

# VELOXIS 30x30 ATC 2022

## SETUP INSTRUCTIONS - BOOTH #211 -



EXHIBITS | EVENTS | CREATIVE SERVICES

# VELOXIS 30x30

WELCOME TO ATC 2022!

Before beginning setup of your booth, ensure the following show services have been installed completely according to the Show Service Drawings available with your NeuConcepts rep.

- 1). Hanging sign has been assembled and rigged
- 2). Electrical drops have been placed and taped
- 3). Carpet padding and flooring have been installed

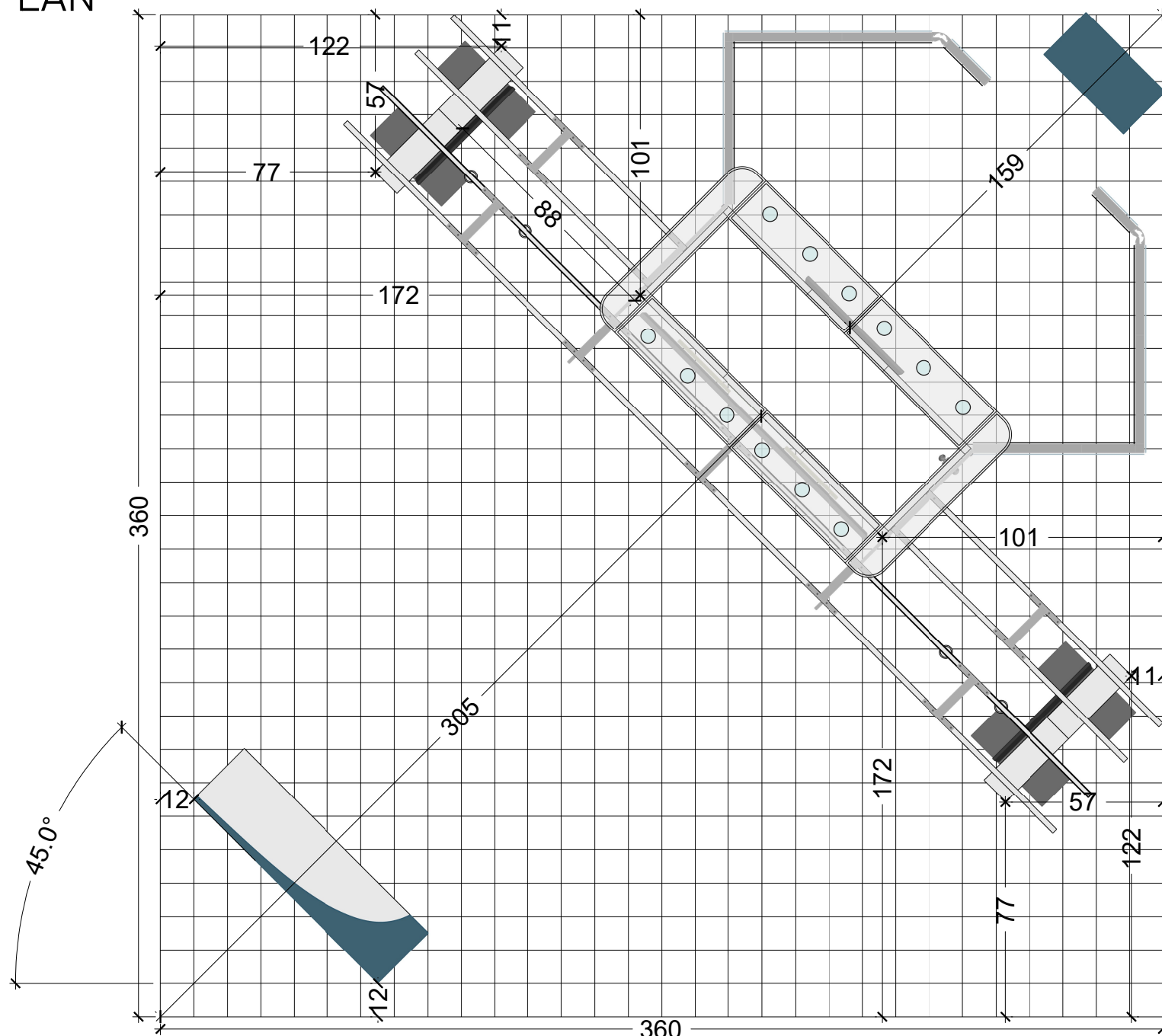
If all of these items are done, you're good to begin!



Client	Veloxis Pharmaceuticals		Notes:	
Date	5.23.2022	Drawn by:	DGO	CLIENT APPROVAL SIGNATURE: _____ DATE: ____/____/____
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Description	SETUP INSTRUCTIONS - ATC '22 - BOOTH #221			



12x12 GRID



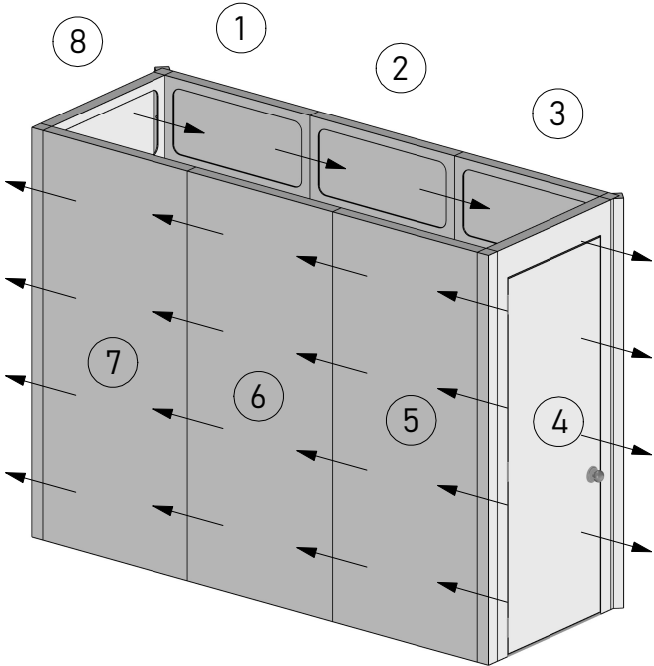
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Client		Veloxis Pharmaceuticals			Notes:				
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# MAIN TOWER

STEP 1: Begin by pulling Panels 1-8 from crates and arranging according to the floorplan on the previous page.

Bolt each panel together using (4x) 1.5" bolts per seam, beginning with Panel 1 and ending with Panel 8.  
Double check the distances of each edge from the edge of the floorplan before continuing;  
accurate placement is critical for setting up the pergola.



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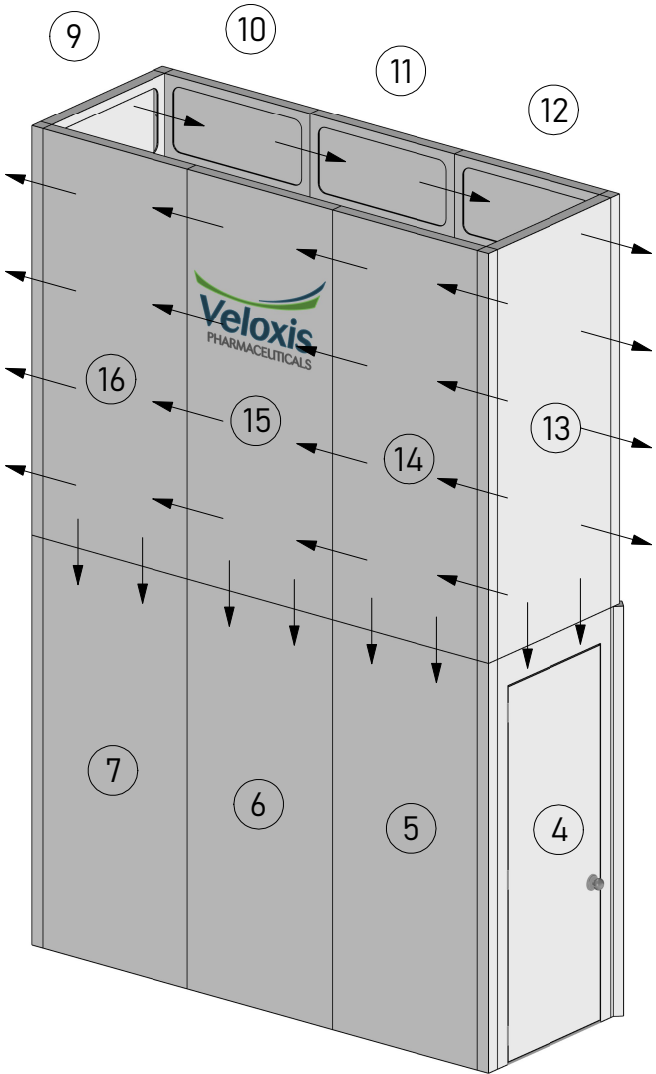


# MAIN TOWER

STEP 2: Continue building the closet tower structure with Panels 9-16, bolting together with (4x) 1.5" bolts per seam.

\*Begin the second tier with Panel 14 and ending with Panel 13\*

\*If you install these panels in a different order, they will not slot into place due to metal alignment dowels.



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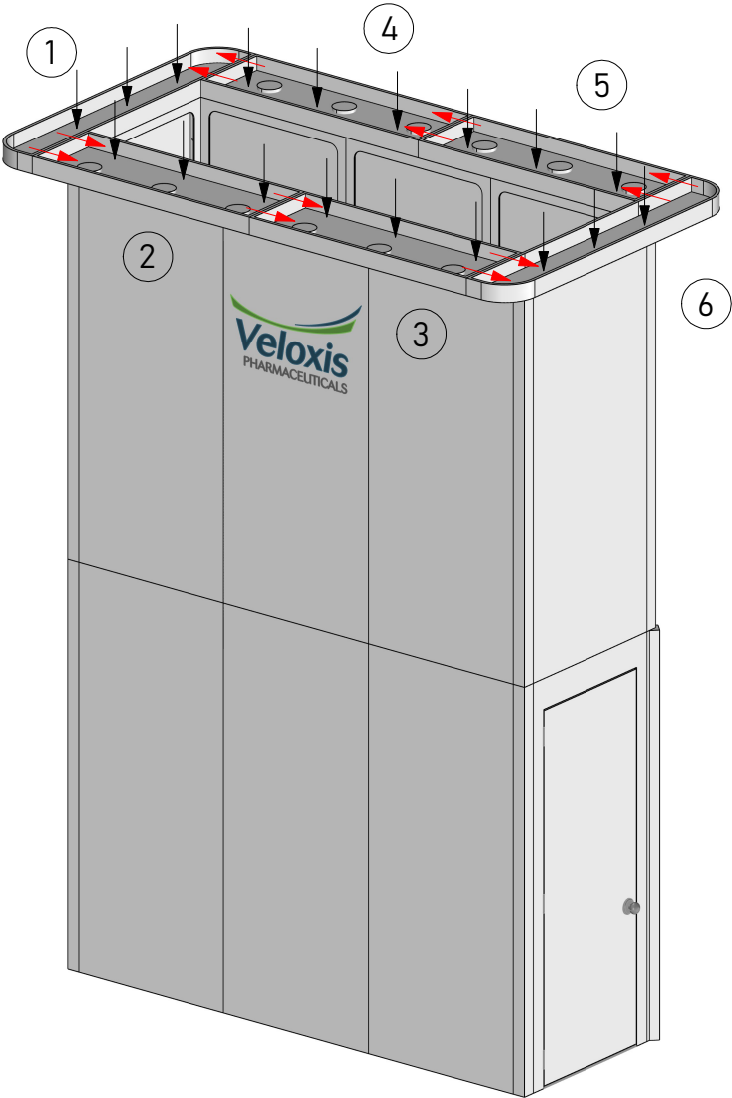


# MAIN TOWER

STEP 3: Using a Genie Lift, forlift basket, or 16' Ladder, lift Header Panels 1-6 to the top of the tower and bolt down to Panels 9-16 using 1.5" bolts.

Panels 1 & 6 will require (4x) bolts;  
Panels 2-5 will require (3x).

Bolt each panel together with  
(2x) additional 1.5" bolts along the seams.



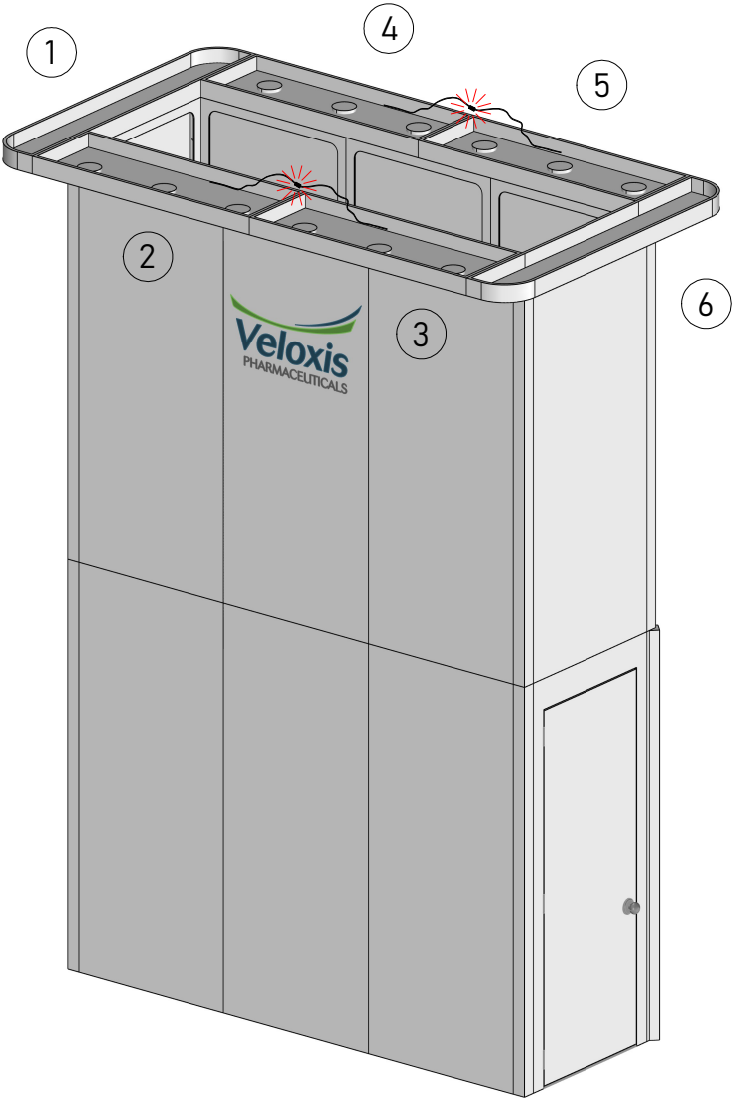
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# MAIN TOWER

STEP 4: Connect wiring whips between panels and feed extension cords down to Show Power Drop.

Test lights before continuing.



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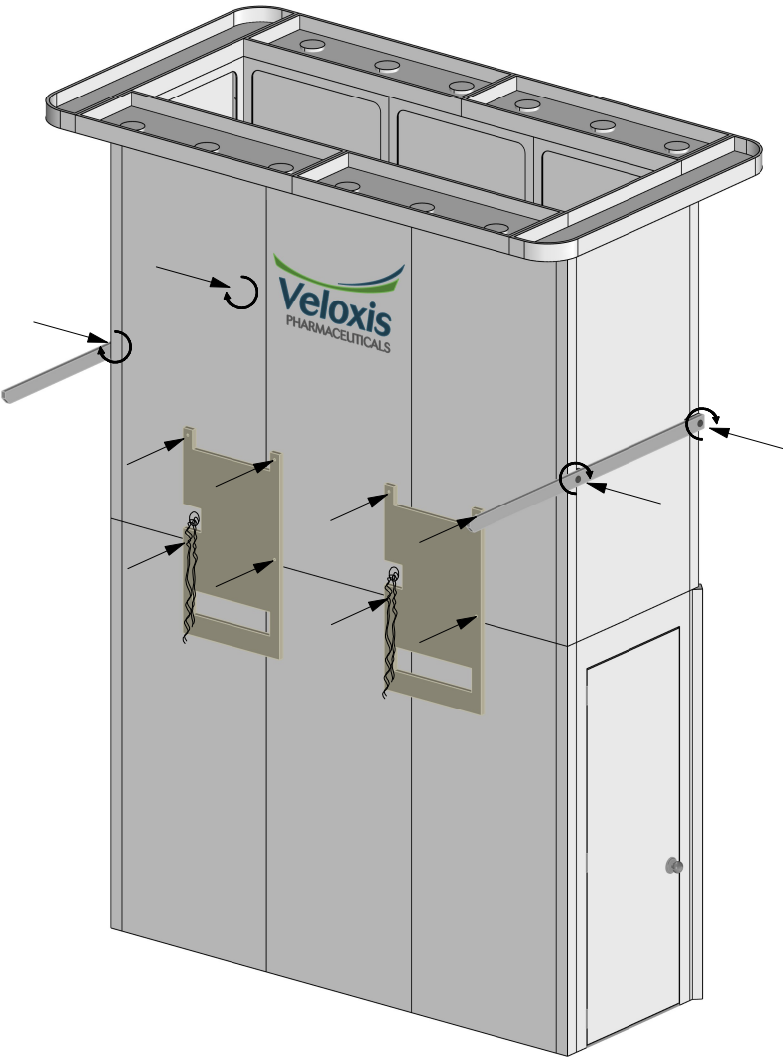
# MAIN TOWER

STEP 5: Next, bolt (2x) monitor mount cleat plates to the front of the closet tower with included 2.5" bolts; (4x) per cleat plate.

Route (2x) HDMI cables and (2x) power supply cables through wire grommets in Panels 14 and 16.

Connect HDMI cables to HDMI splitter box, and power supply cables to Show Power Drop.

Bolt (2x) Pergola Support Rails to the second tier corner posts using included thumbscrews. Finger tight is fine.



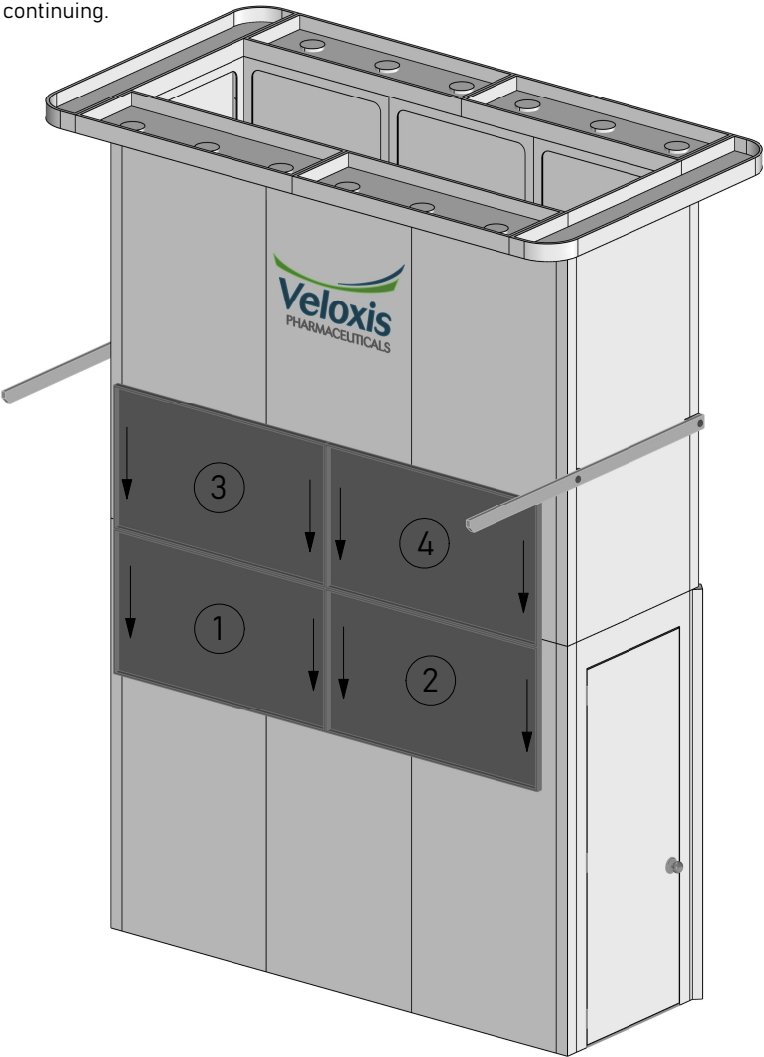
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# MAIN TOWER

STEP 6: Hang 65" Monitors 1-4 sequentially, team-lifting into place on cleat plate. Connect HDMI and power cables as you drop them into place.

Power up HDMI splitter box and each monitor, and test AV before continuing.



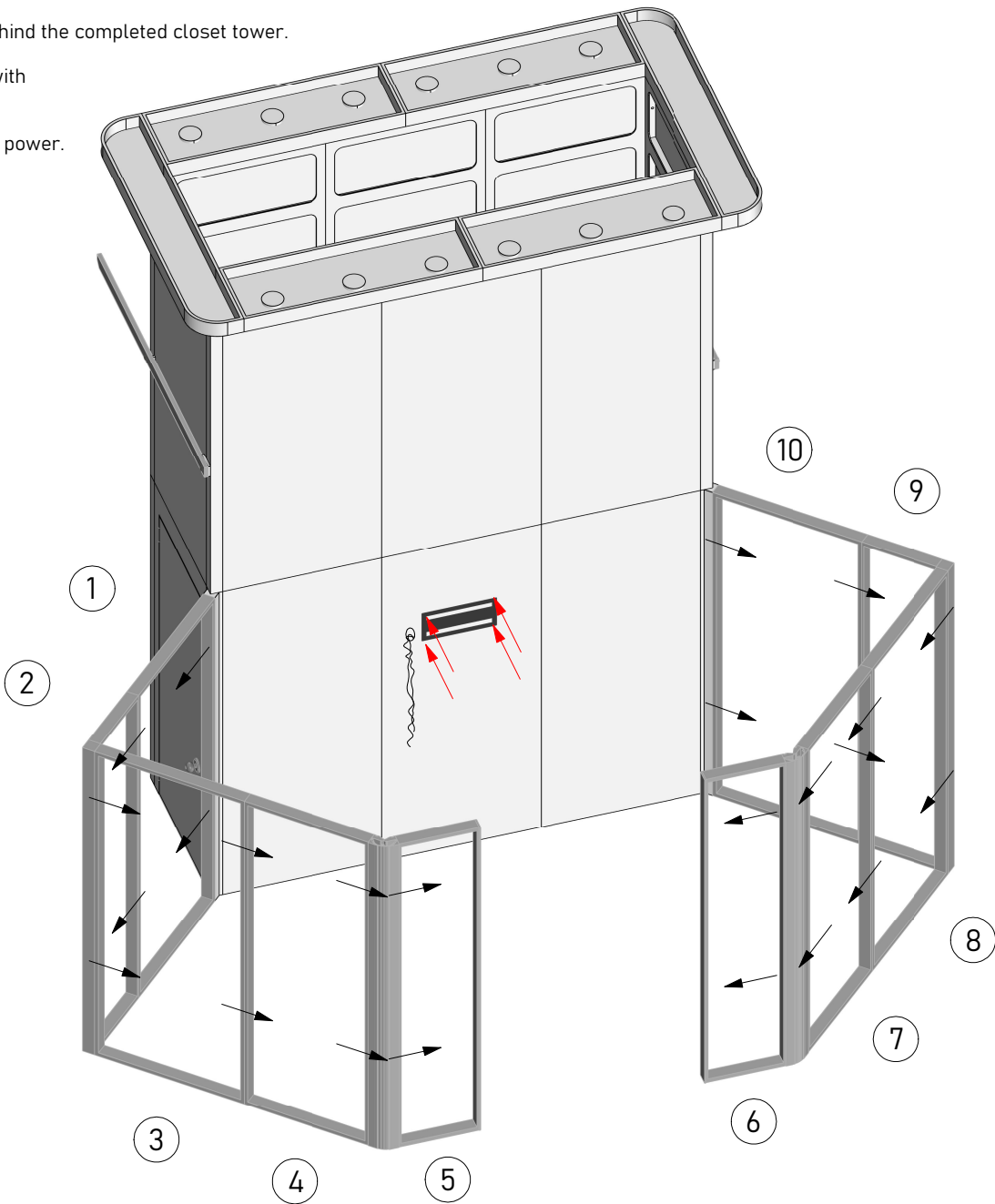
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# MEETING ROOM PARTITION

STEP 7: Pull EZ Walls 1-10 from crates and arrange behind the completed closet tower.

Using included hex key, connect Panels 1-5 and 6-10 with integrated cam locks; (4x) cams per seam.  
Bolt 55" Monitor Mount to Panel 2 and route HDMI and power.



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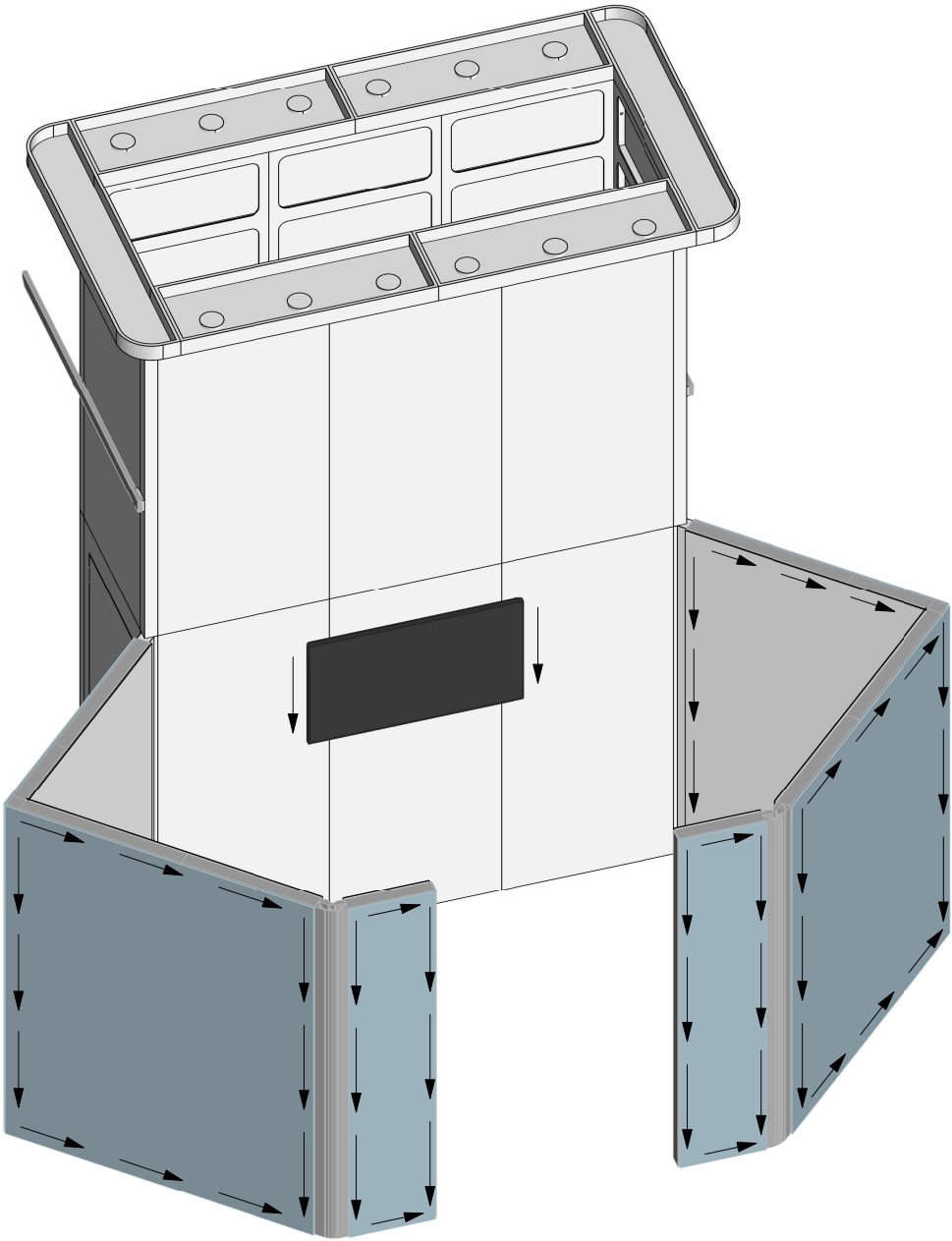
# MEETING ROOM PARTITION

STEP 8: Hang SEG graphics on EZ Wall frames.

Beginning with the top edge, install the gaskets into the extrusion frames, working the slack down to the bottom right corner with the fabric pull tab.

Please wear included white cotton gloves while installing graphics to avoid marring the print colors.

Hang 55" Monitor and connect to HDMI and power.  
Test before continuing.



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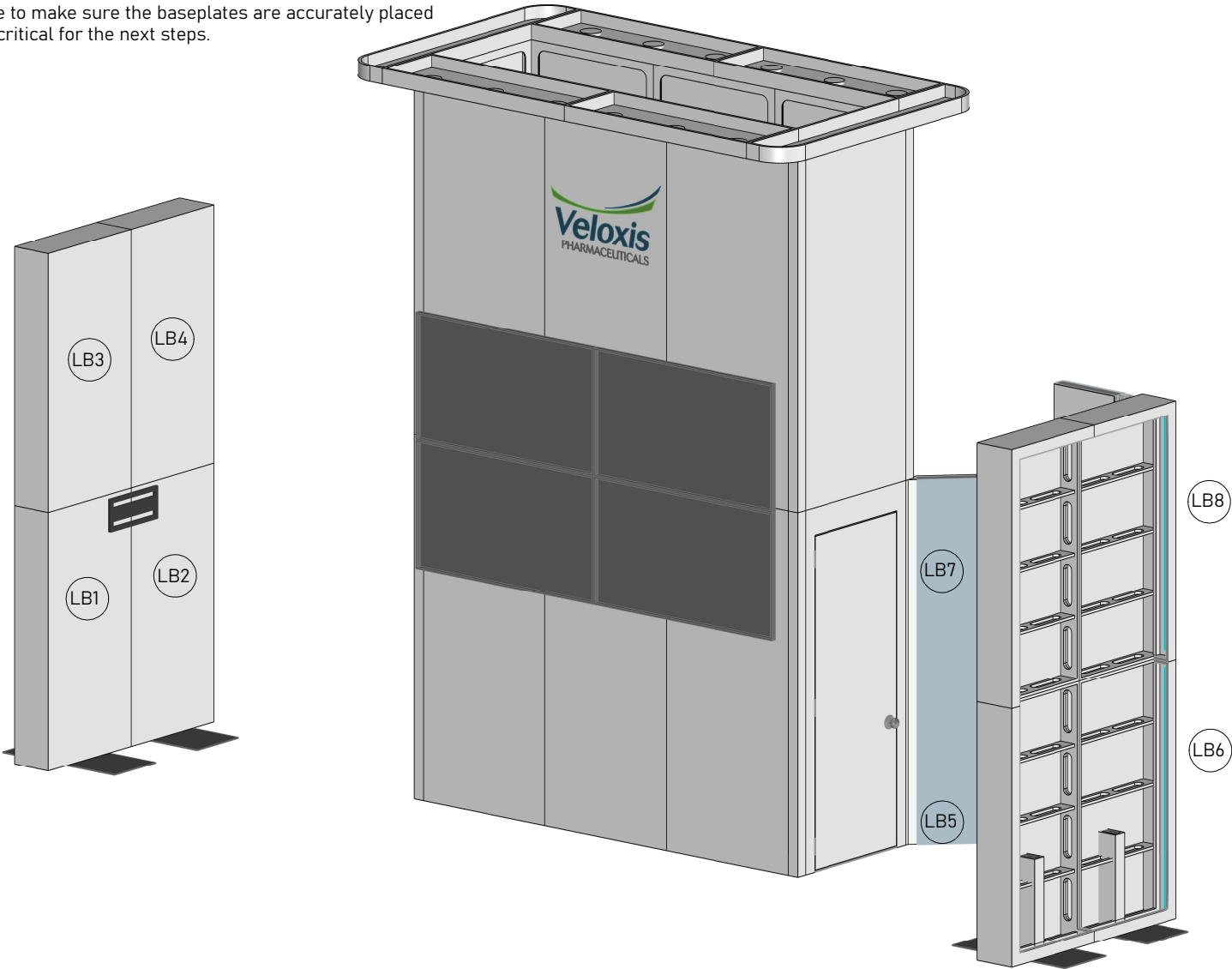


# LIGHTBOX TOWERS

STEP 9: Pull Lightbox Panels 1-8 and arrange near final placement on the floorplan.

Pull up carpet on NW and SE corners of the booth and place (4x) baseplates according to the floorplan.

Use the included floor template to make sure the baseplates are accurately placed beneath the flooring; it will be critical for the next steps.



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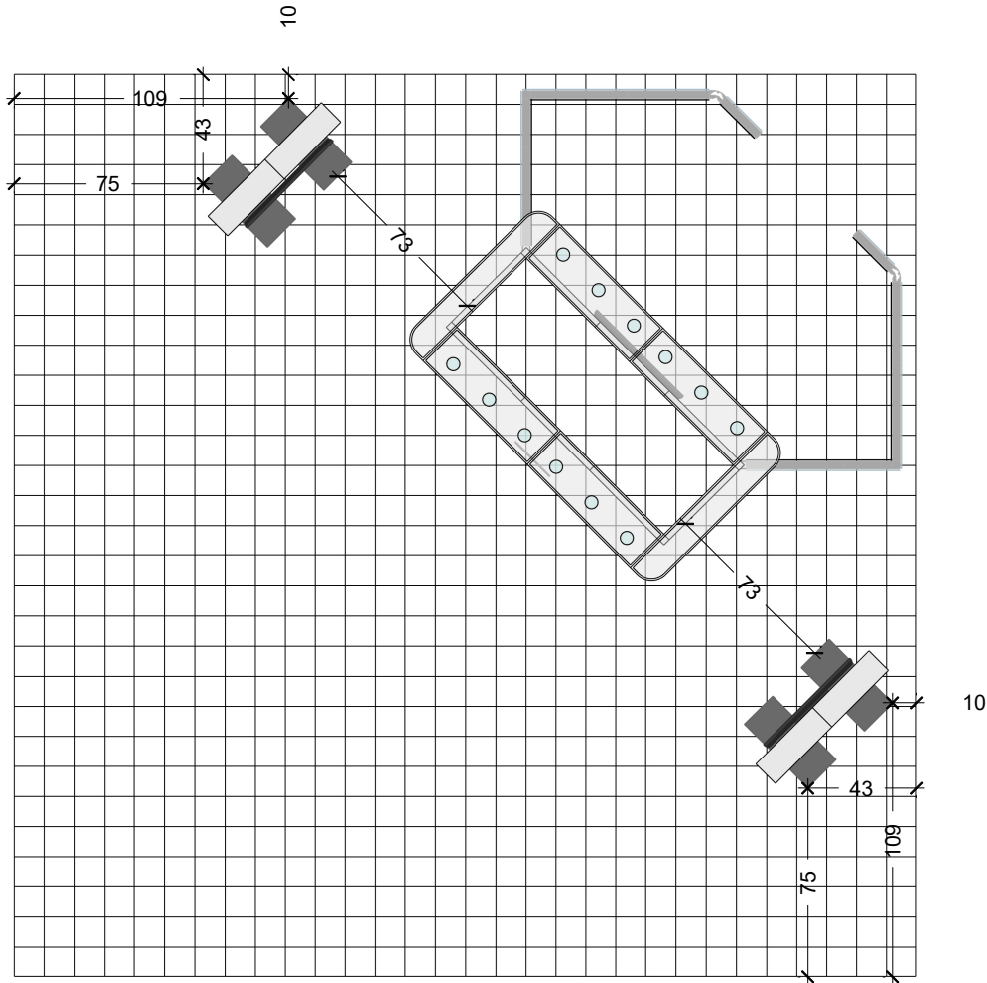
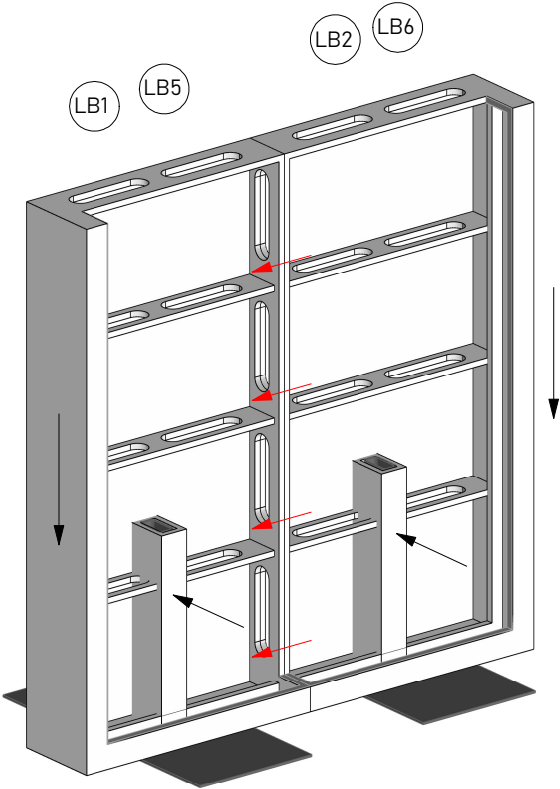


# LIGHTBOX TOWERS

STEP 10: To assemble each lightbox, team-lift bottom tier panels into place on baseplate posts.

Bolt LB1 to LB2 and LB5 to LB6 using (4x) 1.5" bolts.

Tighten limit screws in baseplate post captures to secure panels to baseplates.



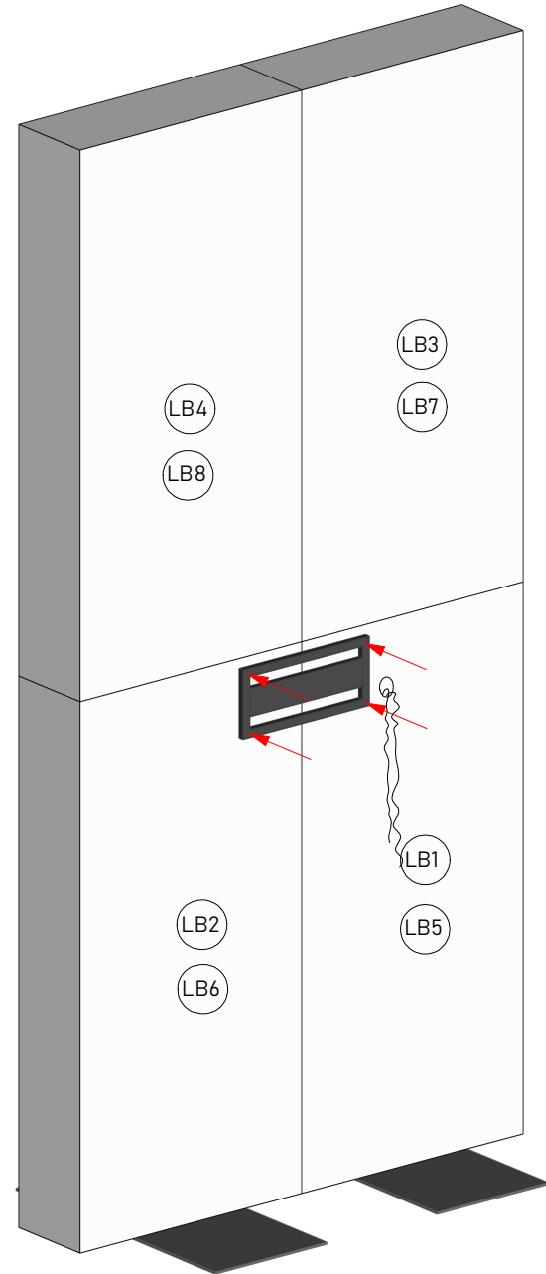
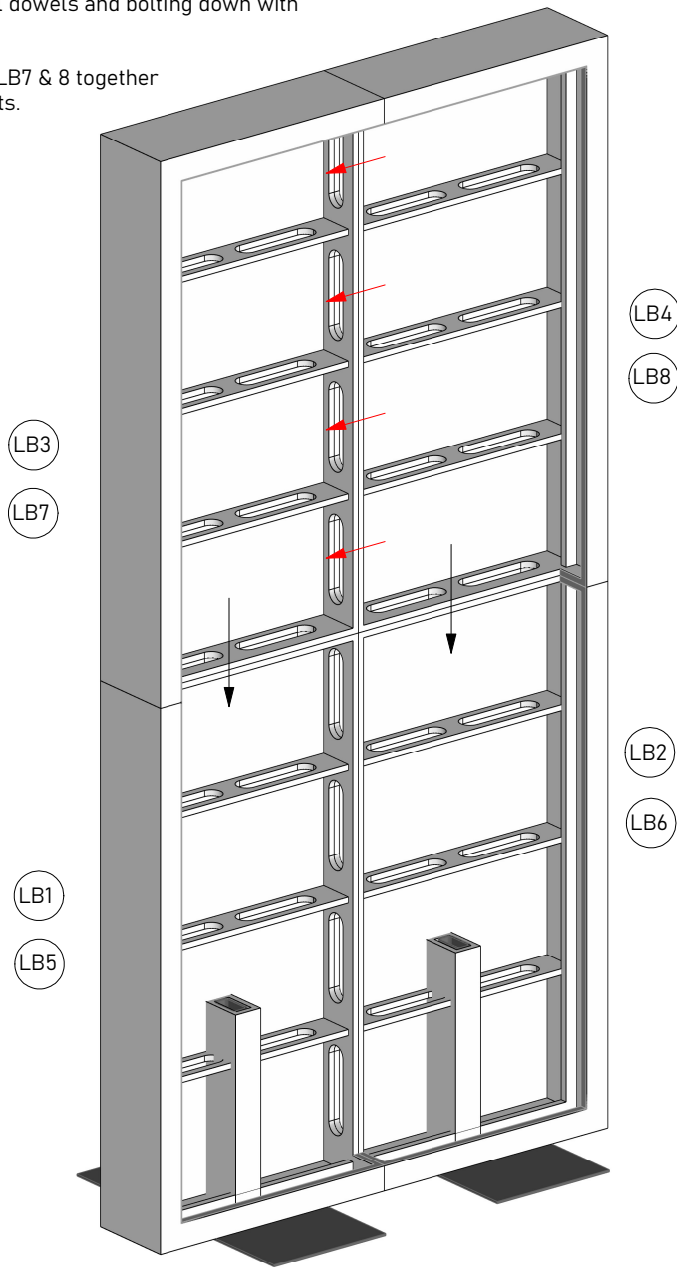
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# LIGHTBOX TOWERS

STEP 11: Team-lift LB Panels 3 & 4 and 7 & 8 into place, slotting into metal dowels and bolting down with (3x) 1.5" bolts.

Bolt LB3 & 4 and LB7 & 8 together using (4x) 1.5" bolts.



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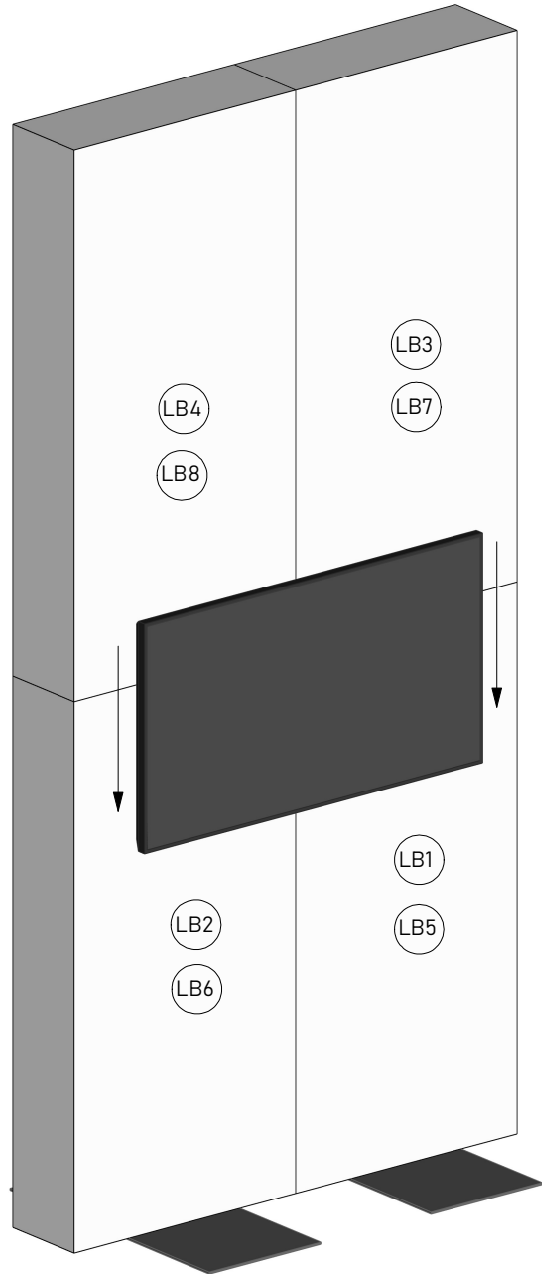
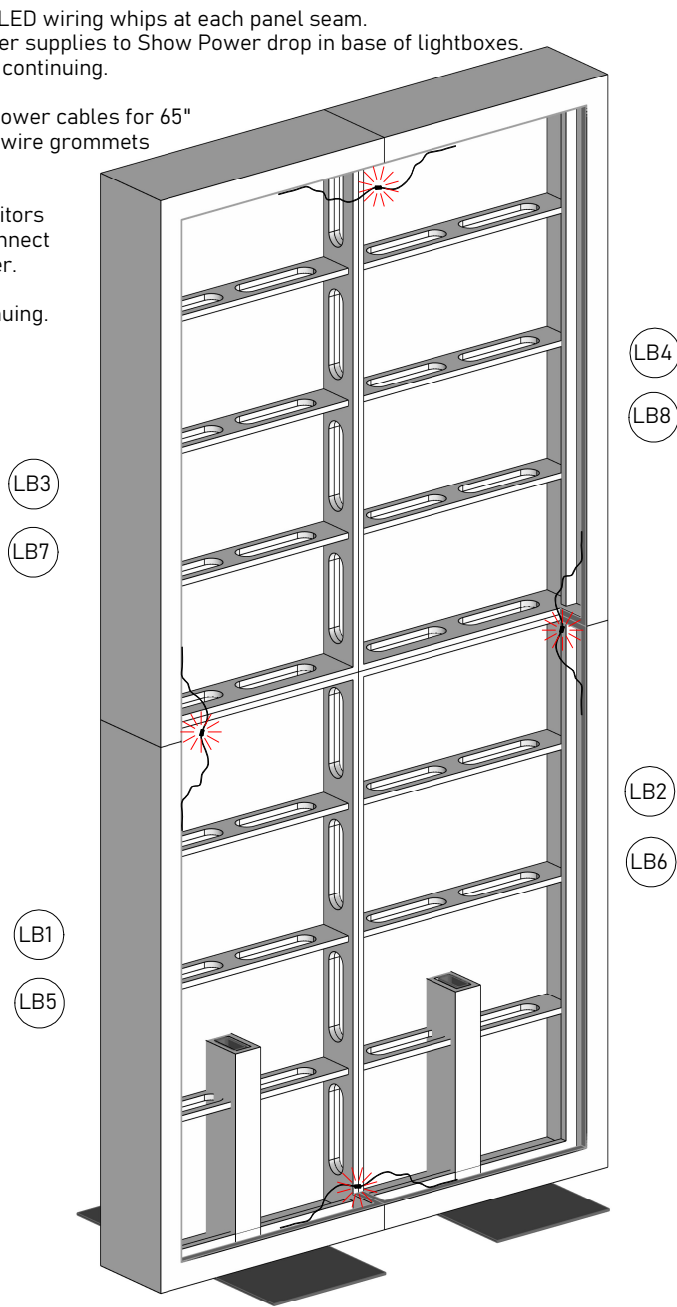
# LIGHTBOX TOWERS

STEP 12: Connect LED wiring whips at each panel seam.  
Connect LED power supplies to Show Power drop in base of lightboxes.  
Test lights before continuing.

Route HDMI and power cables for 65" Monitors through wire grommets in LB2 and LB6.

Team-lift 65" Monitors into place, and connect to HDMI and power.

Test before continuing.

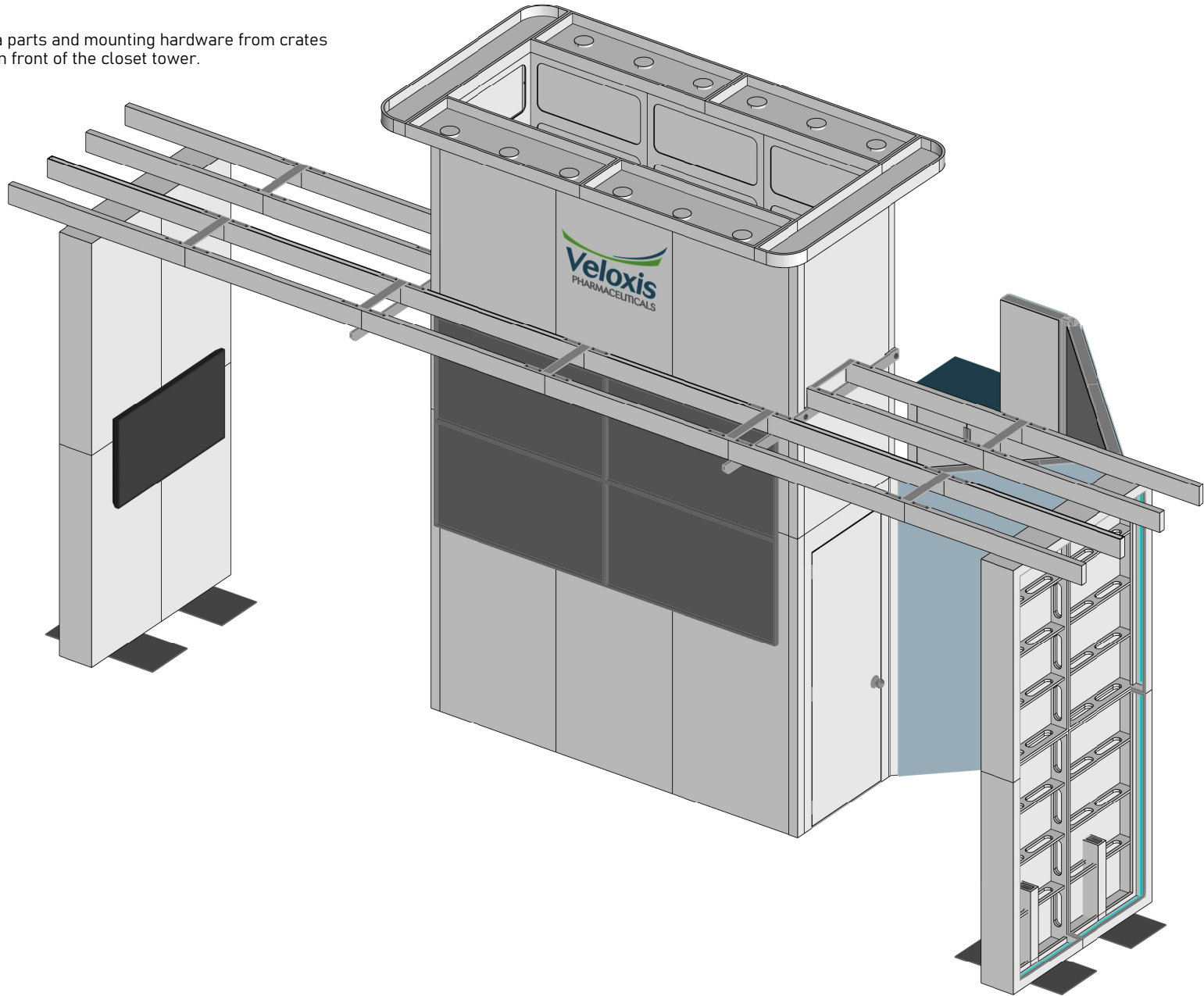


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# PERGOLA

STEP 13: Pull (20x) Pergola parts and mounting hardware from crates and arrange sequentially in front of the closet tower.

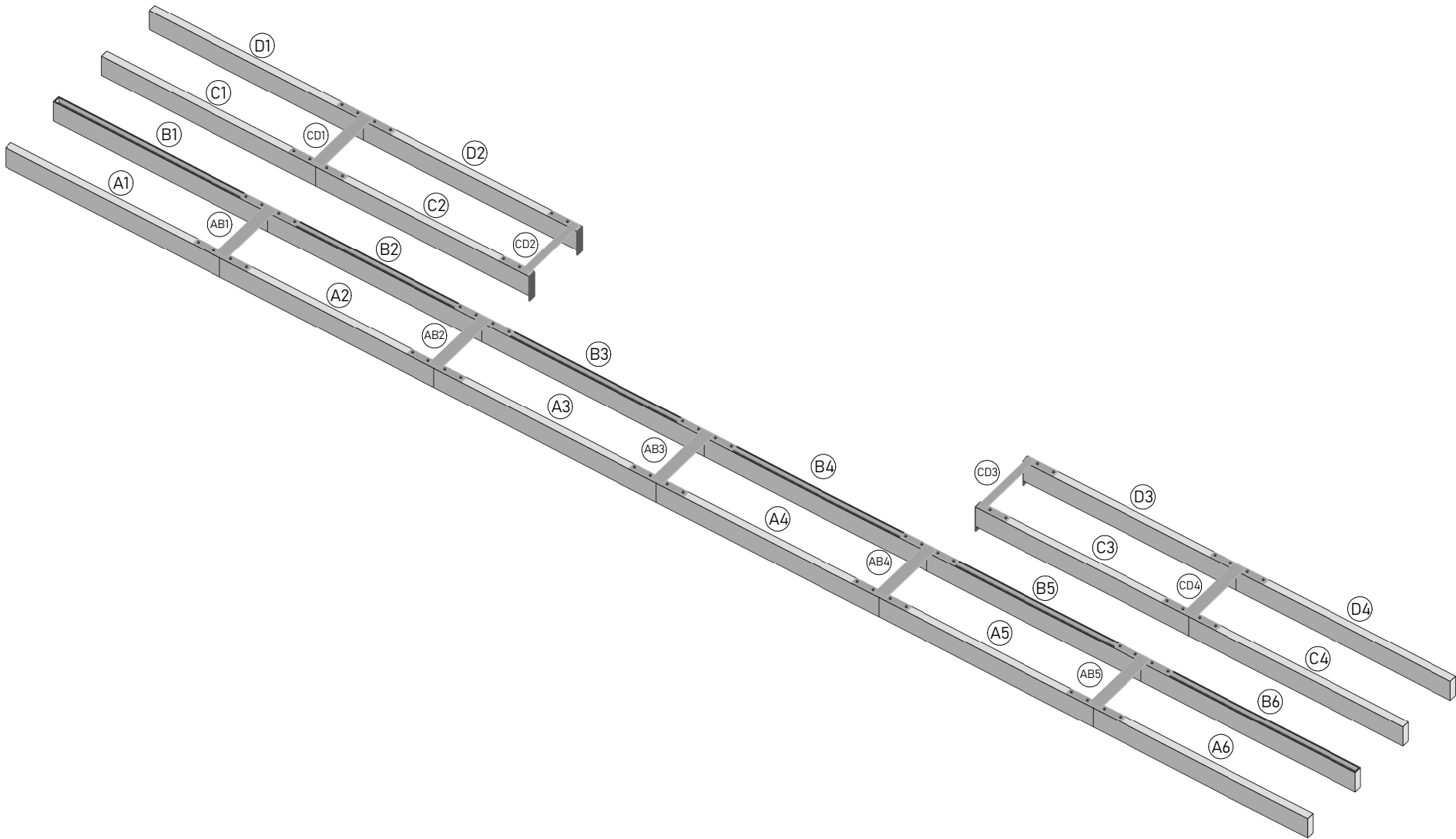


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# PERGOLA - PART LABELS

STEP 13: Pull (20x) Pergola parts and mounting hardware from crates and arrange sequentially in front of the closet tower.



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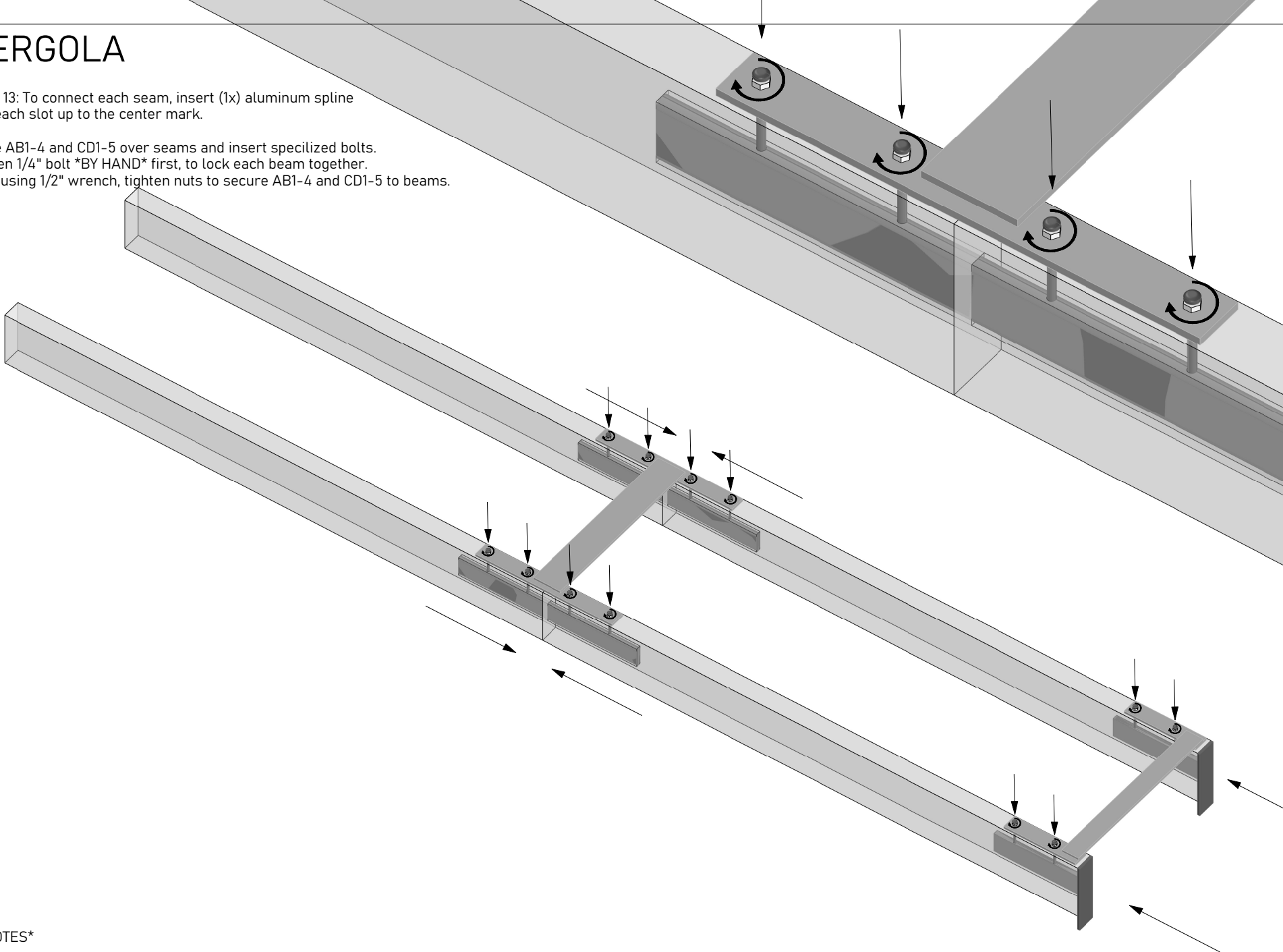
# PERGOLA

STEP 13: To connect each seam, insert (1x) aluminum spline into each slot up to the center mark.

Place AB1-4 and CD1-5 over seams and insert specialized bolts.

Tighten 1/4" bolt \*BY HAND\* first, to lock each beam together.

Then using 1/2" wrench, tighten nuts to secure AB1-4 and CD1-5 to beams.



**\*NOTES\***

B1-6 will require the longer specialized bolts due to increased spline depth from wiring trough.

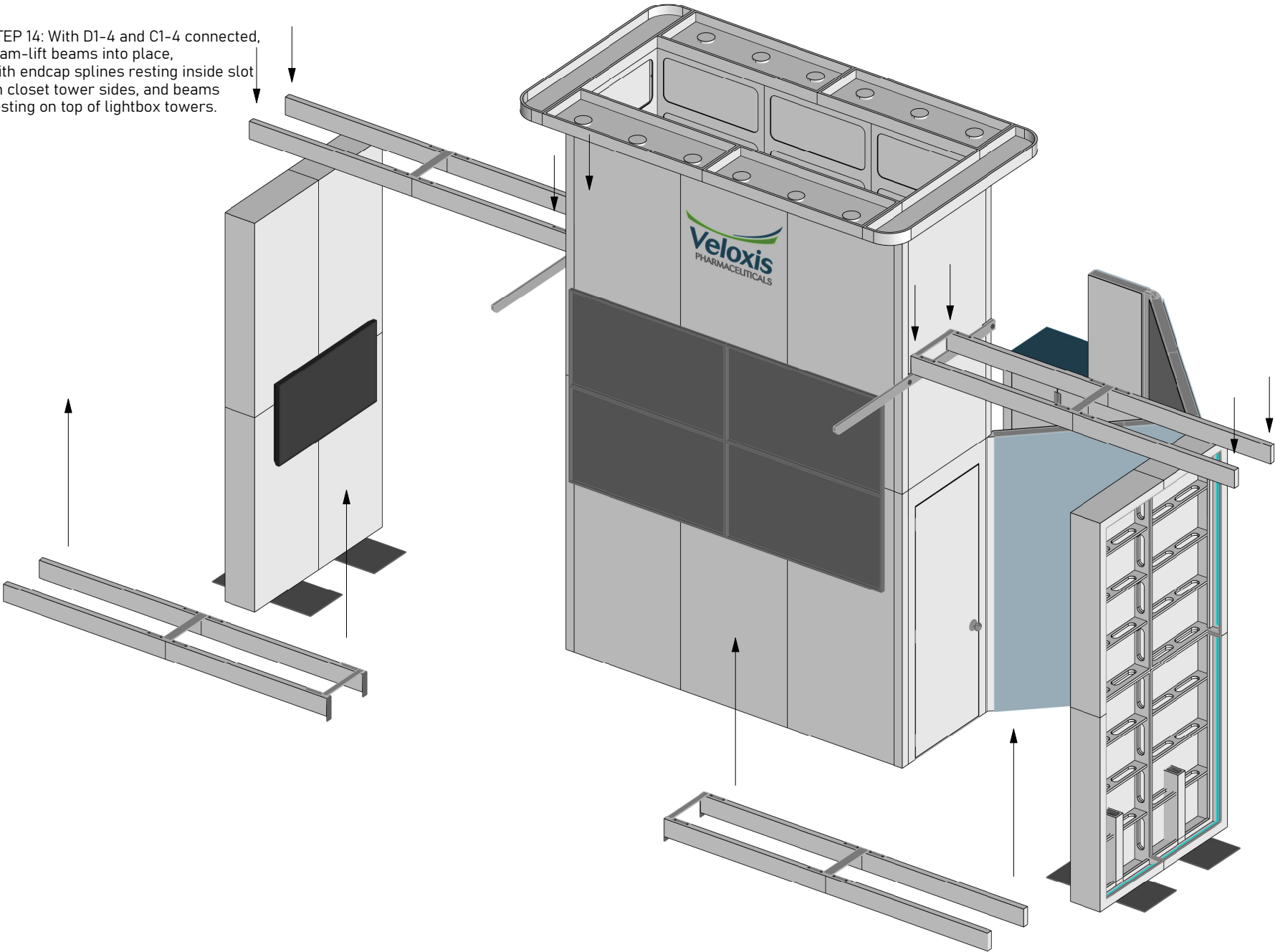
ONLY HAND TIGHTEN HARDWARE to avoid stripping bolts & damaging splines.

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# PERGOLA

STEP 14: With D1-4 and C1-4 connected, team-lift beams into place, with endcap splines resting inside slot on closet tower sides, and beams resting on top of lightbox towers.



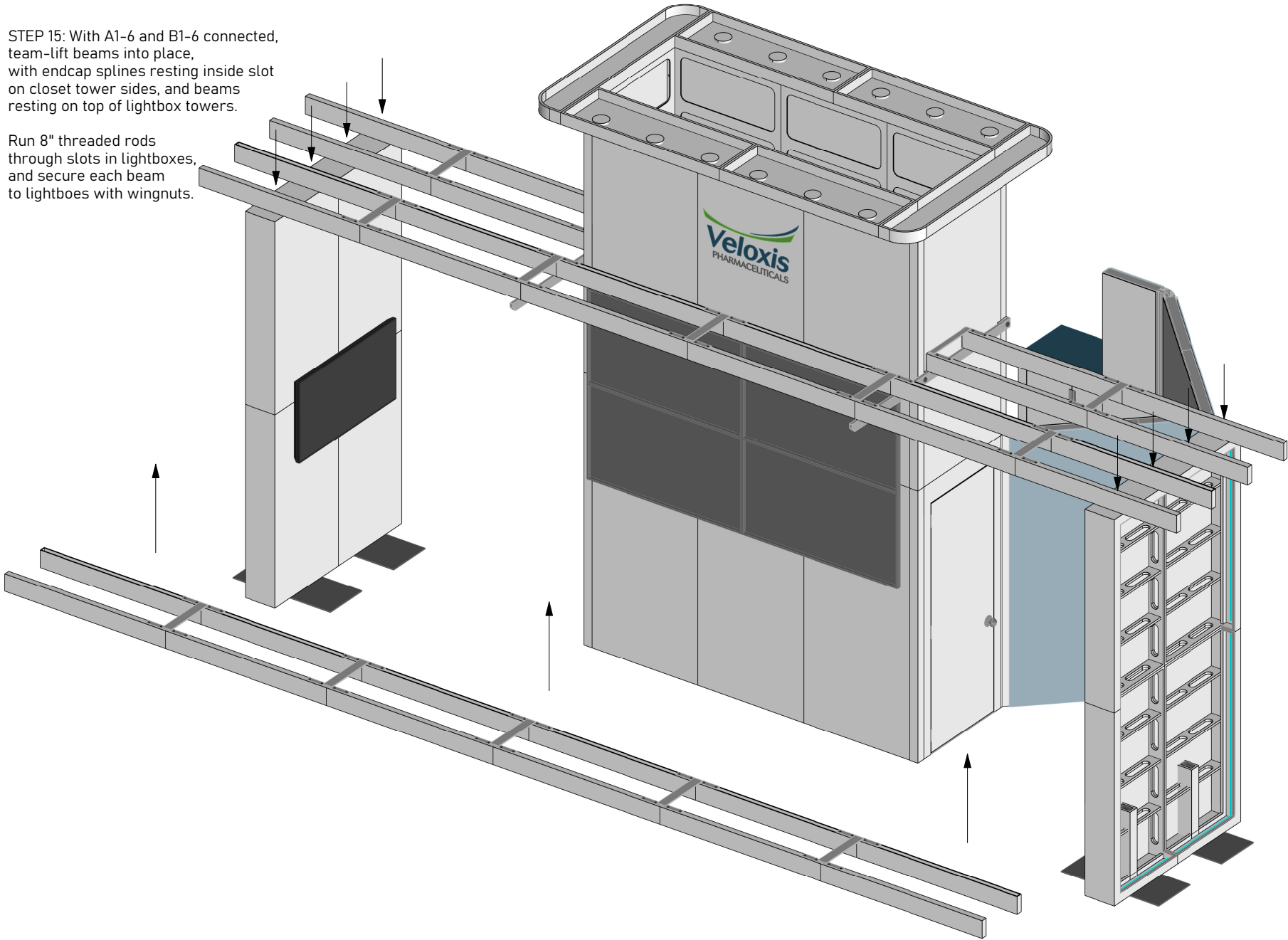
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# PERGOLA

STEP 15: With A1-6 and B1-6 connected, team-lift beams into place, with endcap splines resting inside slot on closet tower sides, and beams resting on top of lightbox towers.

Run 8" threaded rods through slots in lightboxes, and secure each beam to lightboes with wingnuts.



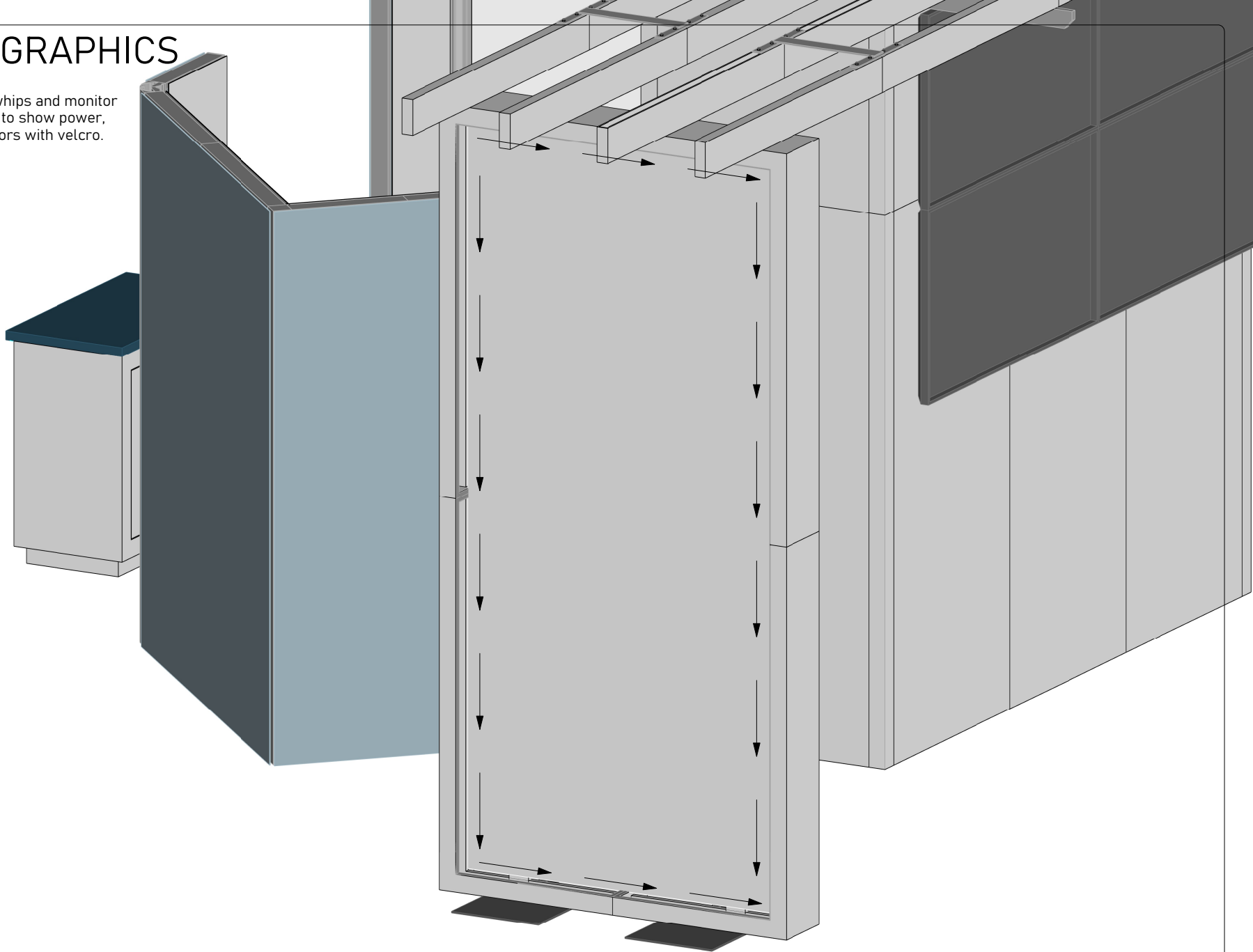
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# LIGHTBOX GRAPHICS

STEP 16: With LED wiring whips and monitor power supplies connected to show power, attach (2x) lightbox reflectors with velcro.



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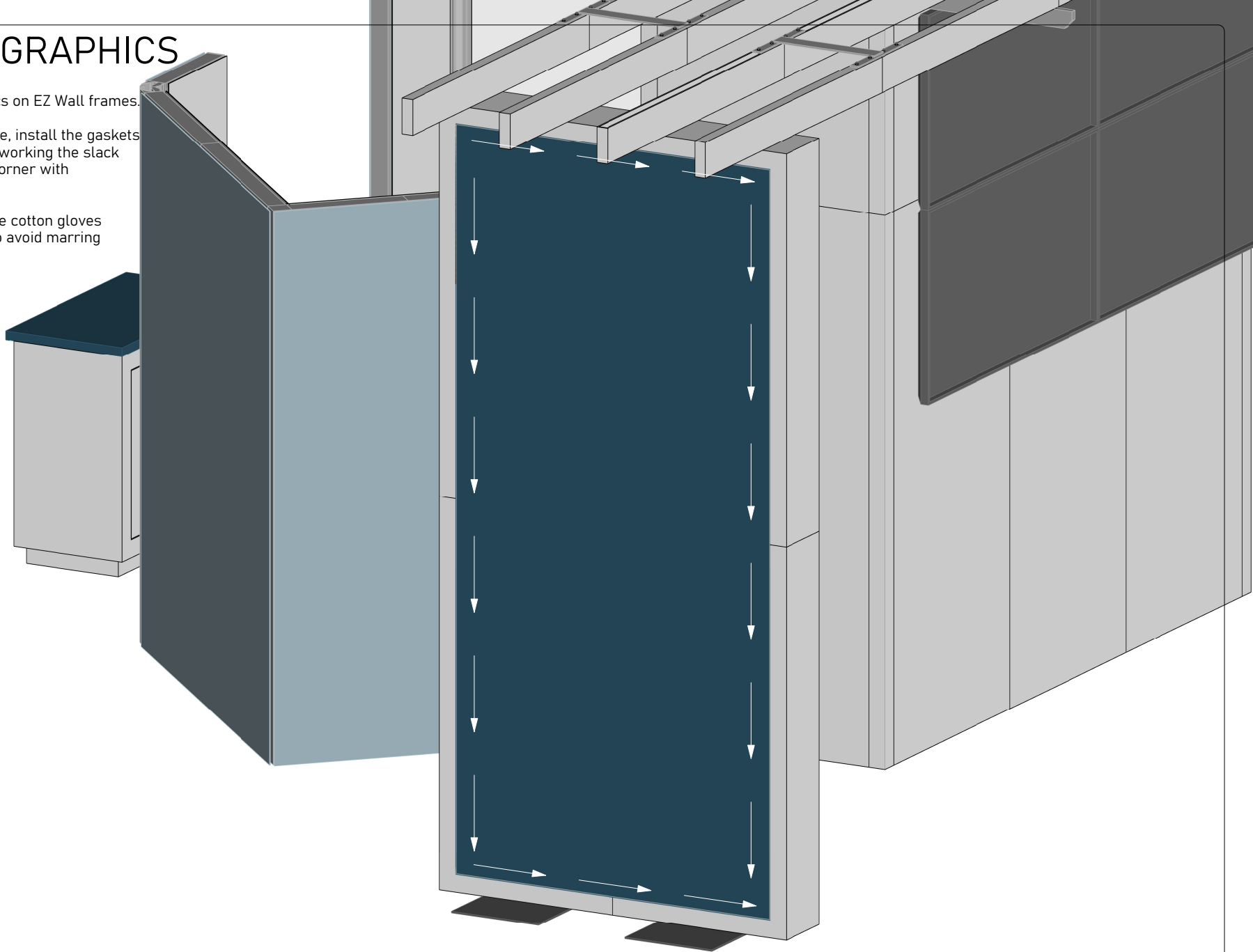


# LIGHTBOX GRAPHICS

STEP 17: Hang SEG graphics on EZ Wall frames.

Beginning with the top edge, install the gaskets into the extrusion frames, working the slack down to the bottom right corner with the fabric pull tab.

Please wear included white cotton gloves while installing graphics to avoid marring the print colors.

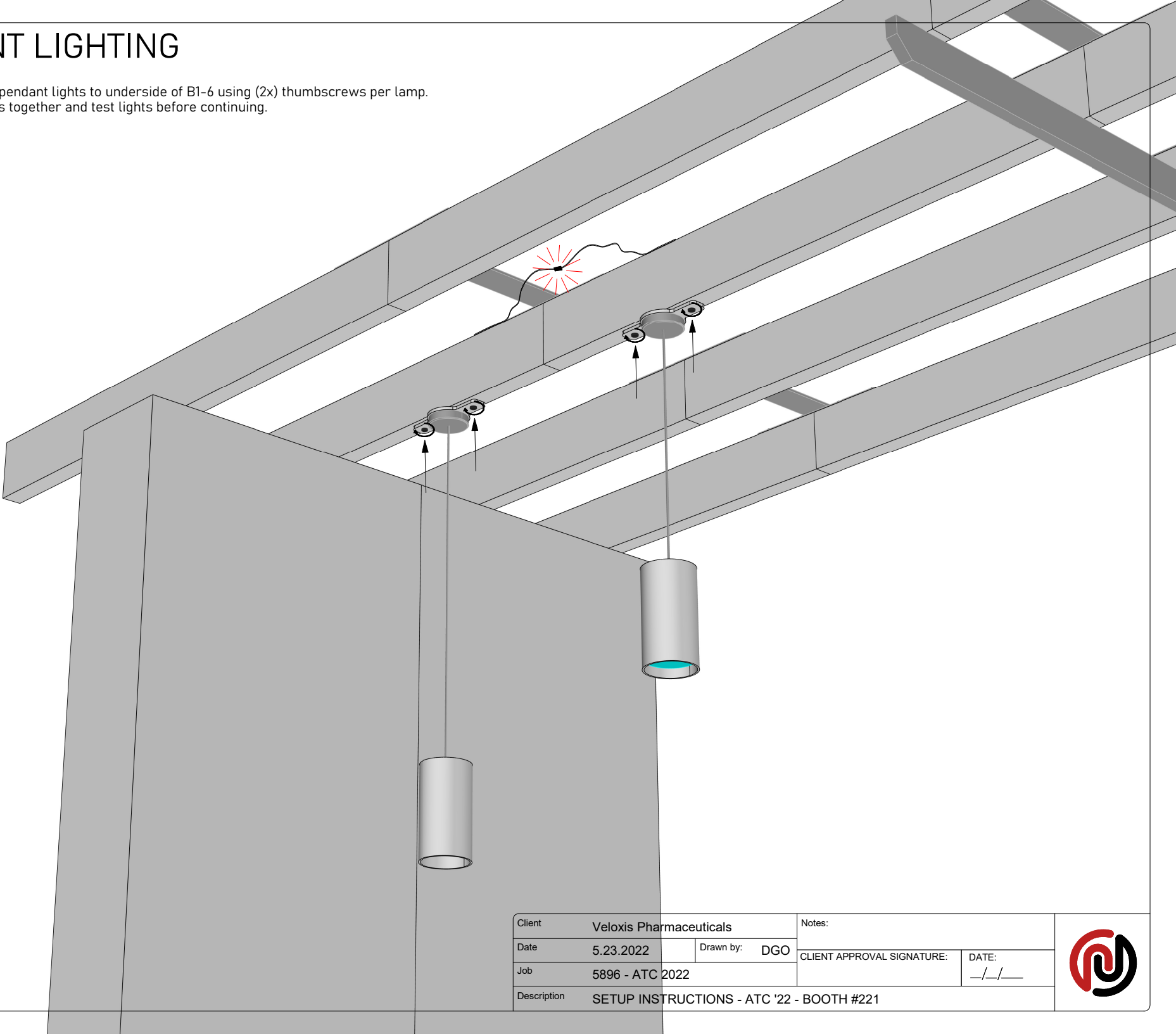


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# PENDANT LIGHTING

STEP 18: Attach (4x) pendant lights to underside of B1-6 using (2x) thumbscrews per lamp. Connect wiring whips together and test lights before continuing.



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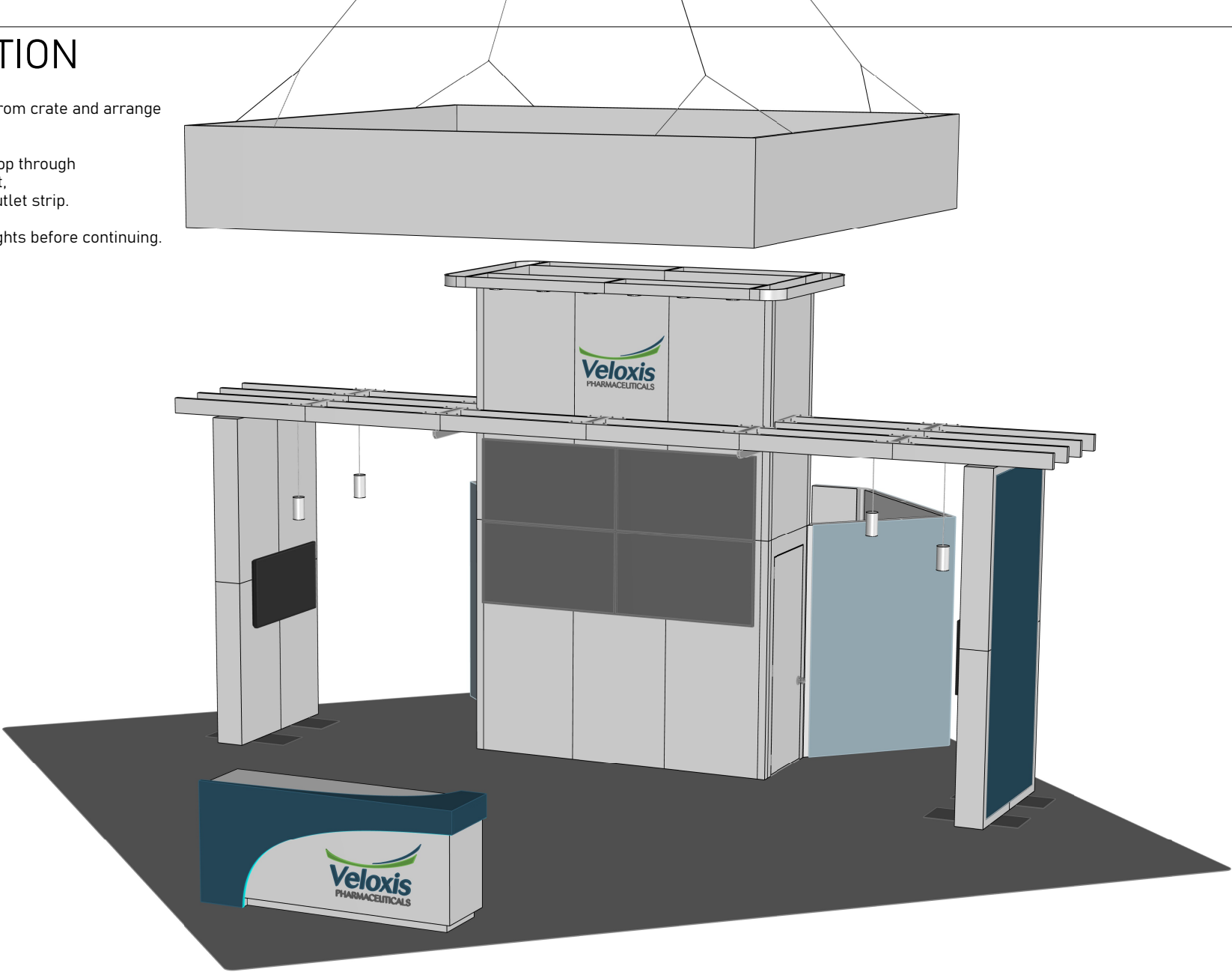


# LARGE RECEPTION

STEP 19: Pull Large Reception desk from crate and arrange in the SW corner of the booth.

Unlock cabinets, pull show power drop through wire access hole in bottom of cabinet, and connect to integrated multiple outlet strip.

Plug in LED power supply and test lights before continuing.



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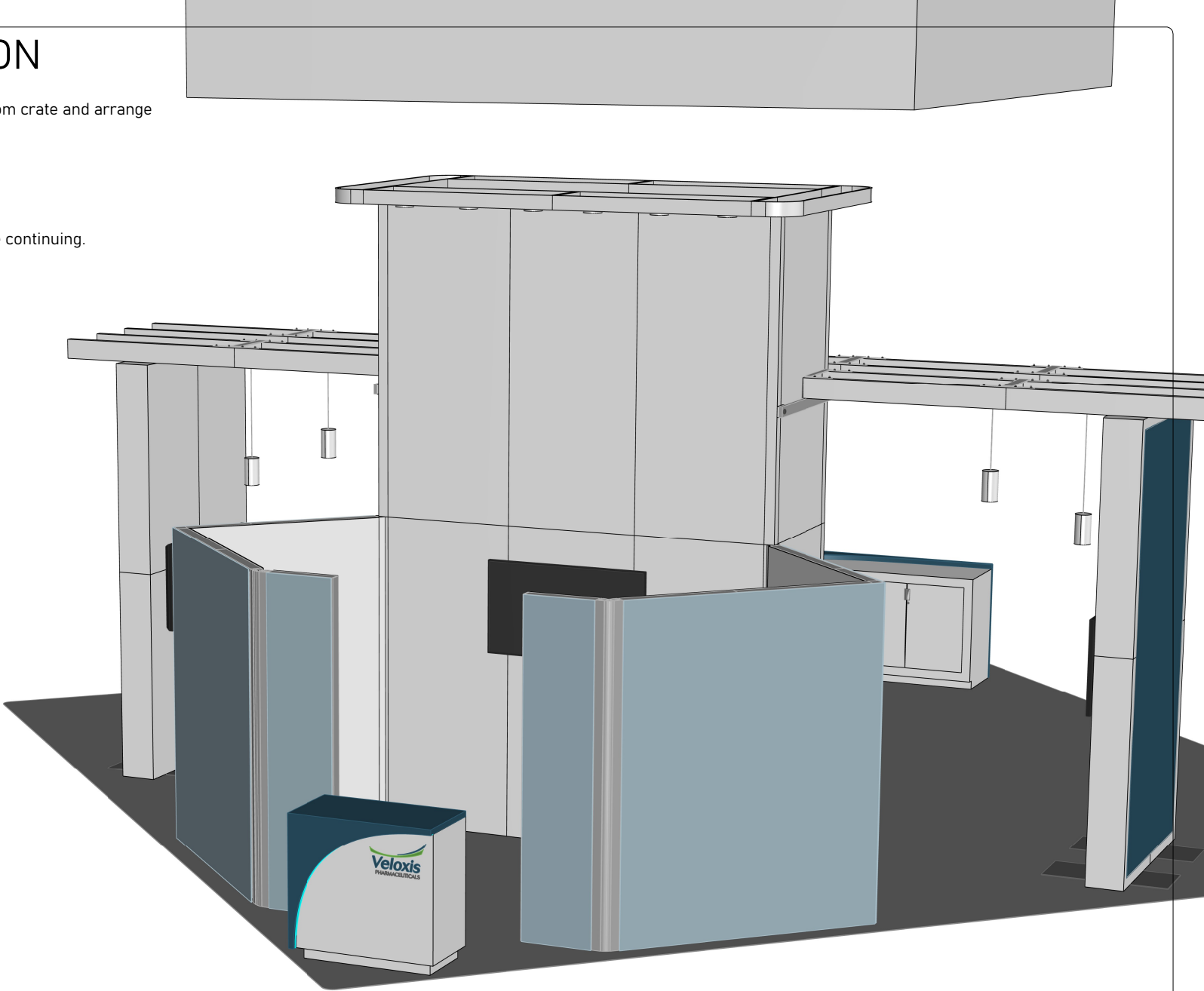


# MEETING RECEPTION

STEP 20: Pull Medical Affairs reception desk from crate and arrange in the NE corner of the booth.

Unlock cabinet, pull show power drop through wire access hole in bottom of cabinet, and connect to integrated multiple outlet strip.

Plug in LED power supply and test lights before continuing.



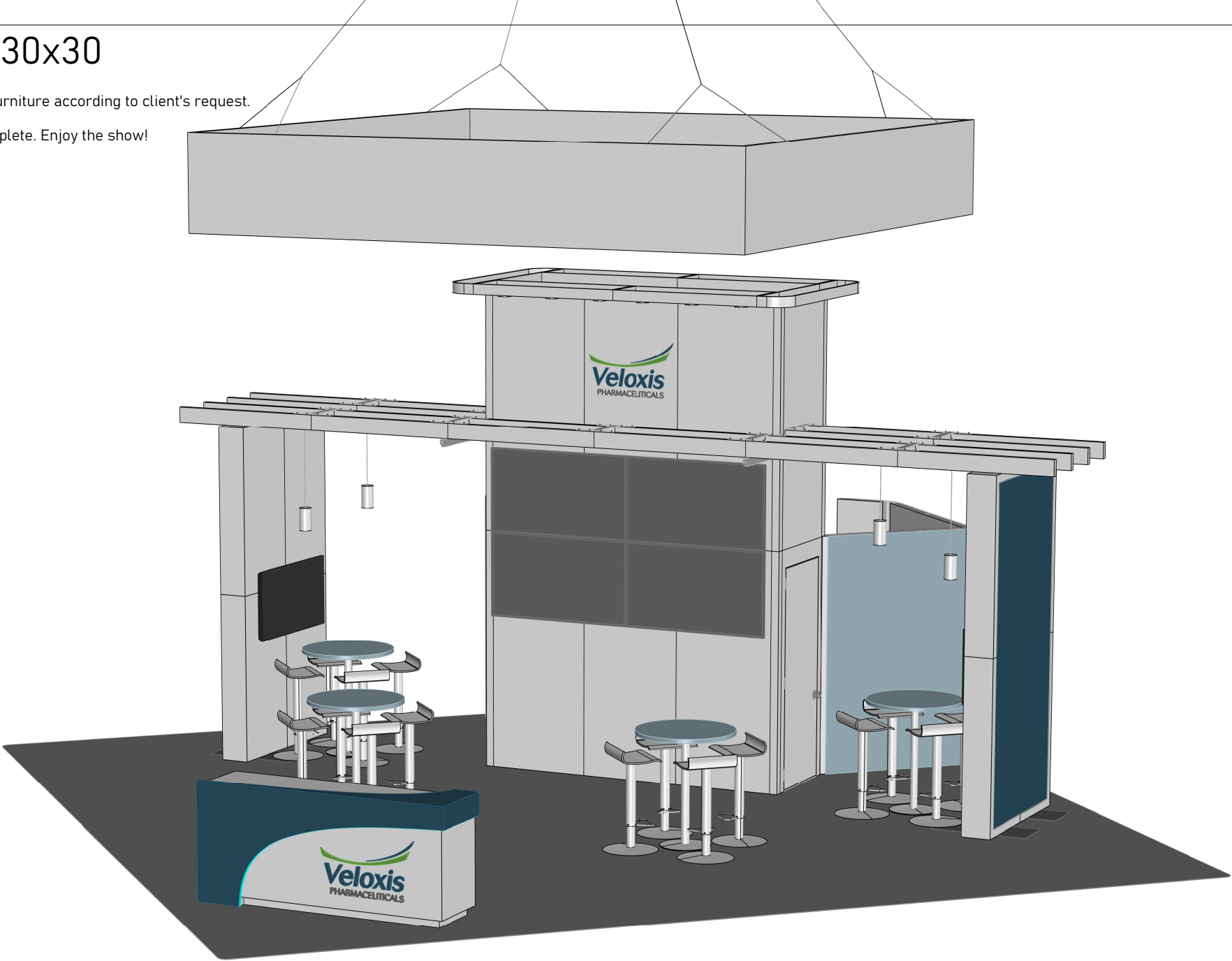
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# VELOXIS 30x30

Arrange show rental furniture according to client's request.

Your booth is now complete. Enjoy the show!



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