



 **Yellow Ribbon
Reintegration Program**

*For Those Who Serve and Those Who Support*SM



Event Loaner Kit Instruction Manual

by
ExhibitArts^{LLC}





Yellow Ribbon Reintegration ProgramSM
Questions/ Issues? Contact Exhibit Arts
Phone: 877-222-8494
Fax: 316-262-9176
E-mail: Larry@exhibitarts.net

EVENT LOANER KIT (ELK)

Intended Use

The Event Loaner Kit (ELK) was developed to aid event organizers in presenting a recognizable, uniform, and professional appearance at YRRP events.

The YRRP ELK includes these items for return only:

- 2 YRRP Table Throws
- 2 Directional Signs
- 1 Podium Sign
- YRRP Banner Stands (1 set of 4)
- 1 Literature Rack with Banner Stand
- 1 Welcome Banner
- Shipping Case



When unpacking the shipping container, please save all packaging.

The YRRP ELK also includes the following single-use items:

- 4 Static Cling Directional Signs
- 6 Yellow Latex Balloons with Ribbon
- 6 Purple Mylar Balloons with Ribbon



Return Shipping

Please inventory ELK. If you are missing any items, please notify an Exhibit Arts Account Manager at 877-222-8494. Please return all items in their original packaging. Your return label will be in the left pocket of the 3-ring binder that includes setup instructions.



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EVENT LOANER KIT DIRECTIONS



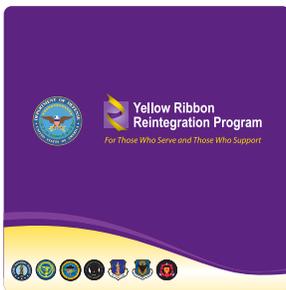
2 Table Throws

The 8' table throw can be used to call attention to the registration area at YRRP events. The table throw can also be used to highlight the program in other areas such as a main conference room. When finished, please fold the table throw and place back in the supplied poly bag.



Directional Signs - 24" x 36"

The directional signs come with 2 printed arrow sheets located behind the magnetic flap window. These can be used in entry ways visible at eye level to direct attendees to sign-in or break-out session areas. Place these signs on easels which are available at most convention centers and/or hotel venues.



Podium Sign

The podium sign is intended to be attached to the speaker's podium in the main conference hall. Removable Velcro is included. Mate supplied Velcro coin hook to loop, peel coin backing and mount to podium. With hook coin now adhered to podium, the sign position may be adjusted.



Welcome Banner

The 8' x 3' indoor/outdoor banner has grommets and comes with five 5' lengths of rope. The banner also may be displayed behind the main stage.



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Banner Stands

The banner stands are designed to stand alone, or be used in a group. Should you choose to place the banner stands together, it is important to place them in order. This creates a natural visual flow across all four banners. Each banner stand is labeled with a letter A-D. Place the banners in alphabetical order from left to right (see example below). Please return stand in the corresponding lettered bag.



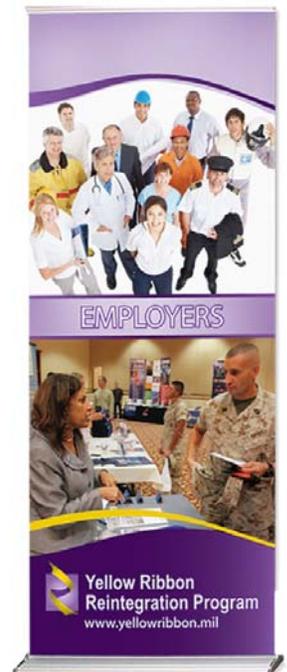
A



B



C



D



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EVENT LOANER KIT DIRECTIONS



1. Secure the stand in the extended position by pulling upward until hooks are locked and stand is upright.



2. Make sure the tabs lock securely in place. Unlock tabs before lowering the stand after use.



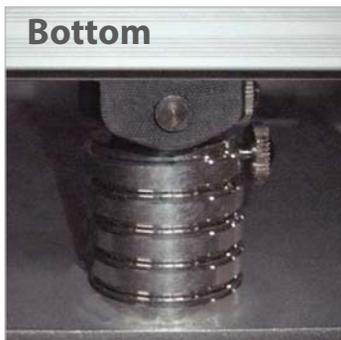
3. Insert the banner stand pole into the base and secure it with the thumb screw.



4. Each pocket can carry letter-size brochures.



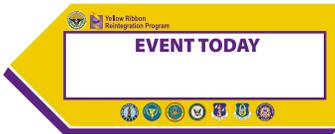
5. To attach the graphic on the top, insert the hanger on the head of the pole and extend the pole. Secure the bottom of the graphic with the pin on the lower part of the pole. Adjust the tension with the ring.





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EVENT LOANER KIT DIRECTIONS



Static Cling Directional Signs

Four signs are included to mark on as required. Please do not peel off backing until you are ready to apply. These are designed to work best on hard, smooth surfaces such as glass. They are designed for one-time use; mark on as needed.



Balloons

Balloons should be used in bunches to draw attention to the sign-in area or main conference hall entryway. Helium is not provided with the Event Loaner Kit. Coordinate with the hotel or conference center for use of a helium tank. Be careful not to overfill the mylar balloons or you may damage the self-sealing valve.

How to Display Examples



How to Display Examples



How to Display Examples



On Stage



Floor Next to Stage

How to Display Examples



Event Loaner Kit Evaluation Form

Event Date: _____

Event Location (City, State): _____

Event Venue (hotel/convention center/Government facility): _____

Armed Forces Served (please check all that apply):

<input type="checkbox"/> Army Reserve	<input type="checkbox"/> Army National Guard
<input type="checkbox"/> Air Force Reserve	<input type="checkbox"/> Air National Guard
<input type="checkbox"/> Marine Corps Reserve	<input type="checkbox"/> Navy Reserve
<input type="checkbox"/> Coast Guard Reserve	

On a scale of one to five, how useful was each item in the Event Loaner Kit?
1=Not Useful, 2=Somewhat Useful, 3=Useful, 4=Very Useful, 5=Extremely Useful

Item Description	1	2	3	4	5
8' Table Throw	<input type="checkbox"/>				
Directional Signs	<input type="checkbox"/>				
Podium Sign	<input type="checkbox"/>				
Banner Stands (1 set of 4)	<input type="checkbox"/>				
Literature Rack with Banner Stand	<input type="checkbox"/>				
Welcome Banner	<input type="checkbox"/>				
Static Cling Directional Signage	<input type="checkbox"/>				
Balloons	<input type="checkbox"/>				
Shipping Case	<input type="checkbox"/>				

Which item did you find the most useful at your event and why? _____

Which item did you find the least useful at your event and why? _____

Would you use this kit again? Why or why not? _____

Are there any items that you would like to see added to the kit? _____

Please include this form when repacking the Event Loaner Kit for shipping. If forgotten, this form can be emailed to teresa@exhibitarts.net or mailed to Exhibit Arts at 326 N. Athenian, Wichita, Kansas 67203.