

READ INSTRUCTIONS BEFORE OPENING BOX



Straight Tradeshow Booth



Curved Tradeshow Booth With End Cap

Tradeshow Booth Instructions

1. You will receive your trade show booth in a large corrugated box.
2. Open the corrugated box with a utility knife or scissors.
3. There are 2 options to ship the booth for future use:
 - a. Option 1: If you want to keep the corrugated box and use it for future shipping, you will want to open the top of the box and pull the shipping container out.
 - b. Option 2: if you do not wish to use the corrugated box, cut the box in the front and wheel container out.
4. Open the shipping container by spinning the latches on the front and back of the container. Remove the lid and set aside.
5. Before you begin assembly, review the contents in your container to ensure correct placement of items for repackaging, you can even take a quick snapshot to help you remember.
6. Pull booth panels out of container one at a time, loosening the rolls as you go, and lay them on a flat surface, image facing upward.
7. Fully expand the main frame in an upright position until the joints of the frame lock into place. **Note - metallic x will be in the upper left hand corner to ensure correct positioning.**
8. Open the corrugated box with the magnetic bars.
 - a. There will be 12 vertical bars on the front for the 3 panel.
 - b. There will be 15 vertical bars for the 4 panel
 - c. 3 vertical bars on the back of the booth on either side if you ordered end caps
9. Take the magnetic bars and connect them vertically on the front of your display. The magnetic bars will connect on both ends where the joints of the main frame are located.
10. Open white boxes with lights- To install the display lights, slide the connector piece onto the bottom of the light fixture. Connect the light to the display by placing the front and back mount of the light on either side of the top horizontal bar of the main frame, start at left and slide to right. The light should secure into place on the top of the display.
11. Working from left to right, take your first poster panel with the printed side facing your person and attach it to the main frame. The top magnetic strip on the back of the poster should lock into place by connecting magnets over top of the frame bar. Push down the panel to secure magnet strips.
12. If you have a hard time sticking the panels to the magnetic bars lay panels on a flat surface and carefully roll panel images inward to counter the curl of the panels. Roll gently to make sure you do not cause panels to crease, panels are fragile.
13. If you have end caps, attach the front of the end cap at the top of the frame and push down the panel to secure magnet strip. Wrap around to the back and repeat on back side.
14. For straight booths you will have two metal feet that attach to the bottom left and right of the frame. This helps secure the stand so it does not fall over.
15. Now that the booth is complete you can use the shipping container as a podium. Take the folded top in the shipping container and place on top of the container.



1. Receiving your trade show booth



4. Open latch



6. Lay Booth Panels on Flat Surface



7. Expand Frame



7. Metallic X
Upper Left Corner of Frame
Three magnets point down



8. Vertical Bars



9. Attach Vertical Bars



10. Attach Lights to Top of Frame
(Slide from Left to Right)



11. Attach Panels



14. Attach Feet to Frame
(Straight Booth Only)