

Signage Information

The Lion Foundation (TLF) has a range of signage that you can borrow for your event if you wish to acknowledge our support.

A minimum of 2 working days notice is needed to process your order. The maximum loan period is 7 days.

If you are from the Auckland region we ask that you collect the signage directly from Exhibit Group where possible. Their address is
10 Rakino Way, Mt Wellington, Auckland. Hours are between 8.30am - 5.00pm Monday to Friday.

When signage items are sent out they are in good condition and fit for normal use. Please advise Exhibit Group before your event by emailing dms@exhibit.co.nz if the items are **not** fit for use.

Please take care of the borrowed items. If they are not returned or they are damaged whilst in your care, we may require you to meet replacement/repair costs.

Please ensure your items are returned on time to avoid a late fee of \$50 being charged to your organisation.

How to make a booking:

1. **Log in.** Please click on the following link or copy and paste <http://dms.exhibit.co.nz/> into your browser.

Username: **lion**
Password: **foundation**
(*login is case sensitive*)

If you are a new user please create a profile. If you are re-ordering please select your profile, ensuring all details are up to date. **Unauthorised use of another person's profile is strictly prohibited.**

2. **Select 'View Displays'** at the top of the screen.
3. **Select 'Booking Dates'** on the left hand side of the screen to choose your booking type, region and specific dates you require.

You will see three pop-up options:

- 'Setup and Dismantle Service'. Note: This cost is not covered by TLF.
- 'Freight charges may apply'. Note: All freight costs will be covered by TLF. Please limit your order to what is reasonably necessary.
- 'What dates you require'. Once your dates have been entered click on 'update' and the product availability will be shown for your requested dates.

4. **Add Products to Cart.** Book your required displays by clicking 'Add to Cart'. Your booking cart will be populated on the right hand side of the screen under the categories. To obtain further information for a display, click the product image or title.
5. **Submit Booking Cart.** To complete your booking, review your Booking Cart, and then click on 'Submit'. The Booking Checkout will then begin to confirm the details of your order.
6. **Review Cart.**

Complete the following fields as follows:

 - Enter event name.
 - 'Company Information' will pull through from your profile.
 - 'Invoice Details' - put N/A in all the required fields as you will not be invoiced for this. Note: The email address in this section will need to be completed, please use either your own or signage@lionfoundation.org.nz
 - 'Delivery & Pickup details' - fill in all the required information to ensure your item/s get sent to the correct location.
 - 'Special Instructions' if you are picking up and dropping off please note this in the special instructions.
7. **Booking Details.** This will list items you have booked. Press 'Complete Booking' if you are happy with this.
8. **Return of signage.** For courier pick up please call 09 570 3649 or 027 570 3649 or email dms@exhibit.co.nz to advise you are ready for the items to be collected. Alternatively you can drop these items back to Exhibit Group (see above for details).