

1. Open top of case. If necessary gently peel back the carpet wrapped around the case/podium. Run your finger around the case between the carpet and case while peeling for best results. Do not simply grab one end of the carpet and pull. This may damage the velcro on the case and/or carpet.

2. Optional lights (if ordered) and key for your case/podium will be shipped conveniently in the top of your pop up case.

3. Your case will contain the following items:
- Display booth frame, 21 magnetic channel bars (18 for 8' displays),
4 centre panels (3 for 8' displays), 2 end panels - curved,
Counter Top (Included with Podium Kits)

4. Take out all the components working your way from the middle of the 2 compartments outwards. Expand the frame; this is easy to do. Ensure that the top of the frame (the top part frame will have caps with 2 protrusions per cap) is facing upwards. These protrusions allow you to hook and line up the panels. Now just expand the frame by grasping the assembly and gently pulling up and outwards. The spring mechanism will assist you in expanding the frame structure.

5. Insert the magnetic channel bars starting at the top and working your way down column by column. Insert the pointed end of the channel bar into the receiving slot. This is located at the bottom of each square connector. Slide and push the bottom (square end) of the channel bar into the metallic protrusion (push to the left). This may require a firm squeeze.

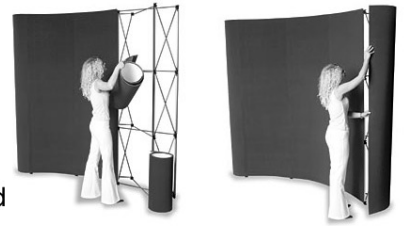
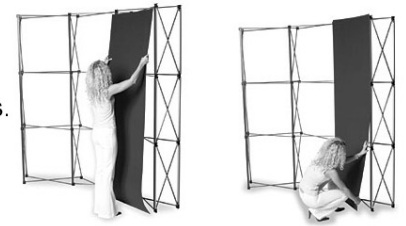
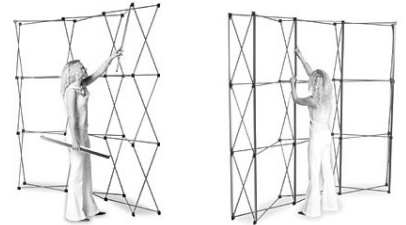
6. Install the 4 center panels (3 for 8' displays). It may help to use a stool/chair but it is not necessary. Unroll the panel and firmly grasp the top (the side with the hooks) 2 sides of the panels and gently hook them on the 2 protrusions. You may find that it helps to flex the panel inward (concave) slightly to assist in hooking them on the protrusions. The panel will then attach itself to the magnetic channel bars.

7. Install the 2 end curved panels. Follow the same procedure as Step 6, however, you may find that it helps to flex the panel outwards (convex) to assist in hooking them on the protrusions. If you find that the bottom corners of the curved ends are not fully attaching to the magnetic channel bar, simply left the bottom of the neighboring center panel and overlap it over the bottom corner of the end curved panel.

8. Place any remaining items back into the case/podium and lock if desired. Wrap the podium carpet/panel around the case and place the counter-top on top of case. Start from the back of the case and work your way around the case. You may find that it helps to attach the edge of the carpet/panel to the vertical velcro strip before wrapping around the case. For best results, line up the top edge of the carpet/panel with the top edge of the case while working your way around the case.

9. Finally, you will find two receivers on the top of your display for your lights. These are located on top of 2 of the black square connectors. Slide the lights into place and plug them in. Your display is now ready to use.

10. To pack your display, simply reverse the above steps. There are many ways to repack your display kit. We recommend that you pack the podium panel (this must go in first), 2 large center panels, 2 smaller panels & channel bars in the smaller section of the case. Pack the 2 remaining center panels, frame and counter-top in the larger section. Insert 1 center panel into the case first. Wrap the 2nd panel tightly around the frame and insert together into the case. Finally, slip the counter-top between the panels. You may find that it creates more space by stacking and rolling 2-4 panels together. *Always roll the panels from the bottom up.*



Hints & Tips

1. To extend the life of your carpet/graphic panels, store them in a flat position if possible. (not curled up inside the case).
2. Take extra care when assembling, disassembling or packing the panels to ensure that you do not drop the panels since the top panel hooks and bottom panel are made of a special material which will crack/chip on impact.
3. If you find that the panels do not line up to your liking, you can swap the panels around or pull off the panels and reattach them. You may also find that it helps to push from the back of the panel outwards to close any gaps.
4. The hooks on the panels do not support any weight. The magnetic channel bars support all the weight.
5. The carrying case is designed for storage and 'light' shipping (i.e. via Airplane as luggage or via automobile). This case is NOT suitable for shipping via courier (i.e. FEDEX, UPS). Your warranty does not cover any damage resulting from shipping.