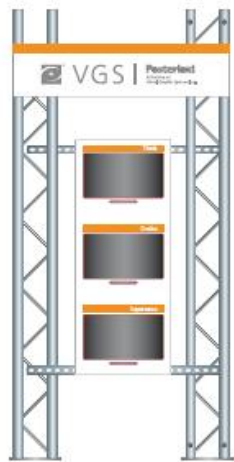


# Set-up Instructions: NACS 2013, Atlanta, GA

**Booth #3711 – Visual Graphic Systems/Posterloid**



A  
29 1/2" W X 8" H

LCD to showcase Portfolio

PANEL" 22" w x 54" h



B  
6" W SPACE X 4" H  
34" W TABLE

Table



C  
41" W B/W POLES X 8" H

Simplicity Pro

PANEL" 33 3/8" w x 74 3/8" h

D  
88" W B/W POLES X 8" H

Simplicity Mobile

PANEL" 46 3/4" w x 75 1/8" h

E  
41" W B/W POLES X 8" H

Simplicity Enterprise

PANEL" 33 3/8" w x 74 3/8" h



F  
6" W X 4" H  
46" W TABLE

Laptop/ brochure Table

*Questions call Craig Ruvere on his cell at 201-838-5203*



The Actual Booth Layout

**IMPORTANT:** Before progressing with Step 1, confirm the following:

- ☐ Labor has been confirmed at Freeman service desk
- ☐ Get Empty Crate return labels at Freeman desk
- ☐ Electric has been run per our supplied layout
- ☐ Carpeting has been properly installed (blue)

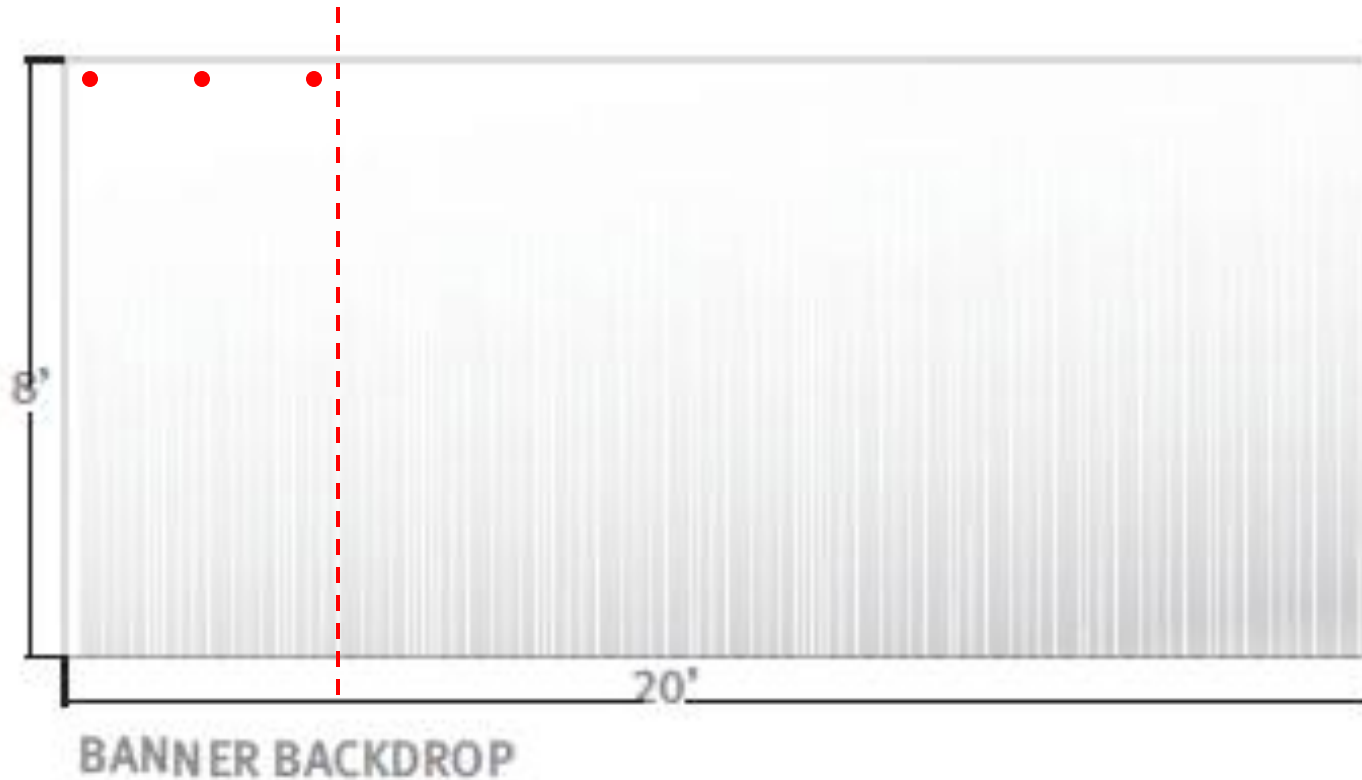
*(see previously sent information pack for orders)*

- ☐ All crates have been identified and are accessible

- ☐ *ALSO, please remember to take lots of photos!*

## Step 1: Hang backdrop vinyl panels

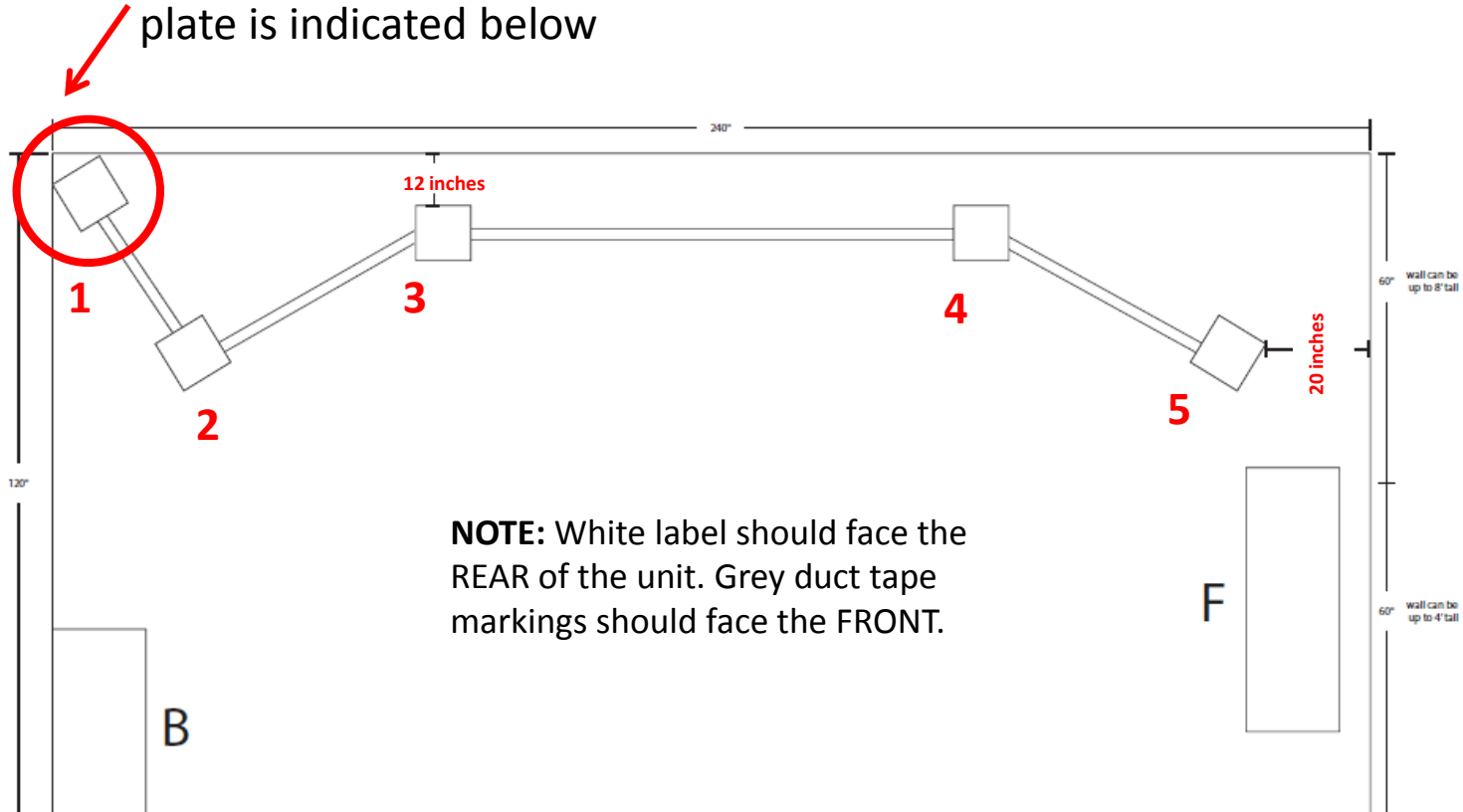
1. Backdrop panels are split into 5/6 sections (see example below)
2. Each panel is hung from the back curtain bar (w/grommets and zip ties)
3. Panel seams are then held together with Velcro (supplied/attached)





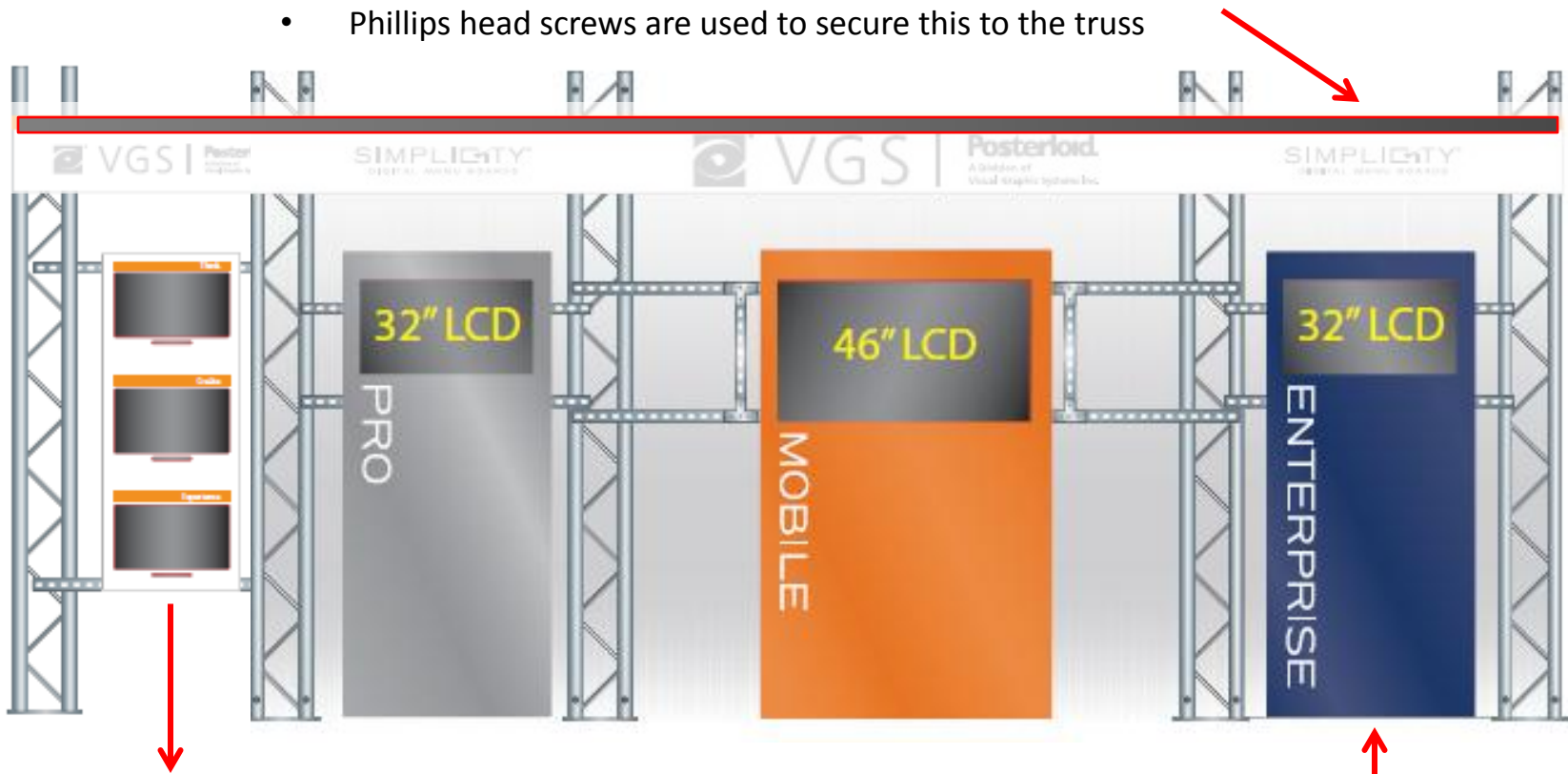
## Step 2: Arrange the (5) truss columns

1. Unfold provided template (envelope marked “Truss Floor Template”)
2. Position 12” from the back and 20” from the right (neighbors side)
3. Position the truss columns per the diagram below
  - White labels on the back correspond to the numbers below
  - They MUST be set up this way to match the bracket markings
4. **See “Step 3” for further truss instructions**
5. **NOTE:** The placement of the column **WITHOUT** the square, metal bottom plate is indicated below



## Step 3: Mount the monitors/brackets

1. The monitor brackets are what keeps the truss columns steady
  - Center bracket mounts to back truss posts; remaining mounts to the front posts
2. Reference tape marks (grey duct tape) for exact bracket placement
3. Hardware is clearly marked for each unit
- 4. Hook up the monitors and test that they “boot up”**
5. Metal support strip attaches across the top (see holes)
  - Phillips head screws are used to secure this to the truss



**NOTE:** This unit is angled per “**Step 2**” and the monitor brackets get conjoined with the truss column directly to the right.

**DO NOT INSTALL** the monitor “face panels” at this point

## Step 3: Mount the monitors/brackets (PHOTOS)



Metal support behind the Enterprise panel only. Approximately 18" from the floor. Placement can vary – for support purposes.



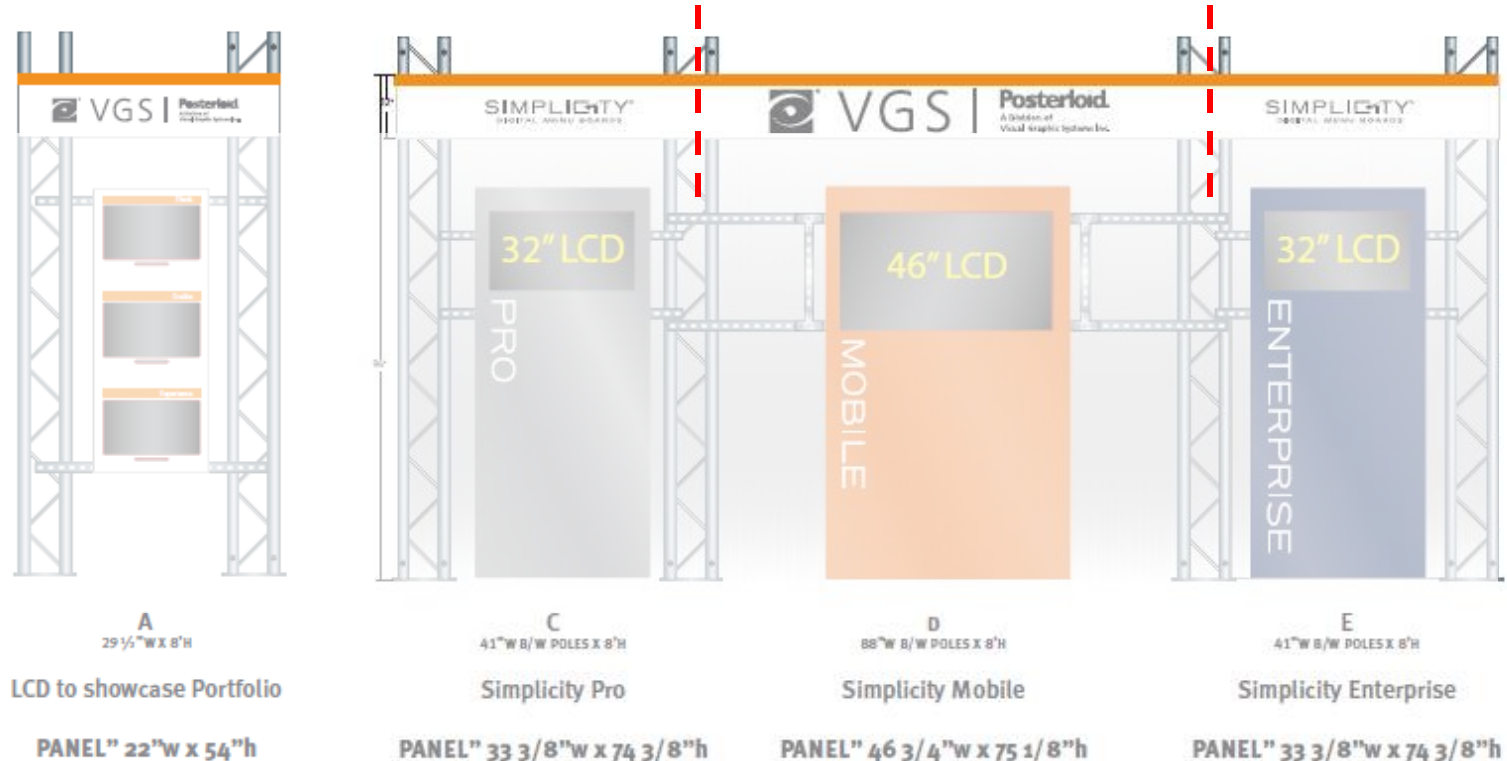
Top metal supports – to hold the banner – screw in with philips screws (shipped on supports). They are clearly labeled – simply align with the holes.

- U Bolts hold the monitor panels to the truss
- Follow the grey duct tape marks for placement
- Monitor panels shipping with TV's and hardware already on them



## Step 4: Hang the banner panels at the top of the truss

1. The top of each Banner Panel easily secures to the metal support – simply place the back bracket over the strips
2. You will need to adjust from side to side so they touch





## Step 4: Hang the banner panels at the top of the truss

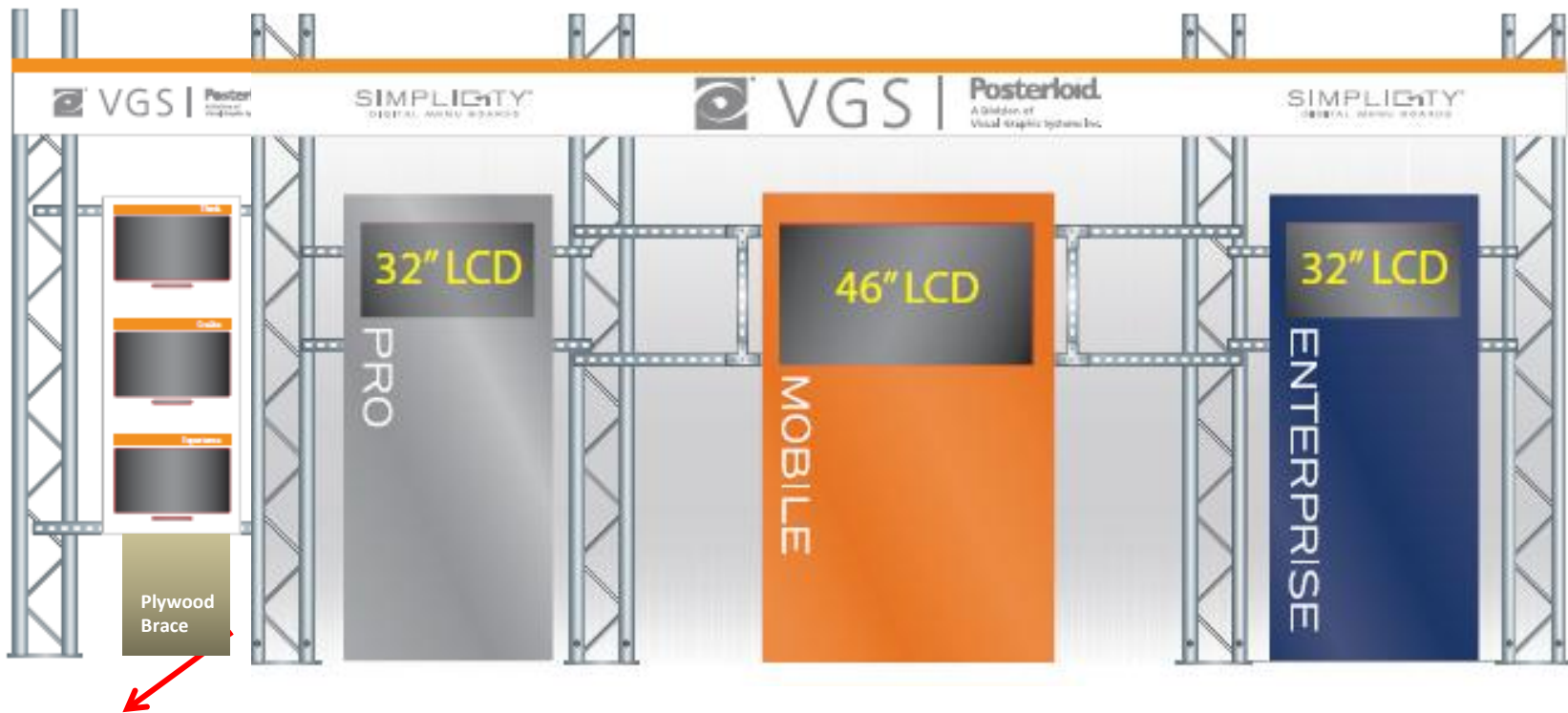


Using supplied tape, tape the backside of this corner/seam so they stay together snugly.



## Step 5: Mount the monitor face panels

1. Each face panel easily mounts to the monitors
2. Follow the Simplicity color layout below
3. Face panels lift up and slide over the tops of the monitors securely
4. Adjustable “feet” helps with uneven carpeting
5. If the panel begins to “bow”, pull out the bottom slightly



**NOTE 1:** This unit comes with the face panel already installed. Use the supplied plywood brace under the monitors for support while you attach the brackets.

**NOTE 2:** All monitors are pre-loaded with all templates. For the three, small screens, the drives have been supplied in case they need to be re-installed.

## Step 6: Arrange the counters

1. Small Counter (B) is on the side of the aisle way - left
  - There is no storage in this unit (a conversation area)
  - Brochure holders can live on top
  - VGS/Posterloid logo faces the corner of both aisles
2. Large Counter (F) is on the side of our neighbors booth - right
  - The storage area (doors) should face our neighbor/side curtain
  - Top has brochure bins (labeled for each Simplicity product)
  - The top will also be used for the “Enterprise” laptop



B  
6"W SPACE X 4"H  
34"W TABLE

Table



F  
6"W X 4"H  
46"W TABLE

Laptop/ brochure Table

**NOTE:** All Simplicity Brochures are stored in this unit in the appropriately labeled bin.