1. In order to save work and time, wait until you receive your casing before disassembling your booth.

2. Start the tear down, by removing the top section of panels and return to the FRONT of the case.

   Stack half panels in slotted section. 2 per slot.

3. Continue to disassemble exhibit and to load panels into case, FRONT to BACK. Once loaded, place slip sheets between each panel for added protection.

4. Be sure to “Nest” like panels together

5. Place tray into case, load lights and nodes back into containers and place in tray along with any other accessories.

   **Counter Top**

   **NOTE:** If you have a Fabric Counter, the Top fits in the front of case in first slot. Tray fits in the top behind it.

   **IMPORTANT NOTE:** if you put anything besides panels in the lower cavity, make sure the divider is between the panels and these items to prevent any damage during shipment.