

Product Care guide for Pop-Up Display “Graphic Panels.”

Thank you for choosing DoTradeshow Display. Your Pop-up display is a wonderful investment to you and your business. Taking care of your display is very important to us and also you. We have here a helpful guide for you on how to maintain and prolong the life of your display.

Setting Up your Display and Panels.

We have a printout of images to help in your assistance with setting up your display. You should find a copy in your box along with this care guide to help assist you with your set you process.

- 1st Take hardware out first. Expand your aluminum structure to be fully extended. There is a top and bottom. Look for the sticker that says the top of frame or 3 magnets on the end of your structure will indicate the top of the frame.
- 2nd Take our channel bars. They will attach to the frame with their magnet backing. Fill in all sections in the front and then go around to the back and add 3 in the back on the left, then 3 in the back on the right. If you are using all front and back, you will want to ensure all sections are filled with your channel bars.
- 3rd. You will then want to take your panels. Always inspect them to ensure that they did not get damaged during shipping and that you make note to store them back inside the tube the way you received them from us. Start by hanging your end panels first. You will find holding the panels $\frac{3}{4}$ of the way from the top with both hands on the display will help. Start by getting your top magnet that will attach to the frame 1st at the end of the structure going all the way down. Once that is attached you will walk around to the back and attach the top magnet going down. It helps to guide your hand down with the panels while attaching the magnets like you are smoothing out a tablecloth.
- You will take the rest of the panels holding them at $\frac{3}{4}$ of the way from the top and attaching them to the from. They will form well to the structure and can easily be moved around to allow the panels to be aligned neatly.

Once you are done hanging your panels and setting up your display it is always best to take a picture and make note of your set up for future reference for you and your team.

Taking down your Panels and storage.

- Start by taking your Graphic Panels down center sections first. If your panels came with a plastic film or paper wrap to prolong the use of your panels and care. We suggest putting them back the way you received them from us.
- Roll **GRAPHIC SIDE OUT** no tighter than 9" This is very important. If you do not follow this step damage may occur. Warranty does not cover improper storage and misuse of the graphic panels.
- Neatly stack them back in their tub. You want to make sure your panels line up next to each other when putting them in the tub. You do not want to just put your panels away. It is very important that you take good care of your panels and in doing so would mean putting them away the same way they arrived to you from DoTradeshaw.
- Last would be your end panels. Neatly stacked back in the tub.
- Product check that you put away correctly. Makes sure you and your team are aware of how the panels should be rolled and also put away.

If Panels are stored Graphic side in and not **OUT**. The following issues would occur.

- Panels will curl at the bottom.
- You will have issues with the magnets not holding on or hanging on.
- Graphic panels could fall off the hardware due to be stored to long graphic side in.
- You will find yourself needing 2 people to help hang the display. This is a 1 person job, if you need more than one person to hang the graphic panels this could be due to rolling graphic side in and not out.

It is important to always check how the graphic panels were being stored when you opened them. If you see they are being stored graphic side in and not **OUT**. Take them out and refold them **GRAPHIC SIDE OUT** and allow them to sit like that for a few days to bring them back to memory. This will help fix the issue. Please keep note that depending on how long the panels were being stored incorrectly. If maybe more than a Week/s/month or month's if not more than year/years you may not be able to get it to form the correct way and damage has already occurred and you will have to reprint new panels.

To Prolong the use of your Panels and care make sure to implement the Following steps.

- If they come in a protective sleeve whether Plastic or Paper Wrap, we advise you to put them back in the way that they arrive to you to prolong the use of the panels and care.
- If you have the Luminaire Panels, they come with a protective film. You can choose to take the film off or leave it on. The choice is yours in how you would like to proceed with the protective film on the front.

Do not do the following to your panels “Polystyrene & Luminaire.”

- Do not remove Hangers “top” on each panel.
- Do not Remove the Footers “bottom” on each panel.
- Do not remove the magnets on top Left and Right Corners of each panel.
- Do not remove side magnets on “Left and Right” side of each panel going up and down the full length of the panel.
- Do not Remove Polystyrene Prints Protective Tape on the magnets that are on Left and Right Side going up and down the full length of the panel.
- Do not fold or bend the Polystyrene or Luminaire Panels. Breakage may occur and or cracking may happen. They can only be rolled no tighter than 9”.
- Do not Drop, Throw, or be aggressive with Panels. Handle with care as breakage or damage may occur.
- Panels are not windproof. If using outside, it must not be a windy day. The wind may take the panels off the display and damage may occur from the fall.
- Polystyrene Panels are not scratch resistant, scuff resistant, or smudge resistant.

**Failure to follow these guidelines may result in damage at your expense.
DoTradeshaw will not be held responsible or liable for damage due to the
above statements.**

Thank you so much for your business and support! Any questions or concerns, please contact us at support@dotradeshow.net and or call us @ 1-952-942-1000