

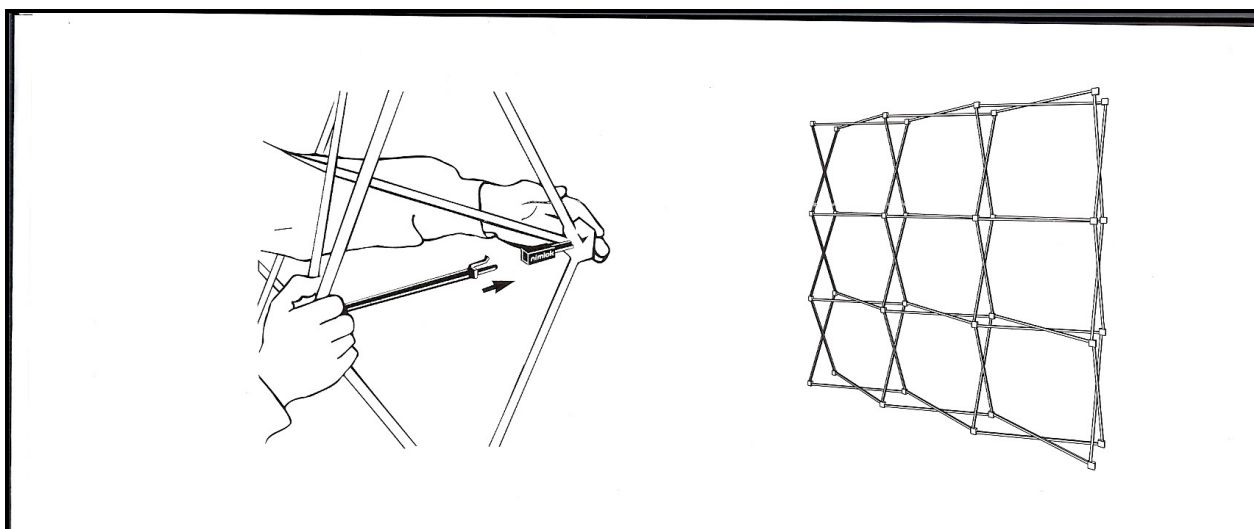
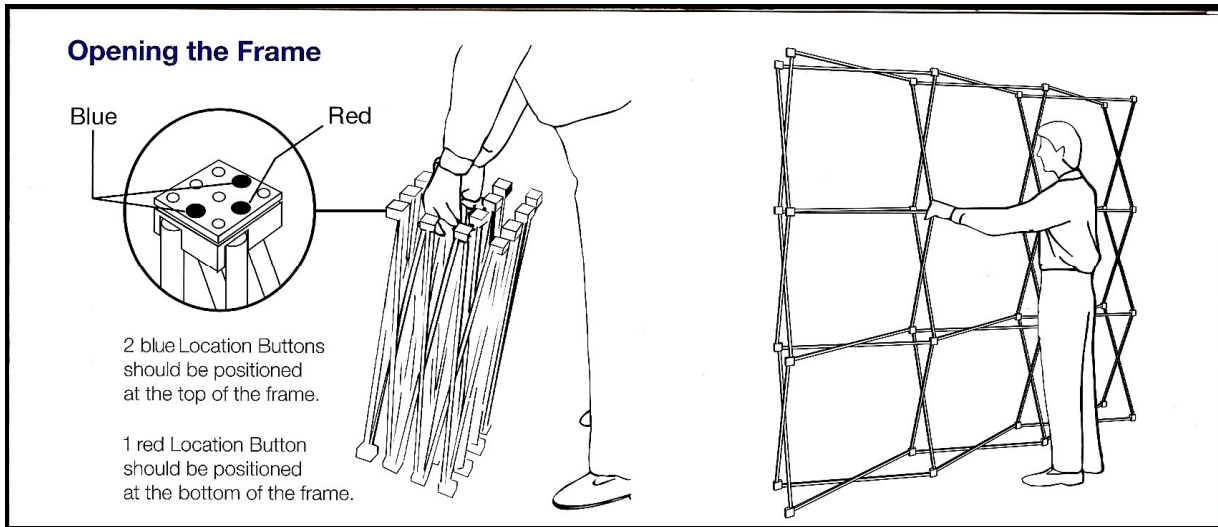
SIGAda Booth Setup, Packing, and Shipping Instructions

1. Check in with the exhibit hall management to pick up vendor registration materials.
2. Check the booth area to confirm that they have delivered
 - a. The shipment of materials (one gray crate and one red crate).
 - b. The carpeting, furniture, and electrical power that was ordered. The furniture selected varies from show to show.
3. Set up the booth display. It takes one experienced person about one hour to set up the booth. Here is a picture of the booth taken at SIGCSE in March 2009.

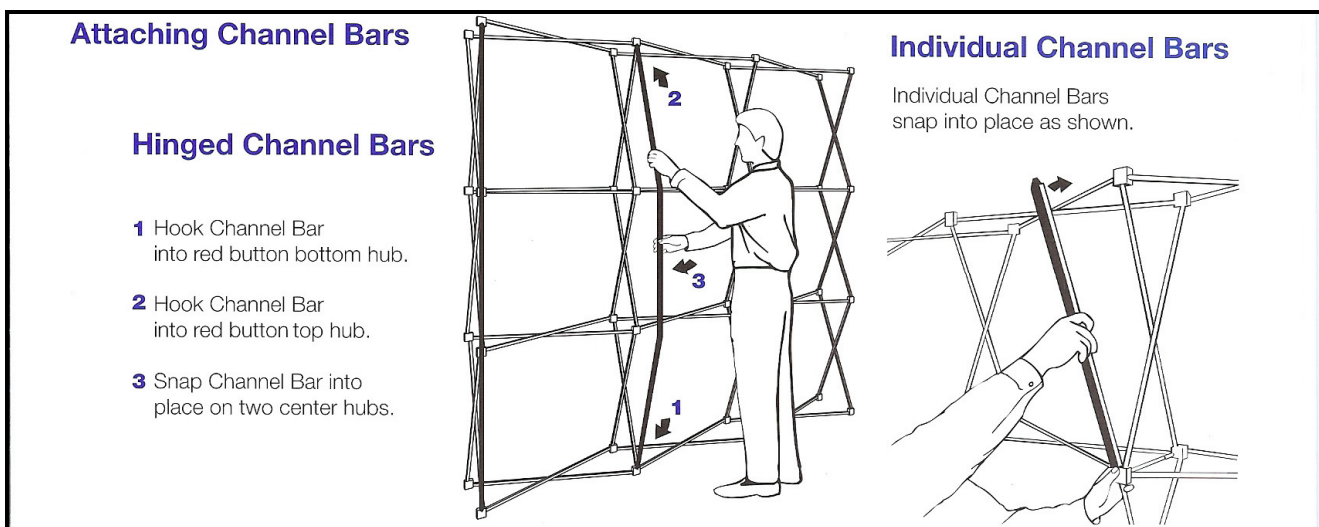


The display is in the large gray crate. The original Nimlok instructions are packed in this crate. The instructions beginning on the next page contain the relevant portions of those instructions annotated with my experiences.

- a. Remove the top of the gray crate and note its organization so you can repack it later. A diagram illustrating the organization is shown later in the packing instructions.
- b. Unpack and set up the frame.



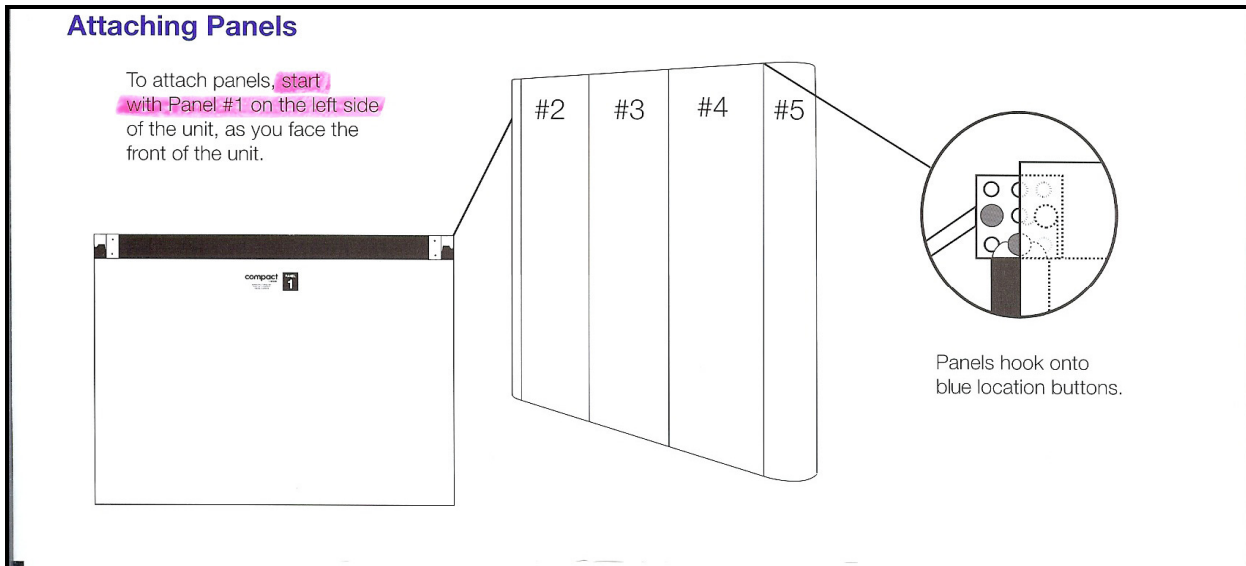
- c. Attach the hinged magnetic channel bars



- d. Attach the panels. The panels are the green rug-like runners. Be sure to check the numbers on the back of each panel and attach them in order from 1 (left side) to 5 (right side).

Make sure that the panel edges align with the center line on each magnetic channel bar.

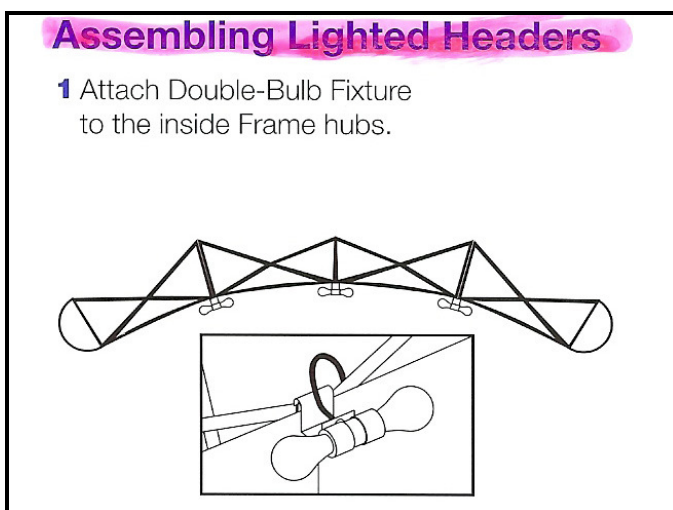
As you attach a panel, ensure that it is butted tightly against its left neighbor. Leave no gaps.



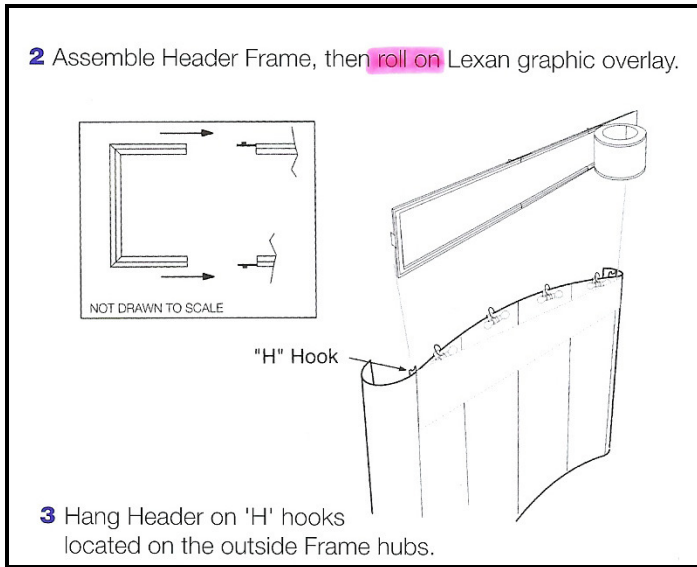
- e. Smooth out any wrinkles. The panels should look like a continuous surface.

- f. Attach the double bulb light fixtures to the frame.

- g. Find an outlet box (red crate) to connect the lights to the electrical supply.



- h. Assemble the Header Frame. Do this on a table or the floor.
- i. Roll on the SIGAda graphic. This may take you several attempts. The graphic is in the red crate.
- j. Hang the Header Frame on the display frame.



4. Put together the counter. The counter is constructed from five parts
- packing crate,
 - base,
 - top,
 - outer panel, and
 - door panel

It takes a few attempts to get the counter built. I found it easier to attach the outer panel to the top before attaching it to the bottom.



5. Set out the literature and books on the table.
6. I usually put any "give aways" such as Ada buttons and CDs on the counter.
7. Hide the red crate under the table or behind the display frame.

Packing up the Booth

Packing the booth can take longer than setting it up. In particular, organizing the packing of the gray crate takes considerable care.

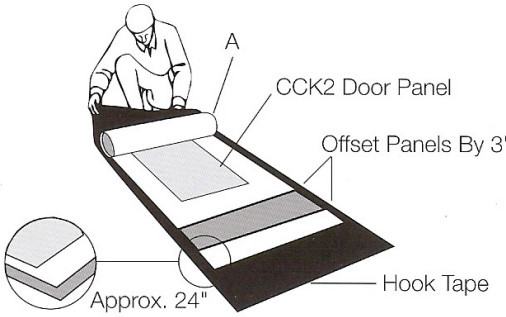
1. Remove and disassemble the Header Frame and lights from the display frame.
2. Remove the panels from the counter and the display frame.
3. **Carefully** layout and roll up the panels as shown below. To get a proper roll, **it is important** to lay down the panels as illustrated below.

Note that the case to counter outer panel is not included in this roll up. See my note on the leaving the CCK2 door panel out of this roll.


Follow carefully

Panel Packing Instructions


Always Roll Up Panels With Fabric Facing Fabric and Magnetic Facing Magnetic



1 Lay Panel Wrap logo down, with the Hook Tape side facing up. Position the first panel approximately 24" below the Hook Tape. All Panel hooks must be placed at the end marked "A".



2 Stack Panels largest to smallest & offset the panels by approximately 3". Include the optional CCK2 door panel.



3 Roll up panels together within Wrap and secure with Hook & Loop Tape.

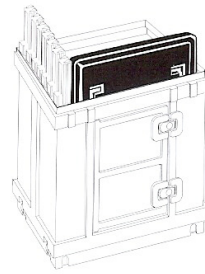
4. Roll up the Case to Counter Outer Panel. Roll tight as possible. Secure with large rubber bands.
5. The figure on the next page shows the contents and the packing instructions for gray crate.

I do not include the CCK2 Door Panel in this roll as I could not fit the Case to Counter Outer panel into the center of this rolled package. You can fit the Door Panel around the rolled package later.

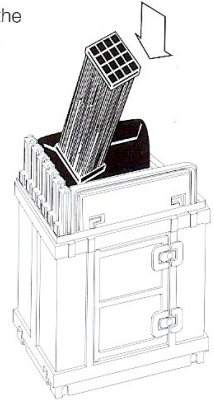
MCWC Compact and Case-to-Counter Contents



MCWC Packing Instructions

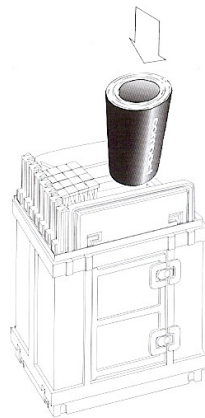


1 Insert Channel Bars upright into the holder in the bottom of the case. Slide the Counter Base into the case along the door side.



2 Place the Counter Top in the Protective Bag, then place it in the case along the side opposite the door.

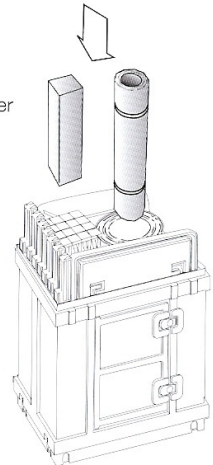
3 Pack the Frame next to the Channel Bar holder.



4 Place the wrapped Panels between the Counter Base and Counter Top.

5 Roll up the Case-to-Counter Outer Panel. Secure it with rubber bands & insert it in the center of the Wrapped Panels, into the well in the bottom of the case.

Slide the Light Carton between the Frame and Counter Base.

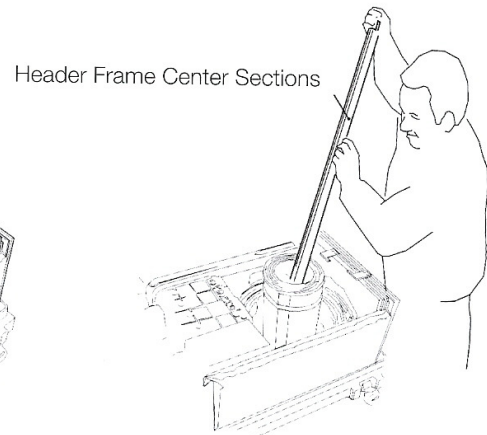
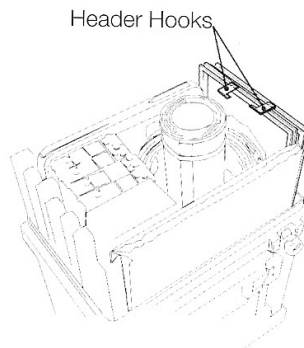
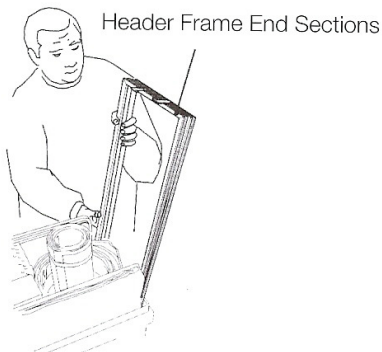


Refer to front cover for packing diagram.

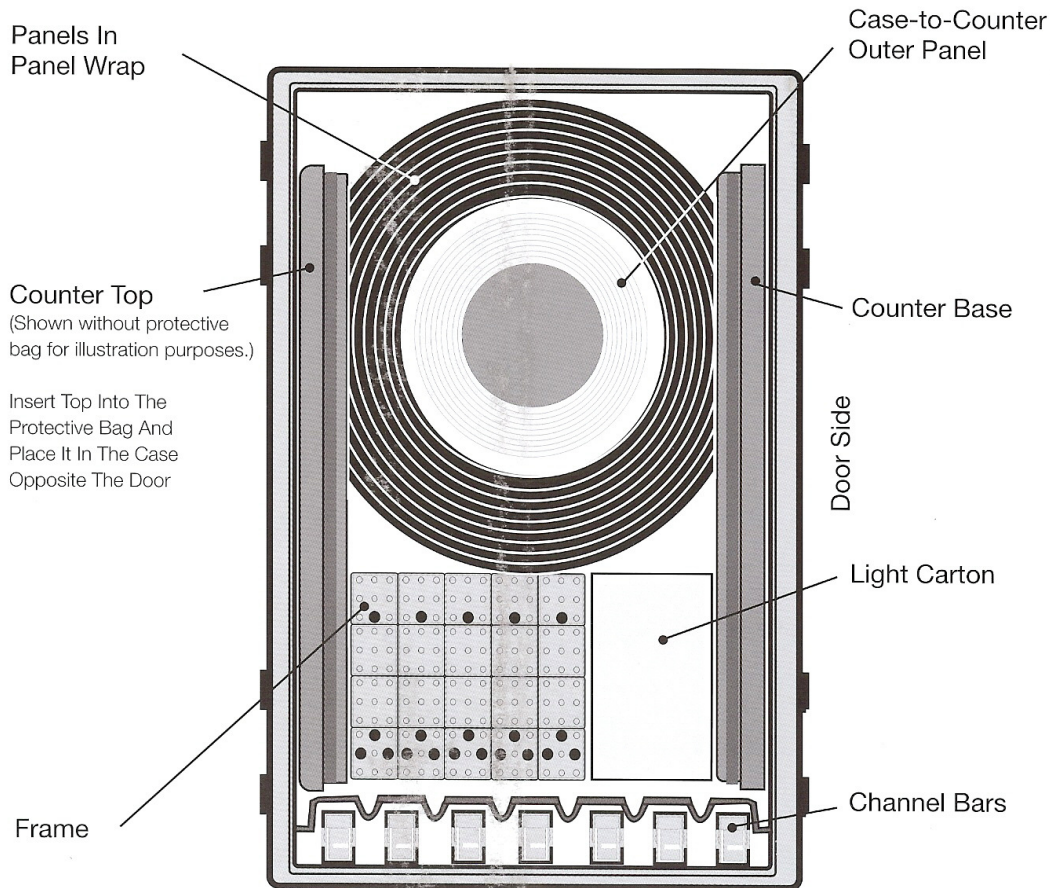
Header Frame Packing Instructions

- 1** Complete Packing Instructions before packing the Header Frame End Sections.
- 2** Place the two Header Frame Ends together so that when they are packed, the Header Hooks are on top and facing into the case.

- 3** Place the Header Frame Center Sections in the center of the Case-to-Counter Outer Panel.



6. The following picture shows the crate as packed. It does not show the location of the Header Frame. See the illustration of the previous page to see the packing of the Header Frame.



Quick Reference Packing Guide For
10' Curved Unit With Lights & Counter

Compact set-up instructions

As noted on the bottom of page 5, I fit the CCK2 door panel around the outside of the panel roll.

This diagram does not include the packing of the Header Frame. See the diagram on the previous page.

nimlok

AND EXHIBIT SOLUTIONS VENTURE

7. Pack up the red crate.
8. Arrange for shipment of the booth with the Show Management Folks. Basically you just need to tell them that you are packed up. They will move the boxes and crates from the show area to the shipper.

Shipping the Booth Back to its Home

It is most economical for us to ship the booth via UPS. However, since UPS does not pickup on Saturdays or Sundays, it may not be possible to ship UPS. In such a situation, we usually use the "Show Shipper", a shipper who is associated with the conference. The show management folks can tell you where to find them.

Shipping UPS

You will need to call UPS in advance to arrange for a pickup. Ask the Show Management folks for the details as to the location you need to give to UPS for the pickup.

I like to prepare prepaid/preprinted UPS shipping labels before leaving home. There should be both clear package tape and some UPS label pouches in the red crate. You can use either of them to affix your shipping labels to the crates.

ACM has a UPS account we can use; please contact Irene Frawley for the number. Be sure to include the SIGAda cost center (SIGAda CC 20-32104) as Reference #1 so that ACM can bill us correctly.

Here is the information you'll need should you have to fill out UPS shipping labels. Comments are in *italics*.

Ship to:

John McCormick
 Computer Science Department
 University of Northern Iowa
 1227 West 27th Street
 Cedar Falls, IA 50614-0507

 319-273-6056
 John McCormick <mccormick@cs.uni.edu>

Package 1 of 2		
Package Type:	Your Packaging	<i>red crate</i>
Dimensions:	18 x 14 x 38 in.	
Actual Weight:	75.0 lbs	
Declared Value Amount:	\$495.00	
Reference#1:	SIGAda CC 20-32104	
Reference#2:	Header Artwork, Literature, Buttons, etc	

Package 2 of 2		
Package Type:	Your Packaging	<i>gray crate</i>
Dimensions:	16 x 24 x 38 in.	
Actual Weight:	100.0 lbs	
Declared Value Amount:	\$3,950.00	
Reference#1:	SIGAda CC 20-32104	
Reference#2:	Pop-Up Display	

Shipping Via the Show Shipper

Ask for the most economical option. Get bills of lading from the show shipper. Fill out using the information for the four packages above.

See if the shipper will bill ACM directly. This bill should go to

Association for Computing Machinery
Attn: Irene Frawley
2 Penn Plaza, Suite 701
New York, NY 10121-0701

frawley@acm.org
Tel. 212 626-0605
Fax. 212 302-5826

If they won't bill ACM directly, you'll need to put it on your personal credit card and submit the receipt to Irene for reimbursement.

Damaged Items

Please let John McCormick know of any damaged booth items so that he can repair or replace them before the next show.