



American Daffodil
Society
Displays Handbook



This book is to give you guidance and support on how to use and care for your American Daffodil Society displays. This book is also available as a pdf for print and can be downloaded from the ADS site in the References & Resources section.

The displays were developed by the ADS in conjunction with the Science Museum of Minnesota and funded by a grant from the National Science Foundation and the ADS.

These displays are an extremely helpful tool in teaching and enriching your audience experience at Daffodil shows, Master Gardener exhibits, bulb sales, garden shows and other society shows/meetings. They help increase interest in daffodils by being such a visual teaching tool.

Please review the following pages before using/setting up these displays. There are many helpful hints in setup and tear down that will increase the life of these displays. Since you are the user – you are also part owner so you must handle these displays with care.

Pages 8 and 9 contain extremely important information on handling and shipping these banners – they must be read.

About the Displays

The ADS displays are a total teaching tool/kit in a case. Each of the four banners is a pull up graphic in an aluminum shell with pole supports. These displays setup and put away in seconds – but require care in doing so.

The following items are included in most ADS displays.

- Four displays each in their own travel bag with set up poles in outer pouch.
 - Discover daffodils! (30" x 84")
 - How do daffodils grow? (36" x 84")
 - Trace the path to pink (36" x 84")
 - Daffodils. . .so many choices! (48" x 84")
- Vase with cutout flowers. The vase and the three-flower graphic cutout are two separate pieces. The cutout is of three daffodil sizes. Some regions did not order the vase/cutout. If available in your region it will pack and ship in an additional box – it will not fit in the actual display-shipping container box.



Note: When fresh flowers are available, you may wish to add a fresh example of miniature, intermediate and standard size flowers to the display. This will add visual interest and will be a valuable teaching tool.

PLEASE KEEP THE PACKING BOXES AND SHIPPING MATERIALS FOR STORAGE AND/OR SHIPMENT TO THE NEXT VENUE. Boxes will need to be re-enforced and or replaced over time. This is very important to maintain the longevity of these displays. For help in finding new replacement shipping boxes please see page 8 of this booklet.

Banner Set Up

There are two steps to setting up the banner.

- Remove the poles with attached shock cords from the black travel case. See the photo below.

Note: When putting the poles away they must go back into this outer sleeve so they do not damage the display when traveling.

Note: All banners have one set of poles except the one large 4'x 6' banner – it has 2 expandable poles

- Place the display shell on floor with the support base rotated out as shown in the photo to the right.

Note: it is very important to have this piece perpendicular to the banner for the stability of the display.



- Put the pole together
- Insert the pole into the back of the display, in the hole at the base of the unit as shown in the photo. This pole will serve as the support for the display.
- The plastic capped end should be up to protect the banner.



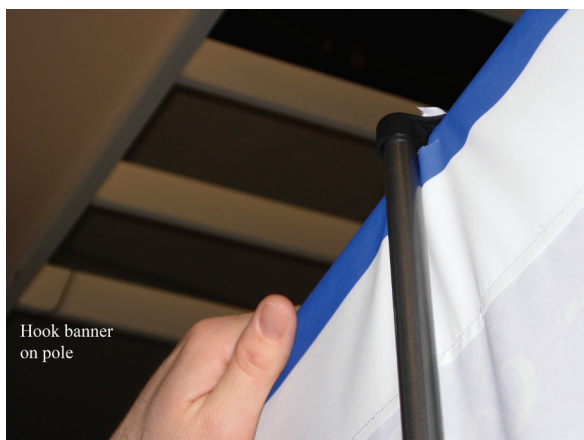
- The banner is stored in the base unit and pulls up like a slide projector screen – see the photo. Care must be taken in pulling the banner slowly and evenly to keep the banner from crimping and developing wrinkles. You may want to have someone hold the base while you ease up the banner.

Note: It is very important when putting the banners away to release and guide the banners back into the case very slowly and evenly to prevent wrinkles.

Helpful Hint: If wrinkles do appear you can try to remove them. Use a hair dryer to “iron” them out. This must be done from the backside of the banner. Do not hold the dryer too close to the fabric or you will scorch it. Then let it stand assembled for a while.



Pull banner up



- Connect or hook the banner to the top. See the photo.
- Make sure that the support base is rotated out as shown in the photos on pages 4, 5, and 6 – this provides the support stability for the base that will keep your displays in an upright position.

Helpful Hint: If your talk or sale is at an outdoor venue and it is windy, place a rock or something heavy on this support to stabilize the base. In an indoor venue this is not needed.

- Arrange the 4 banners in a logical order in the room. The banners look great grouped together if the room has space for them. Remember they are a teaching tool. If you are giving a class, include the banners into your talk. At a show, the banners can be utilized as a good educational resource.



The banners are:

*Extremely helpful when selling
bulbs – showing all of the classifications.*

Created with science, teaching and discovery in mind – enjoy!

An inspiration to learn about the wonderful world of daffodils.

Banner Storage and Shipping

Storage

- The banners must be stored in a cool, dry space.
- Always store the banners in their travel containers on their sides and not upright.
- If possible, store banners in the shipping container.
- Always treat the banners and cases with care. Do not throw them into a vehicle or onto a shelf.

Shipping/Sharing

The most important thing is to **plan ahead** when the banners are going to be used.

At the beginning of each show season, the Regional Vice President (RVP) will make a schedule of who will be using the banners. Since these display materials are shared, it is very important to notify the RVP as soon as you know when you would like to use them. This RVP has sole responsibility for the arrangements and maintenance of this schedule. The RVP will make the final decision of who gets to use the displays and when.

Many of the transfers can and should be made in person when attending shows within your region. This only makes economic sense. If you are unable to make transfers in person then they will need to be shipped.

- The least costly way to ship these boxes is via UPS ground service. (Within each region, ground service should take no longer than 3 days.) Overnight shipping is much more expensive than ground service. **SO PLAN AHEAD!**

Note: At the time of creating this document, October 2008, UPS ground service (3 day delivery) with creation of carton, packing, shipping was approximately \$57.00.

- UPS service stores are centrally located in most areas. To find a UPS service store in your area, check their web site or the phone book. The store employees can help you with shipping.
- OR, use the UPS web site: <http://www.ups.com>
 - The web site is very user friendly.
 - From the main UPS web page there is a “Find locations” box. Follow the directions to locate a UPS service store.
 - The website is also great for calculating time, cost, and tracking your package.
 - On the home page under the shipping tab you can create a shipment, calculate time and cost, look at a zone map for time. All the information is there for you.
- Cardboard shipping containers can be purchased at your local UPS shipping store or from a shipping supply specialist such as uline.com (1-800-295-5510).
- To create a new shipping container for the four banners, you will need two boxes. Get one that is 10x10x48 and another that is 10x10x10. Both are standard-size boxes. Fit these two boxes together to create the new shipping container. Again, if your region has the vase and cutout you will need to ship them in separate carton. They will not fit in this carton.
- Keep in mind that shipping can be rough on any package. Be especially careful when doing your own packing and shipping. If your box is not new, make sure it is reinforced.
You are responsible for making the package secure.

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Please visit us online at:
www.daffodilusa.org

