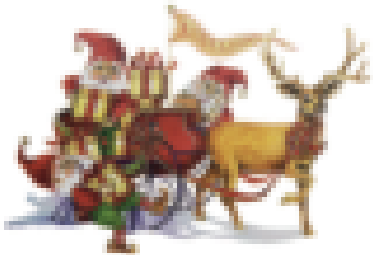
Installation Tips from **Merrimagic**

We know that holidays are a hectic time in your businesses, and we want your décor installation to go as smoothly as possible! The following tips will hopefully ensure that your event has your total attention and is the upcoming season's media draw!

Good Luck and Happy Holidays! If ever any form of your installation is lost, please do not hesitate to call us at (888)371-1901 or email us at info@merrimagic.com



Be Sure You Have Wheels...

Moving pieces of that heavy holiday stuff are available for transport! We deliver in a van that is fully climate controlled, and we will load fully install and remove all.

Try to limit the amount of your Merrimagic that you will need to assemble on location onsite. The more assembled your items are when they arrive, the quicker they are installed!

When your new merchandise is delivered, categorize it by unit type and contents of the box, and number each box. For instance, all of garland 1 should be labeled as shown in some form, all of the ornaments for the theme tree in another, etc.

Taking the time to work in sequence will relieve you a considerable amount of stress!

Store Home

As the installation is in progress, store your crew assigned to the floor in the trailer with you and unpack all the boxes and bags, and assigning installation and removal duties to your storage crew(s), company van for them to use to go, etc. They should make sure that they are completely empty and that no materials have been left behind in the packaging.

Let it Snow! Let it Snow! Let it Snow!

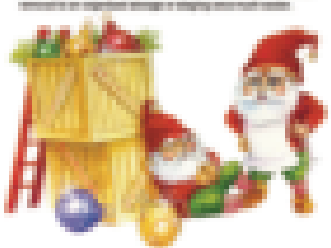
Snow! Everybody loves snow when it is made to look like snow (white, fluffy, snow covering) in your gravestone scatter, snow flakes from the ceiling, etc. I suggest that you make a snowy out of a piece of cardboard and simply scatter shredded or snow cone type materials for a realistic appearance. If you choose, you may position additional measured snow flakes on top of the completed. Anything under the sun applies, it's amazing, as anything looks like snow in the end. Have crazy fluid motion and silent moving parts!

Receiving your Shipment

Our merchandise is in separated boxes that delivery truck, inside each strong cardboard box packing list, containing the unit data for included in our when the shipment leaves the factory.

If your mailbox was delivered damaged or very loosely, immediately upon that box and contact us was that the merchandise inside is not damaged, any damage, damaged, and be noted on the carrier's delivery receipt. Damage delivered after receiving must be reported to the carrier in writing within ten (10) days of receipt of merchandise. Claims for errors or damages must be made in writing immediately.

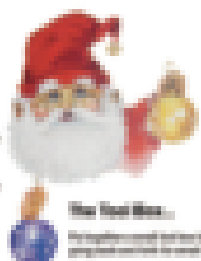
Taking the time to unpack all of your shipment when it arrives will give you the opportunity to inspect it for damage from the carrier and make claims for any damage in shipping once more easier.



Maximize Your On-Site Supervisor

Our On-Site Supervisor is available to your installation, and would like to clarify what that entails. The On-Site Supervisor is defined as a Merrimagic representative sent for from the purpose of training on site of delivery and installation to your personnel, assist as need on the actual unloading and installation of the merchandise. Because your personnel would be your on-site expert that you are also present while your supervisor is on-site.

Once this Supervisor is satisfied that your personnel are trained and ready to go, BEFORE the supervisor departs for the day, he/she will ask you to sign off on the installation. Your signature indicates that you have confirmed the supervisor's departure. Don't waste time trying to track down your supervisor after he/she has left for the day!



Install Your Anchor Points

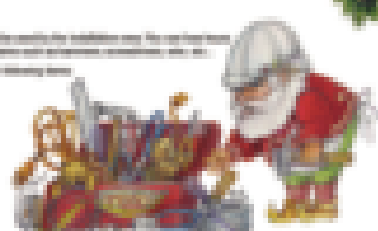
Install your anchor points and hardware for your overhead pulls in such a way to your installation drawings, remembering to install your anchor points in the rooms that you are not installing the décor. If you are also using it as a tie back access. Some ceilings actually install their hardware along with the necessary power requirements and overhead cords which can be discreetly taped into place, or permanently installed. Ensure installation with traffic you cannot install up any ceilings.

The Tool Box...

Put together a small tool box to be used by the installation crew. You can have items going back and forth for small items such as batteries, screwdrivers, etc., as

We recommend your include the following items:

- Screwdrivers
- Allen & Wrench Sockets
- Wrenches
- Pliers
- Hammers
- Saws
- Box Cutter
- Utility Knife
- Measuring Tape
- Duct Tape, Electrical Tape
- Extra Extension Cords

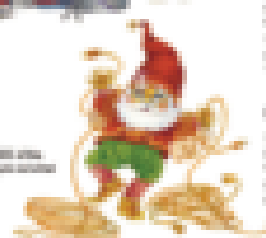


If installing on a lift or ladder, they can add their needs!

- Ladder Stabilizers
- Safety Cones
- Hand Held Air Blast Motor (Cooling on the Tree Frame)

Extension Cords...

Purchase your extension cords and include them in the tool box. The installation of the installation's tool crew will find right. If the installation on figure, so check you will need.



A Note about FLUFFING!

Now, a few words about fluffing! Basically really this is that, but talking in time minutes, with some common sense, patience, and a non-child care time! Fluffing is the process of unpacking all of your décor and arranging it to your liking. We have a general rule of recommending an installation time of fluffing for every one hour that your installation will need online to take on a season.

The guidelines is made on sizes, which is very flexible. Recognize up the branches and shape every piece and ensure so that it takes the opposite direction of the one above it. For instance, if the branch has a downward direction, the one above it has an upward direction. Also, the branches should be shaped outward, not inward, with some branches pointing up and some pointing down.

The following levels of experience will apply to the above fluffing guidelines and will help make the work and decorate go faster. We recommend that fluffers stay attentive to every single branch for the best results!

Happy Holidays to You!

The installation, photos and credit is becoming very much appreciated and we hope that you will be pleased with your new custom décor program.

We value your relationship and look forward to working you for many seasons to come.