

Installation Tips from Barrango:

We know that holidays are a hectic time in your business, and we want your decor installation to go as smoothly as possible! The following tips will hopefully ensure that you won't tear your hair out in the upcoming stressful weeks ahead.

Good Luck and Happy Holidays! If we may be of any assistance to you, please do not hesitate to call us at (650) 871-1931 or email us at info@barrango.com.



Receiving your Shipment

As merchandise is removed from the delivery truck, check each piece against your packing list. (A packing list will also be emailed to you when the shipment leaves the factory.)

If you notice any obvious damage to any boxes, immediately open that box and check to see that the merchandise inside is not damaged. Any obvious damage must be noted on the carrier's delivery receipt. Damage discovered after unpacking must be reported to the carrier in writing within ten (10) days of receipt of merchandise. Claims for errors or shortages must be made to Barrango in writing immediately.

Taking the time to check off your shipment when it arrives will give you the opportunity to organize it as it is removed from the truck and make removal to an organized storage or staging area much easier.



Maximize Your On-Site Supervisor

If On-Site Supervision is included in your contract, we would like to clarify what that entails. On-Site Supervision is defined as a Barrango representative used for the sole purpose of giving on-site directions and instructions to your personnel used as labor to do the actual unpacking and installation of the decorations. Because your personnel work for you, we do require that you are also present while our supervisor is on-site.

Have ALL boxes out and ready to go, BEFORE the supervisor arrives. He or She has only a limited amount of time with you to ensure that your decor achieves the maximum impact. Don't waste this limited time by having to move boxes to and from.

Be Sure You Have Wheels...

Having plenty of flat hand trucks, dollies and/or carts available to transport the decor is vital! Also, if you are installing overheads, you will most likely need an electric lift.

Try to think ahead about the merchandise that you will need to move to various areas. The more equipment you have available, the quicker the process will be.

When your merchandise is delivered, categorize it by unit type as it comes off the truck and is placed in your storage area. For instance, all of garland "Unit A" items should be stored in one area, all of the props for the Santa Area in another, etc...

Taking the time to sort it properly will allow you to orchestrate a speedy installation.



Install Your Anchor Points

Install your anchor point hardware for your overhead units as soon as you receive your installation drawings. DO NOT try to install your anchor points at the same time as you are installing the decor. It will take too long if you try to do both at once. Some Centers actually install their hardware along with the necessary power requirements and extension cords which can be discreetly taped into place, or permanently installed. This pre-installation will make you decor install go very smoothly.

The Tool Box...

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

We recommend you include the following items:

- Screwdrivers
- Wire & Wire Cutters
- Wrenches
- Scissors
- Pliers
- Hammers
- Nails
- Eye Bolts
- Gloves for Workers
- Duct Tape / Electrical Tape
- Extra Extension Cords

If installing a 20' or taller tree, you will also need:

- Ratchet Wrenches
- Safety Lines
- Hard Hats for Each Worker Climbing on the Tree Frame

Extension Cords...

Purchase your extension cords and outlet boxes IN ADVANCE of the installation! Don't wait until the night of the installation to figure out what you will need.



Box Runs

As the installation is in progress, have one crew assigned to do 'box runs'. Their job is to pick up all of the empty boxes and wrapping materials and place them back in your storage area by category as the decor is going up. They should make sure that the box is completely empty, and that no cables etc. has been left behind in the wrapping.

Let It Snow! Let It Snow! Let It Snow!

Snow Blankets look best when it is made to look like snow drifts. Add a thick coating of your granulated scatter snow flakes over the blankets. We suggest that you make a 'scoop' out of a piece of cardboard and simply throw shovels of snow onto the blankets for a realistic appearance. If you choose, you may scatter additional iridescent snow flakes on top of the granulated 'finishing' snow for an added sparkle. If 'snowing' an animated scene, be sure to keep 'snow' away from motors and other moving parts.



A Note about 'FLUFFING'

Now, a few words about 'fluffing'. Nobody really likes to fluff, but taking a few minutes with each and every garland, wreath or tree limb can truly make the difference in presenting an absolutely spectacular program. Oftentimes, the tree or garland can be somewhat matted during shipping. We recommend that you have your installers give each piece a little bit of attention.

The greenery is made on wire, which is very flexible. Straighten up the branches and twist every other one around so that it faces the opposite direction of the one above it. For trees larger than 10 feet tall, the removable branch limbs should almost resemble a small tree, with some tips pointing up and some pointing down.

The varying levels of branches will aid in the trees realistic appearance and will also help to hide the pole and electrical outlets. Be sure that your 'fluffers' pay attention to every single branch for the best results!

Happy Holidays to You!

The craftsmen, artists and staff at Barrango very much appreciate your business and hope that you will be pleased with your new custom decor program.

We value your patronage and look forward to serving you for many years to come.

