

Four Corners Weavers Guild – COLORADO display screen set

Display screens policy updated November 2014:

In order that the portable display screens belonging to the Guild may also be used by individual members of the Guild, the following policy has been adopted by the Guild to make the screens available for member rental, provide for maintaining them in good condition, and enforce scheduling.

It is the policy of the Guild:

- that the two sets of display screens shall be stored and accounted for separately, one set in NEW MEXICO and one set in COLORADO;
- that the three panel display screens shall be available for rental by any Guild member after they have been a member of the Guild for six months;
- that members shall not rent the screens for the use of non-members;
- that the rental fee shall be \$20 per weekend to be given to the custodian of the screen rentals and be forwarded to the Treasurer;
- that, in addition, the custodian of the screen rentals shall receive and hold a \$100.00 deposit check from the renter as collateral toward damage or replacement of the screens and assembly parts;
- that the custodian shall provide two copies of the rental contract and inventory list of all parts and obtain renter's signature on the copy that custodian will keep for the Guild records;
- that in the event damage or loss occurs, the deposit check will be used for replacement and/or repair and the unused balance will be returned to the member, otherwise, upon the timely return of the screens the \$100 check will be returned un-cashed;
- that the weekend rental of screens may be reserved in advance with a \$20 rental check sent to the custodian;
- that cancellation of a reservation must be made two weeks prior to the event date or the \$20 rental deposit will be forfeited to the Guild;
- that the renter is responsible for pickup and return transportation of the screens to the custodian;
- that the pickup day may be as early as Wednesday of the week before the reserved weekend and return shall be by the Tuesday after the reserved weekend;
- that should the screens not be returned by the Tuesday after the reserved weekend, the Guild will deduct a \$50 penalty from the \$100 deposit check;
- and, that provided both the COLORADO and the NEW MEXICO screens are available, a member may contract to rent both sets at the same time if desired, the total cost for the weekend to be \$40.

Four Corners Weavers' Guild
Display Screen Inventory List - COLORADO Screens
Contact Kathy Sehnert if you have problems 970-533-7707

Member copy

Graphic Display Systems Display Screens
COLORADO Inventory List and Rental Agreement

This page is to be prepared in duplicate, one signed copy to stay with display screen custodian.

Pickup Date _____

- ___ 1. 3X3 Upper Display Panel
- ___ 2. 3X3 Upper Display Panel
- ___ 3. **4X3** Upper Display Panel **Store panels with legs up**
- ___ 4. 3X3 Lower Display Panel
- ___ 5. 3X3 Lower Display Panel
- ___ 6. **4X3** Lower Display Panel
- ___ 7. Two Hole Base
- ___ 8. Three Hole Base
- ___ 9. Two Hole Leg Adjuster with plate
- ___ 10. Two Hole Leg Adjuster with plate
- ___ 11. One Hole Leg Adjuster With Plate
- ___ 12. One Hole Leg Adjuster With Plate
- ___ 13. 16 (including extra) Leg Adjuster Thumb Screws – **Do Not Over Tighten**
- ___ 14. 12 Clips to Join Tops of Screens Together (2 usually needed, 10 extra)
- ___ 15. 9 Large Square Hanger Clips
- ___ 16. 31 Drapery Hooks
- ___ 17. 5 ft. Roof Bar
- ___ 18. Wood hanger bar

Note: The Screens are of two types – a Lower Screen with Both Ends the Same and an Upper Screen with one end Fluted (Smaller) which fits into the Lower Screen.

Rental Agreement:

I, the renter, understand the rental policy and state that I have paid the \$20 rental fee for the weekend/days of ___ to ___, _____ and have given to the custodian a \$100 deposit check which will be returned to me uncashed when I return the screens no later than Tuesday, _____, with all of the inventory parts itemized above in an undamaged condition. I understand there is a late return penalty of \$50. I understand that late return of the display screens, damage, or missing inventory will be assessed against the \$100 deposit and the balance returned to me.

Four Corners Weavers Guild Member _____ Date _____

Screen Custodian _____ Date _____

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Custodian/Guild copy

Graphic Display Systems Display Screens

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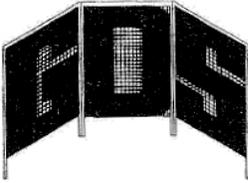
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Four Corners Weavers Guild Member _____ Date _____

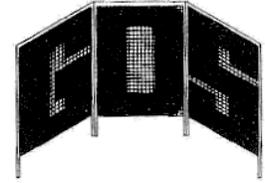
Screen Custodian _____ Date _____

**Four Corners Weavers' Guild
Display Screen Inventory List - COLORADO Screens**



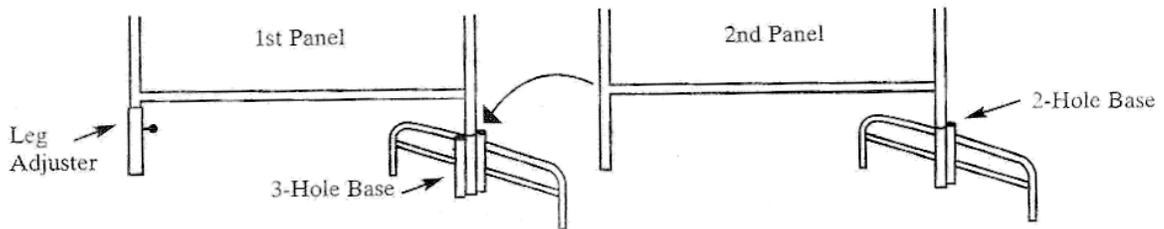
**Graphic Display
systems®**

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INSTRUCTIONS FOR SETTING UP YOUR GRAPHIC DISPLAY SYSTEMS

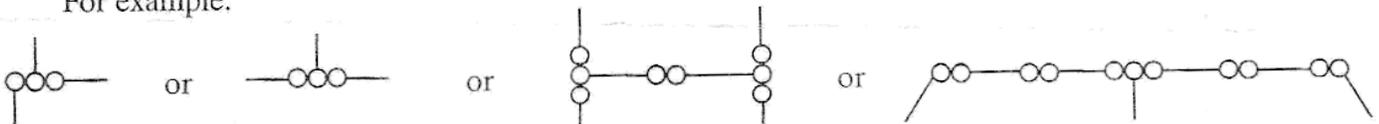
We will erect the display from left to right



1. Pick up a bottom panel and install a leg adjuster on the left leg and tighten thumb screw.
2. Insert right leg of 1st panel into the center hole of the 3-hole base (a 3-hole base is provided with every three panels).
3. The first panel is now free-standing, supported by the base.
4. Pick up another bottom panel and insert right leg into 2-hole base.
5. Put left leg of 2nd panel into the base on 1st panel.
6. Pick up another bottom panel and insert right leg into 2-hole base.
7. Put left leg of 3rd panel into the base on the 2nd panel.
8. Continue this until all panel bottoms are used.
9. On last panel bottom on right leg, install last leg adjuster and tighten with thumb screw.
10. Next install the top panels (slide top panel into bottoms).
11. Install clips into the very top of the panels where 2 panels connect. (This will secure the panels at the top).
12. If you want to make a "U" or an "L" shape, just swivel the panels to the position desired.

ADDITIONAL NOTES:

1. Adjust leg adjusters for uneven terrain if necessary.
2. A 3-hole base will extend the variety of ways your display panels can be set-up.
For example:



3. The number of display panels determines the number of bases that will be included, i.e. 5 panels, 4 bases; 4 panels, 3 bases, etc. A base will be provided for each connection. (See packing list enclosed).
4. A small drapery hook is recommended for hanging your work.