphic is being guided into a channel on the pole.
<p>Step 4 Attach the light to the light clip and insert into the top of the banner stand's pole. Plug the light into the power supply.</p>	 A diagram showing a light fixture being attached to the top of the banner stand pole. A circular inset provides a close-up view of the light being inserted into a clip on the pole, with a red arrow indicating the direction of insertion.

Step 5] 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 6] 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.

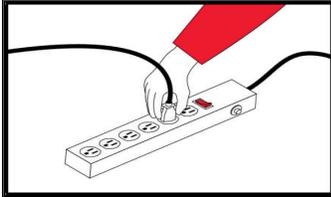
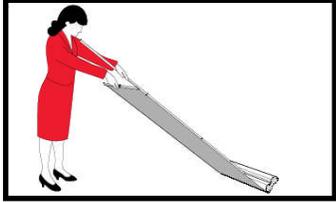


Cleanup and Storage

Step 7] Return any boxes or unused items back into its proper shipping case, close the cases, and secure with latches or straps.

Step 8] 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.

DISMANTLE

<p>Step 1 Turn off and unplug the light to allow it to cool down. Remove and repack in its box once cool.</p> <p>Step 2 From behind the banner stand, grab the banner stand pole and the top of the graphic, and slightly lift the graphic to disconnect the graphic from the pole.</p> <p>Step 3 Slowly roll the graphic into the banner stand, making sure that the graphic does not fold as it enters the casing.</p>	 
<p>Step 4 Disassemble the pole and put back into storage area located on the banner stand unit.</p>	
<p>Step 5 Repack the banner stand unit back in its bag. Place it in shipping case with light box and other items that came with the exhibit.</p> <p>Step 6 Close the shipping case and secure with latches or straps.</p>	
<p>Return Shipping</p>	
<p>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).</p>	<p>Carrier = AIT Worldwide Logistics / 800-776-4248</p> <p>Ship To = Design & Production, Inc. / 7100 Rainwater Place, Lorton, VA 22079 / Attn: Amine Alameddine, 703-550-8640</p>