



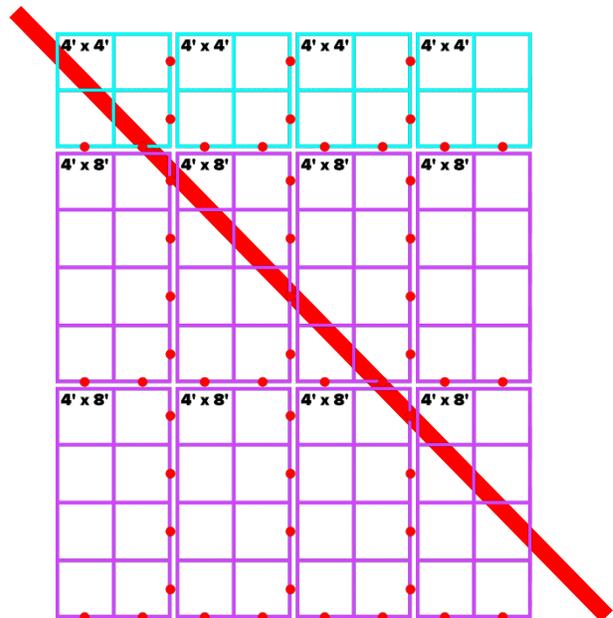
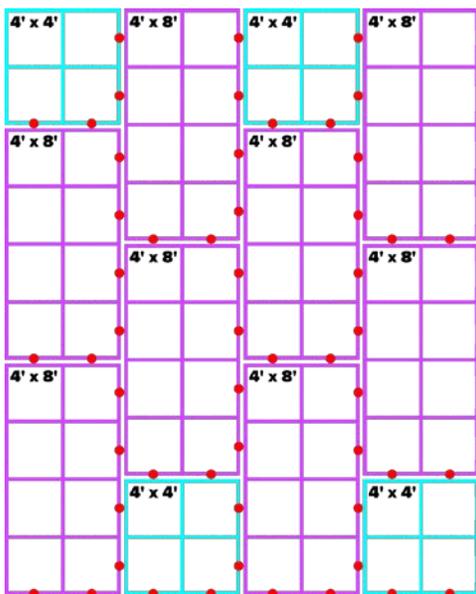
The Proper Care and Feeding of FormSet.

- **Forms**
 - The forms are made of a specially formulated fire retardant plastic.
 - Forms can be easily cleaned with soapy water and a soft brush.
 - Forms must always be stored and transported in the clear bags supplied. This will keep them clean.
 - Each form is backed in loop Velcro, which is the soft kind.
 - Over time, you may find the Velcro will wear out. Upon request, FormSet Central will tell you the best supplier to purchase bulk Velcro. Replace as needed.
 - When you remove the forms from the frames, please be careful not to bend or break the forms. The Velcro is very strong and you could crack the form.
 - Be careful adhering any tape to the forms. The wrong adhesives can be very hard to get off. If you must use tape, we suggest gaff tape, but even that could cause problems depending on the conditions.
 - You can apply stickers or pressure sensitive vinyl to the forms. Be very careful when removing. Please use only low tack adhesive. Immediately clean any residue.
 - If there is damage to the internal frame, we can likely repair it. These should be sent back to FormSet Central for rehabilitation.

- **Frames**
 - The frames make an awful jungle gym. Please do not climb them. Over time, they will definitely break.
 - Be careful when applying any tape or adhesive to the frames. Any adhesive residue can be difficult to remove. The look of the frames is very important. Again, we suggest gaff tape, but even this could require cleaning.
 - If any of the connections on the frame loosen up, discontinue use and call FormSet Central for further direction. Repairs may be necessary.
 - When the frames get wet, please dry them. They won't rust, but should be stored in doors and kept dry.
 - The frames are the backbone and "safety" part of the system. Please do not ignore damage to the frames.
 - The frames use the hook, or "hard" Velcro. Over time, you may find the Velcro will wear out. Upon request, FormSet Central will tell you the best supplier to purchase bulk Velcro. Replace as needed.
- **Jacks and extensions**
 - You have 8' and 3'6" jacks. You also have 1' and 2' extensions.
 - The tethers that attach the frames to the jacks could tear loose under extreme situations. These can be repaired. Please contact FormSet Central as soon as possible.
- **Bolts**
 - If the bolts separate from the handle, they can be reattached with Red Loctite #263.
 - If any of the handles are cracked, their use must be discontinued immediately.
 - Any damaged bolts should be sent back to FormSet for replacement or rehabilitation.
 - Bolts are 5/16" x 4" bolts.

Assembly Instructions

- Setup tips
 - Maximum freestanding height limit - 20'
 - You can rig from a truss to any height, if it is sitting on the ground. For walls over 20', please consult a certified rigger.
 - We do not recommend outdoor installations due to wind
 - Frames must be set on level ground.
 - Where possible, over 16' of height, attach to a secure rigging point in the ceiling with aircraft cable or a non-flammable weight-rated point.
 - Be very careful of air conditioning vents. They can blow very hard and cause an unsafe condition
- Frames
 - Start all walls with the 4'x8' frames. It is easier to setup, and stronger.
 - Use each of the bolt holes that you can. It is safer. Even if you feel it is unnecessary, we suggest using all of the holes.
 - DO NOT OVER TIGHTEN. If you over tighten the bolts, you will bend the tube and make the structure weaker. Make it snug, but no need to show how strong you are.
 - We say “no tools required”. We prefer you read this as “no tools permitted”.
 - For walls over 12' in height, you must stagger the seams. See image below for description. This makes sure there is no single seam across that weakens the structure.



- Jack usage
 - Use a jack within 4' of each end of the wall, and every 8' internally.
 - When the jacks are installed, they should always cover half of the top frame. i.e. If you are building a 16' tall wall, your top frame will be 8' tall. Your jack should be 12' tall, or an 8' jack with two 2' extensions
- Ballast
 - Use rubber base weights as ballast
 - Base weights should straddle the jack so it cannot slip off.
 - Up to 8' wall – minimum of 1 base weight per jack
 - Up to 12' wall - minimum of 2 base weights per jack
 - Up to 16' wall - minimum of 3 base plates per jack
 - Above 16' wall – minimum of 5 base weights per jack
 - Use a 1' base extensions over 12' of height.
 - Use a 2' extension over 16' where possible.
- Safety cables
 - Safety cables are recommended over 16' of height - provided by FormSet
 - Do not over tighten safety cables. They should have no tension. Snug, but not tight. They are for safety only.
 - Cables will attach to an eye bolt at the top of the wall, and wrap through the handle on the weights at the bottom.
- Forms
 - The forms easily attach with the Velcro.
 - It is best to start from the middle and work out. If you are off by 1/16" on each form, it adds up very quickly. It is better to have those discrepancies on the outside, half each way.
 - If you have a logo, put it on first and work out from there.
 - Remember that the detail matter! It must look neat. Stand back and look at your work from 10' away, and you will see what matters.
 - Be careful removing the forms. If you pull too hard, you could bend or break them. The Velcro is strong. You are stronger.
- Screen surrounds
 - Screen surrounds require a bit of thought.
 - Find out external dimensions, and viewable area dimensions
 - Sometimes requires client to white gaff tape black border
 - Hang screen from frames with upside down eye-bolts and tie-line
 - Sometimes also requires white filler (foam core or equivalent) which can double stick tape to the screen or Velcro to the frame, depending.
 - You can tell the client it might downsize the screen a small amount

- We suggest having the client hang the screen for liability purposes
- When you have a screen surround that is challenging, please call us to discuss and we can help.
- TV Mounts
 - Best way is to have the client use truss mount with 1' corner block, and extend through a hole in the frame
 - Mount can be attached to the frames with a very light TV
- Rigging
 - Any rigging should be done by a certified rigger.
 - When rigging any wall more than 8', we suggest the bottom rest on the ground so the weight sits on the ground.
 - We have provided you with two different rigging accessories to use based on the situation.
 - Cheeseborough
 - These are used to attach the frames to standard truss. We suggest installing a cheeseborough every 4'.
 - Use only the rated 5/16" rated rigging bolts with the cheeseborough
 - Do not use the plastic clamps
 - Add a lighting safety cable every 4'
 - Eyebolt
 - Eyebolts are intended to dead-hang from a permanent rigging point. You can also use this when you want to hang a distance below the truss, instead of on it.
 - The eyebolts are rated bolts. They are made out of a single piece of metal. Use only rated, closed loop bolts.
 - Only attach to the eyebolt with a rated material.
 - The eyebolt is also intended to hang light weight materials, including screens, from the frames.
- Contact info
 - Please call us to help you with anything. We are here to support you.
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