

**PLEASE READ THESE INSTRUCTIONS AND RETURN THEM TO THE
CASE WHEN DONE**

INSTALLATION – SET UP

1. Following the instructions on the accompanying diagrams included in this packet
2. Carefully place all carry bags back into the case after emptying the display units.
3. Count your bags to make sure you have the proper number of bags in the shipping container(s) for storage before you close the container(s)
4. Close container(s) and secure with straps

DISMANTLE – PACK UP

1. Open container(s) and remove carry bags contained within
2. Retract all display graphics carefully into their display bases and fold up the display pole(s).
3. Place a display unit and its pole(s) into a carry bag.
4. Close and zip each carry bag that is loaded.
5. Place each completed carry bag with display and pole(s) inside into the shipping container
6. Close cover and secure straps.
7. Apply shipping label to outside of display case and make sure it is secure.

The time you take in carefully setting up and dismantling the displays will help insure the Foundation's investment will continue to serve other agencies and the message of STOP DWI.

Thank you.

