

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

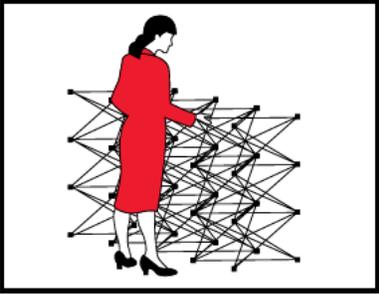
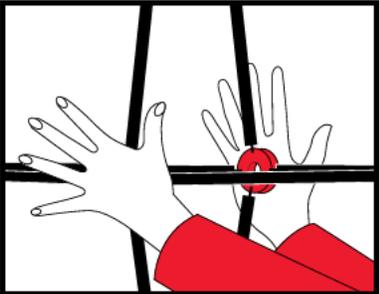
Josh Baldwin on cell #703-939-4468

'Sirius' Table-Top Pop-Up Installation and Dismantle Instructions

SHIPMENT'S CONTENT

- 1 exhibit frame
- 2 exhibit graphic panels
- 2 fabric end panels OR 2 graphic end panels
- 5 magnetic struts
- 1 halogen light
- 1 power strip
- 1 care kit bag (see Step 14)
- 1 NCI logo table runner (see Step 15)

INSTALLATION

Setup Frame	
<p>Step 1 Open the red shipping case and remove the black bag with the frame and magnetic struts.</p> <p>Step 2 Place the frame on the floor with its red hubs to the bottom and facing you.</p>	
<p>Step 3 Grab the two center hubs with both hands and lift frame up to expand.</p>	
<p>Step 4 Press the front and back center hubs together until frame locks into place.</p>	

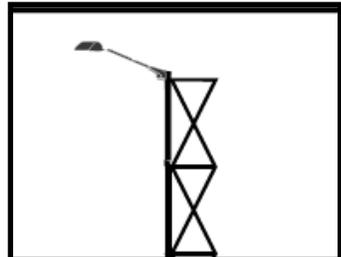
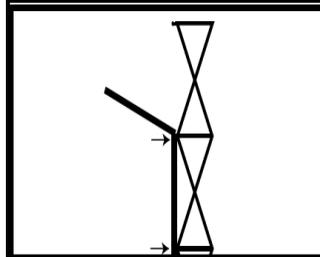
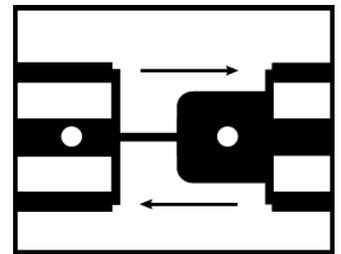
Attach Magnetic Struts (Bars) and Light

Step 5 Remove magnetic strut from the case and connect both halves ensuring the magnets are facing the same direction.

Step 6 Grab the bar with the magnets facing you ensuring the bar's hanging pins are on top.

Step 7 Slide the bar onto the red stud at the bottom of the frame. Snap the middle connector onto the next stud. Rotate top section of strut up and slide down onto the top stud. Attach the light with the power cord to the top of the middle strut. Run the cord behind the display.

Step 8 Repeat Steps 5-7 for the other struts.

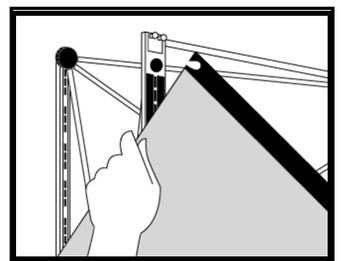
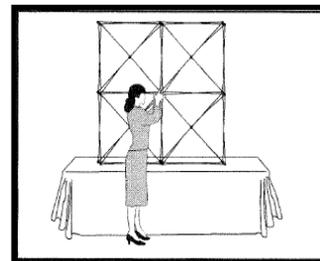


Hang Graphics and End Panels

Step 9 Lift Frame onto the table.

Step 10 Open the graphics case (grey or black), and remove the panels, one at a time. Keep panels rolled to avoid creasing while handling.

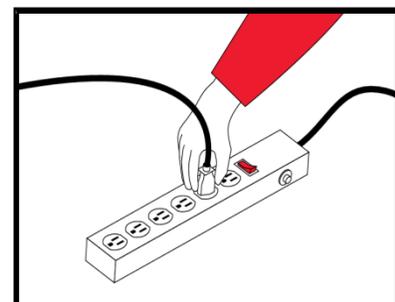
Step 11 Grab the panel by the sides a little above the middle and attach the hanging bar on graphic to the hanging pins on the strut. Once bar is seated on the hook, slowly release and allow the magnets to bond. Repeat for the other panel.



Step 12 Remove fabric or graphic end panels from the shipping case and attach using the same instructions in Step 11, starting in the front and bending the panel around to the hanging pin on the back magnetic strut.



Step 13 Plug lights into a power source and turn on.



Step 14| 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 15| 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.

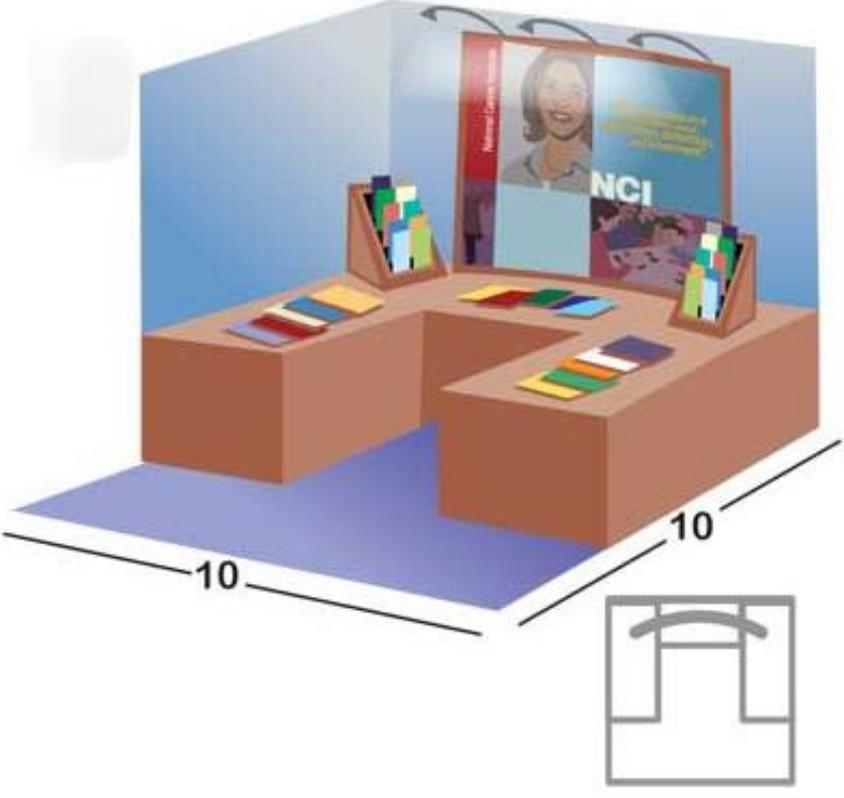
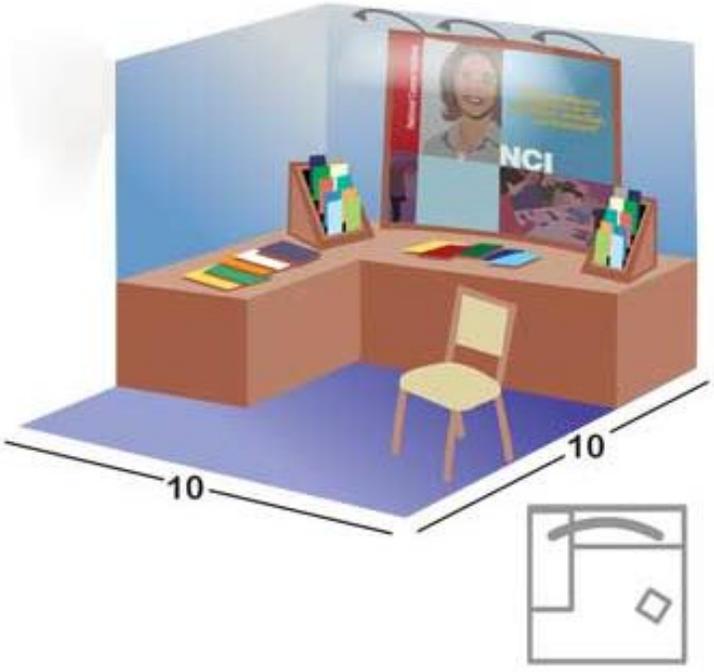


Cleanup and Storage

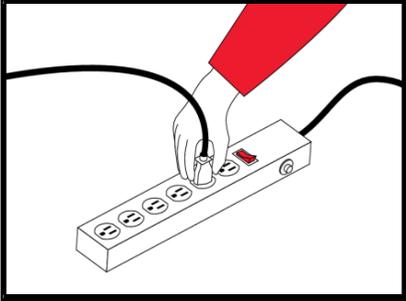
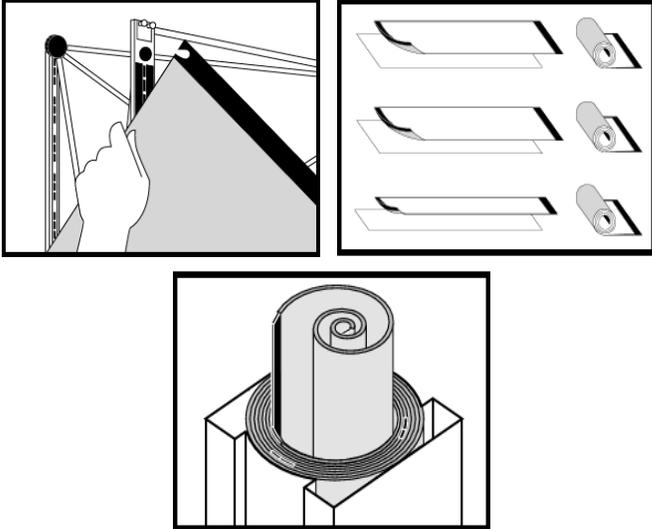
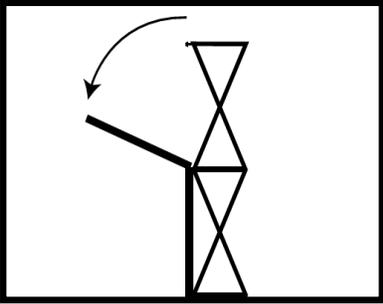
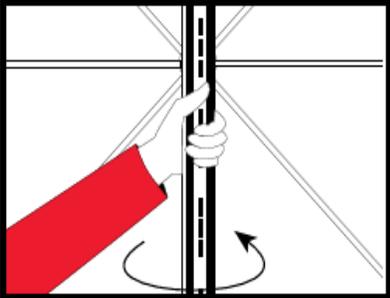
Step 16| Return any boxes or unused items back into its proper shipping case, close the cases, and secure with latches or straps.

Step 17| 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.

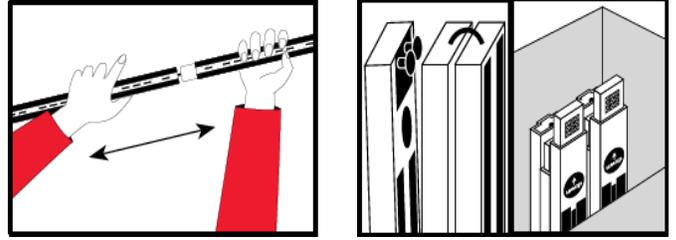
Suggested Exhibit Floor Plans (exhibit images are for demonstration only and do not necessarily represent your particular exhibit)



DISMANTLE

Cool Down Lights	
<p>Step 1 Switch off and unplug the lights. Light fixtures will be extremely hot so allow them to cool before handling.</p>	
Remove Panels	
<p>Step 2 Gently lift and remove the first panel from magnetic struts, keeping the panel rigid. Roll the graphic with image facing out and place in shipping case. Remove the other panel in the same manner and pack it in the shipping case, inside one another.</p> <p>Step 3 Remove the two fabric end panels following Step 2; however, place these in the frame's shipping case. If your exhibit has graphic end panels instead of fabric ones, they are removed in the same manner.</p>	
Remove Magnetic Struts and Lights	
<p>Step 4 Place the frame on the floor.</p> <p>Step 5 Lift the top section of the strut up, rotate down, and remove all the light fixtures. Return lights to their box.</p>	
<p>Step 6 Twist the strut to unsnap from the frame.</p> <p>Step 7 Lift the bottom strut off of the bottom stud.</p>	

Step 8 Pull the sections apart and fold lengthwise making sure that the pins at the top face inward.

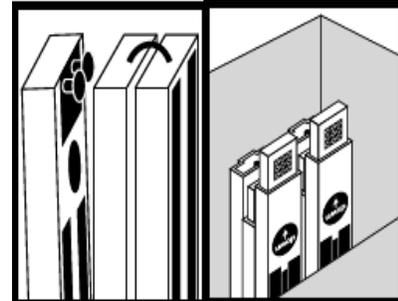


Collapse Frame and Pack

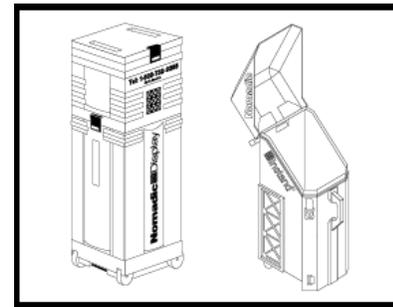
Step 9 Push the middle hub at the back and corresponding hub at the front. Frame will collapse on itself.



Step 10 Put the frame in the black bag and place bag in the shipping case with the lights' box, fabric end panels, and tool kit. Place the struts inside of the bag with the frame.



Step 11 Close the shipping case and secure with latches or straps.



Return Shipping

Step 12 | 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