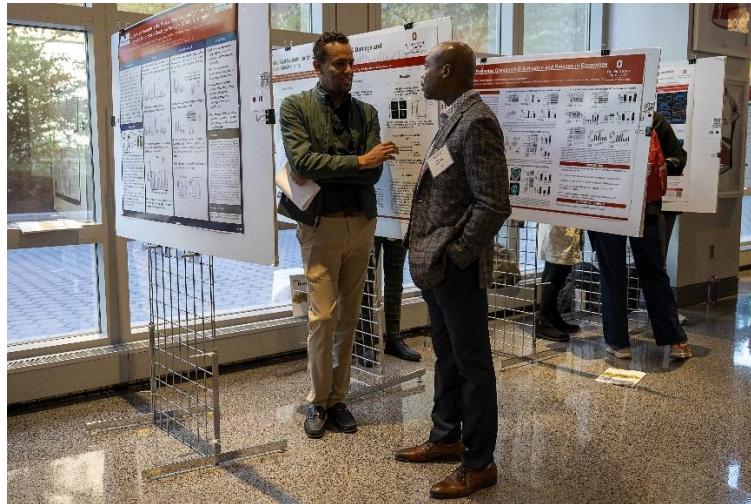


Davis Heart and Lung Research Institute Core Lab: Easel Setup Instructions

Thank you for renting gridwalls, also referred to as easels, from the Davis Heart and Lung Research Institute! Below is a guide to help you set up the easels for your event.



When renting easels from DHLRI, the borrower provides the following items.

1. **Labor** - includes picking up and dropping off equipment at DHLRI, moving equipment to and from event space, and assembling and disassembling easels
2. **Push pins** - to attach posters/abstracts to foam poster boards
3. **Scissors or wire cutters** – to cut off cable ties during disassembly

When you pick up your rental, the items will be placed on a red cart, much like the image to the right. For most events we support, we can fit everything on one cart. If you are renting a large quantity of easels and foam boards, we may need to lend an additional cart or you will need to make 2 trips to DHLRI if your event is on the OSU campus.

Transportation of the easels and accessories is best with at least 2-3 people.





To build the easels, you will need two people. One person will hold the easel upright while the second person will use the provided cable ties to attach the legs to the easel.

There are 2-3 holes on the legs. In the upper most hole, and the lower most hole, you will feed a cable tie through the center of the easel and to one side.

*Be sure to have one cable tie go to the front side of the easel and one go to the backside of the easel to keep the leg stable. This is indicated in the photo with two red arrows.

**Pulling the cable tie as tight as possible will help keep the leg stable.



Once you have built the easel, you will place the hat hooks in a line on the easel. There should be two hat hooks on either side of the easel. The hat hooks provide a base for the foam poster boards to sit on.



Once you have placed the foam poster boards, you will use 4 binder clips to keep the foam boards securely on the easel.

The borrower will provide push pins to attach the abstract and other items to the foam board.

When your event is over, you can take everything off of the easel, clip the cable ties, and place everything back on the provided cart.

Please return equipment and accessories in the condition in which they were provided.