

Thank you for utilizing the NCCC Promotional Display

Hopefully this display will help you to promote your Club and NCCC. *Please take care of YOUR display while it is in your possession, helping us to keep it presentable for all to utilize.* If it arrives damaged, contact me immediately!

The contents of the display case should include:

- The display board along with pictures and information about NCCC
- An NCCC sign that hangs on the display board
- A DVD Player with cables and remote to play the DVD
- A DVD that shows some of the activities that NCCC members actively participate in
- A bundle of Insurance brochures from Brown & Brown Insurance (20)
- A bundle of NCCC brochures describing our organization (25)
- A bundle of FCOA brochures that describe the organization and benefits (10)
- A bundle of FCOA Applications (10)
- A box of Blue Bars magazine which is NCCC's official quarterly publication (15) **Note:** we are shipping some new and some older issues to show some history of NCCC
- One of our displays has a table cloth to set the display on; we are working on getting this for the second display
- Return label to ship the display back to me or to another location so it can be utilized the weekend following your event. This label will be found in the clear pouch outside, behind the one that got the display to you.
- For a list of all the Regional Officers visit <http://www.corvettesnccc.org/FindClub.html> (this is not printed and provided anymore)



Things you will need in order to use the display and DVD effectively:

- TV, computer monitor or computer to play the NCCC DVD
- Extension cord to get power from the source to the DVD player
- Six to eight foot table to set the display board and TV (computer) on
- If the display is to be utilized outdoors, you might need something to keep the display from blowing off the table; some also opt to put an awning over the display for shade while viewing.

Setting up the Display

- Open the case and look how everything is packed
- Inside one of the bags you will find the handouts
- In the other bag you will find the DVD player, cables and DVD
- The display board will unfold and you will then set it up on the table
- Typically the center section is parallel to the table and it will hold the NCCC sign
- If your display has the rounded corners, place them into the grooves to give the display a finished look. Note: these displays were built in different years and the options were not the same as with the original display.

<p>DOUG's CONTACT INFO: publicrelations@corvettesnccc.org 972-998-1589 (cell)</p>

Packing the Display Case

- Place the display board into the case first, after folding
- Lay the cardboard piece on top of the display board
- If your case has the rounded corner pieces place them near the edge, on top of the board. **The rounded corners DO NOT attach to the display when packing**
- Next, place the NCCC sign in the case
- After returning the contents into the bags, pack them into the case with Styrofoam
- Place the lid on the display case and buckle the straps
- Remove your shipping from the clear pouch and leave the RETURN shipping label visible
- Take the display to your nearest FedEx or Kinko's to be shipped back to me
- Email me when you have dropped it off (typically it NEEDS to be shipped back the following Monday)