

08

SET-UP GUIDE



04 SET-UP DUTIES

Set-Up & Photo Requirements

1 CHECK IN

- Take a **Check-In** Photo as soon as you arrive.
- Submit the photo to your **WhatsApp group**.
- Connect with Costco and confirm you are cleared to begin.

2 CONFIRM DELIVERY

- Confirm **all 4 pallets** are on-site.
- Take a clear photo of **each pallet** before opening or moving product.
- Confirm the expected inventory has arrived.
- Immediately report anything missing or damaged in WhatsApp.

3 BEGIN THE BUILD

- Start assembling the booth/display and organizing product.
- **Important:** Pallets may not be moved into their final position until Costco gives approval, typically between **9:00–11:00 PM**.
- Condense the **4 delivered pallets into 2 organized pallets + the finished display**.

4 KEEP TEAM UPDATED

- Send a brief **status update every 30 minutes** in your assigned WhatsApp group.
- Include a photo when helpful so the Regional Manager can see progress.
- Flag any issue that could delay completion **right away**– don't wait until the end.

5 POWER UP

- Plug the **Jackery into the mini-fridge** as directed.
- Plug in the **display Jackery and leave it charging overnight**.
- Confirm everything is powered and positioned correctly before leaving.

6 FINAL CHECK + CLOCK OUT

- Clean and organize the entire activation area.
- Take **Clock-Out Photos from all 4 sides** of the completed display.
- Submit all final photos in WhatsApp and wait for approval before leaving.
- If setup cannot be completed that evening, coordinate with your Regional Manager and **return between 5:00–7:00 AM** to finish.

IMPORTANT - SAVE YOUR BOXES: Take the empty TV box, mini-fridge box, and required product box(es) home. They will be needed for break-down and repacking.

07 RULES & COMPLIANCE

Costco Operational Compliance

4. Asset Protection

- Protect all Jackery displays, fixtures, equipment, and inventory at all times.
- Never leave Jackery assets unsecured during setup or breakdown.
- Report any damaged, missing, or malfunctioning equipment immediately.
- Ensure all displays, equipment, and materials are clean, secure, and properly positioned before leaving the warehouse.

5. Customer & Store Compliance

- Do not solicit customers or approach shoppers in the aisles. Interact only with members who naturally approach the demonstration area.
- Do not sell products on behalf of the Brand Ambassador.
- Respect Costco member privacy. Do not photograph customers' faces, confidential information, Costco offices, receiving areas, or restricted locations without authorization.
- Do not consume food or beverages on the sales floor unless approved as part of the demonstration.
- Do not play music or create unnecessary noise that may disrupt Costco operations.

6. Operational Support & Reporting

- Field Managers are responsible for setup, breakdown, operational inspections, asset management, inventory verification, and daily reporting.
- If the Brand Ambassador is absent from the booth for more than **15 minutes**, notify your Regional Manager immediately.
- Field Managers provide operational support but are **not** responsible for supervising or managing Brand Ambassadors.
- Complete all required photos, inventory checks, and operational reports before leaving each store.
- Immediately report any operational issues, Costco concerns, safety incidents, asset damage, inventory discrepancies, or compliance issues to your Regional Manager.

Failure to comply with Costco policies, Jackery program requirements, or these Field Manager Operational Guidelines may result in corrective action, removal from the program, or termination of your assignment.

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Step #5: Final Set-Up

Last step is to display all items on the table, including the TV and TV Stand ensuring all items are plugged in and ready.



Booth Set-Up



Alt Booth Set-Up (Stores w/out Fridgeguard)

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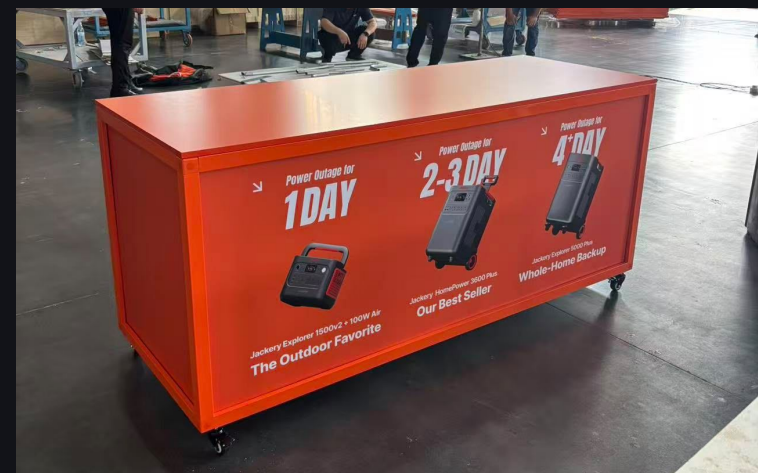
Step #1: Build Desk

Once you've identified your assets, your location and your set-up partner has arrived, you will begin building the booth.

1. Assemble the frame using the top/bottom frames, posts, brackets, and screws.
2. Install the 4 casters onto the bottom frame.
3. Stand the frame upright (2 people).
4. Insert the back and side panels.
5. Place the bottom panel inside the frame.
6. Install the top panel to finish.



NOTE: Make sure the **Front Panel** matches the products sent to your store. The panel is **double-sided**—use the correct side based on whether your location carries the **Fridge Guard**.



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Step #2: Build Backdrop

Next, you will build the backdrop.

- Unpack all frame pieces, base feet, connectors, hardware, and the fabric banner.
- Lay the frame pieces on the floor and organize them by size before beginning.
- Connect the horizontal frame sections to create the full top and bottom bars.
- Attach the vertical frame sections to the horizontal bars to form the rectangular frame.
- Secure each connection and confirm all locking buttons or fittings are fully engaged.
- Attach the support feet to the bottom corners of the frame and tighten them securely.
- With two people, carefully lift the completed frame into an upright position.
- Unfold the fabric banner and confirm the graphics are facing the correct direction.
- Starting at the top, pull the banner evenly over the frame.
- Work down both sides together, keeping the fabric centered and free of wrinkles.
- Pull the bottom of the banner over the lower frame bar.
- Close and secure the bottom edge of the banner around the frame.
- Smooth the fabric and adjust the corners until the banner is tight and evenly aligned.
- Confirm the stand is stable, straight, and positioned in the correct location.



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Step #3: Build TV Stand

Next, you will build the backdrop.

1. Unpack and organize all stand components and hardware.
2. Attach the support feet to the base and tighten all screws.
3. Secure the center pole to the base.
4. Assemble and attach the TV mounting bracket to the top of the pole.
5. Adjust the bracket to the correct height and tighten all fasteners.
6. Attach the mounting rails to the back of the TV.
7. With two people, lift the TV onto the mounting bracket and lock it into place.
8. Confirm the TV is level, secure, and all hardware is fully tightened.



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Step #4: Build Product Display Pallets

Next step is to stack and build Product Display Pallets behind the booth.

1. Remove product and place 2 empty pallets behind the table to start unpacking.
2. Ensure forklift holes are straight in front of you.
3. This is where the product stacks behind the 6ft display.
4. Remove all outer cardboard for display.
5. Stack product to match the pictures provided.
6. Do not exceed 5' total height.
7. Add Mini Pallet Skirts as seen in video

