

UNPACKING AND REPACKING INSTRUCTIONS – BASE CARTONS

UNPACKING:

1. UNBUCKLE THE STRAPS
2. OPEN THE CARTON BY LIFTING OFF THE TOP
3. REMOVE THE UNDERLYING TOP SHEET OF STYROFOAM
4. PLEASE NOTE HOW THE CARDBOARD BRACE IS HOLDING THE BASES IN – IT IS INSERTED INTO THE SLOTS IN THE TWO BOTTOM AND OUTSIDE BASES. IN SO DOING, IT KEEPS EVERYTHING TIGHT IN A “PYRAMID” CONFIGURATION.
5. REMOVE THE CARDBOARD BRACE AND LIFT OUT THE BASES. THERE ARE EIGHT BASES PER BOX.
6. RETAIN THE CARDBOARD BRACE AND THE STYROFOAM TOP SHEET INSIDE THE CARTON.

REPACKING:

1. PLACE THE BASES BACK INTO THE CARTON (SEE PHOTOGRAPH BELOW). THERE ARE THREE BASES ON THE BOTTOM, THEN TWO INVERTED BASES IN THE CONCAVITY CREATED BETWEEN THOSE THREE BOTTOM BASES, THEN TWO MORE BASES THAT GO UPRIGHT ON TOP OF THESE INVERTED BASES, THEN THE LAST BASE IS INVERTED INTO THE SINGLE REMAINING CONCAVITY, GIVING YOU A PYRAMID SHAPE (WITH THE TOP LOPPED OFF).
2. PLACE THE CARDBOARD BRACE INTO THE VISIBLE SLOTS IN THE OUTER TWO BOTTOM BASES SO THAT IT CROSSES OVER THE TOP OF THE PYRAMID AND HOLDS EVERYTHING TOGETHER. IF THE CARDBOARD BRACE IS NOT IN PLACE, THERE WILL BE A TENDENCY FOR THE BASES TO SLIDE AROUND INSIDE THE CARTON IN TRANSIT.
3. REPLACE THE STYROFOAM TOP SHEET, THE LID AND CLOSE THE BUCKLES.



UNPACKING AND REPACKING INSTRUCTIONS – DISPLAY CARTONS

UNPACKING:

1. UNBUCKLE THE STRAPS
2. OPEN THE CARTON BY LIFTING OFF THE TOP
3. REMOVE THE UNDERLYING TOP SHEET OF STYROFOAM
4. REMOVE THE DISPLAYS
5. RETAIN THE STYROFOAM TOP SHEET AND THE POLYETHYLENE FOAM SHEETS THAT SEPARATE THE DISPLAYS FROM ONE ANOTHER INSIDE THE CARTON.

REPACKING:

1. PLACE THE DISPLAYS BACK INTO THE CARTON, SEPARATING EACH ONE FROM ITS NEIGHBOR WITH A SHEET OF POLYETHYLENE FOAM.
2. CLOSE THE CARTON.
3. BUCKLE THE STRAPS.