

UNI POSTER BOARD

RESERVATIONS

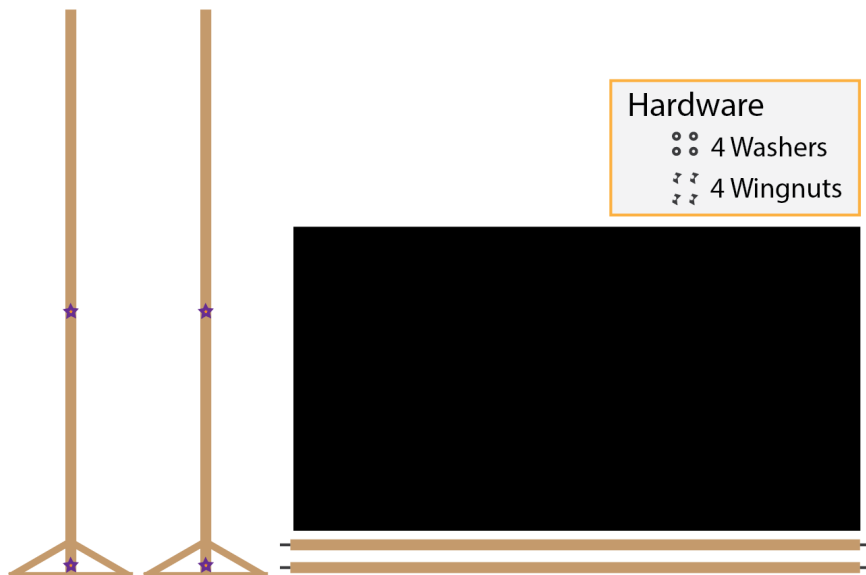
USE INSTRUCTIONS

Poster Board Parts

Each reservation includes the materials needed to assemble 3 poster boards.

Each assembled poster board includes:

- 2 side posts
- 2 cross beams
- 14' x 8' foam board
- 4 washers
- 4 wingnuts



Hardware

- ⊗ ⊗ 4 Washers
- ⌘ ⌘ 4 Wingnuts



Poster Board Assembly

Place all of the parts in approximately the location to be used.

Assemble the frame by placing the 2 cross beams between 2 side posts and sliding the bolts on the cross beams into the holes on the side posts.

Attach with 1 washer (first) and 1 wingnut (last). DO NOT OVERTIGHTEN WINGNUTS.

With a person on each end, carefully tilt the frame, as needed, in order to clear the ceiling of the room. Then insert a foam board, from the top and between the side posts.

The fully assembled poster boards can be moved into the desired position.

Do not lean on the poster boards for support.



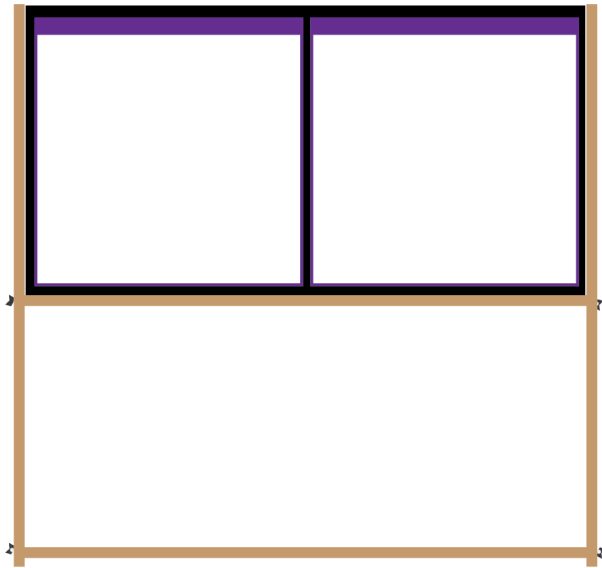
Hanging Posters

Each board can hold up to four 4' x 4' posters (2 per side)
If two posters that are each 4' (48 inches) wide are posted on the same side, there is a slight overlap. This can be minimized by tucking the end of the poster closest to the side post into the groove that holds the foam board in place.

Attach posters with t-pins (angled downward for best posting) or push pins.

NEVER put any kind of tape on the foam boards, even painter tape.

NEVER write on the foam boards.



Disassembly of Poster Boards

Remove all posters and pins.

Place all pins into provided pin containers.

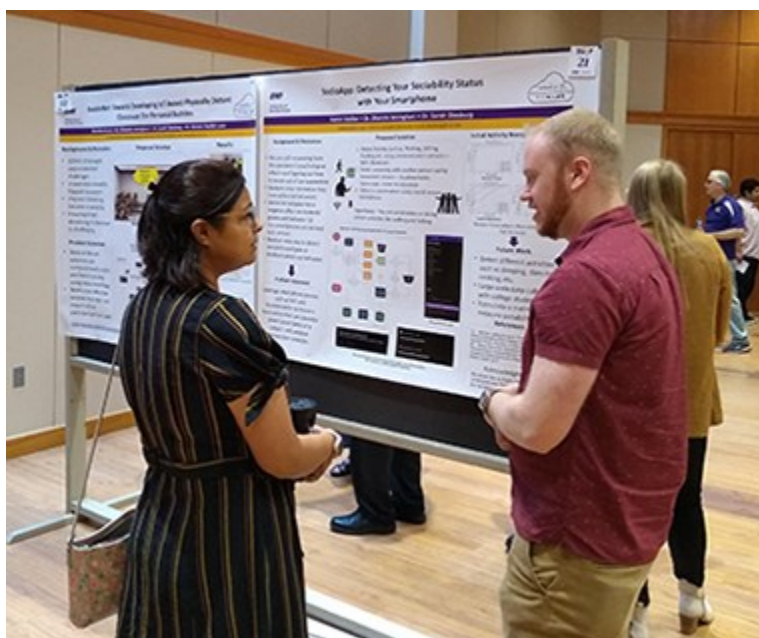
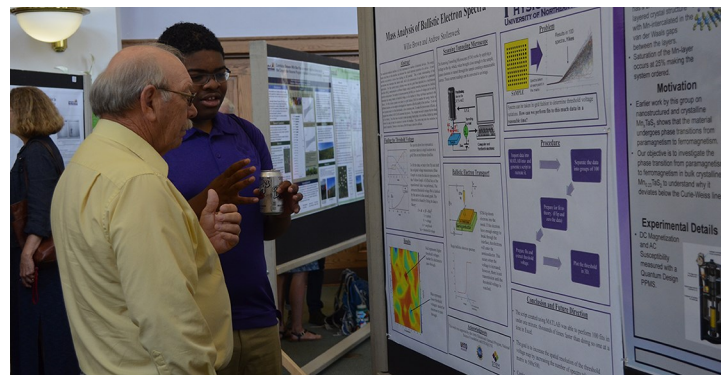
Remove foam boards and stack at the pick up location.

Remove all hardware and put back into the hardware container.

Stack cross beams on the floor in pick up location.

Put 6 side posts (enough for 3 poster boards) into each transportation box—keep them in an upright position.

Return Hardware Container.



If you have any issues with the poster boards, please contact Shelia Kelly at STEM Support Services at UNI.

Have a Great Event!