

# DIY Octonome Stall Setup

## Instruction Manual

### Introduction

This manual provides comprehensive instructions for setting up your DIY Octonome Stall, including assembly guidelines, digital setup guides, and feedback collection using QR codes.

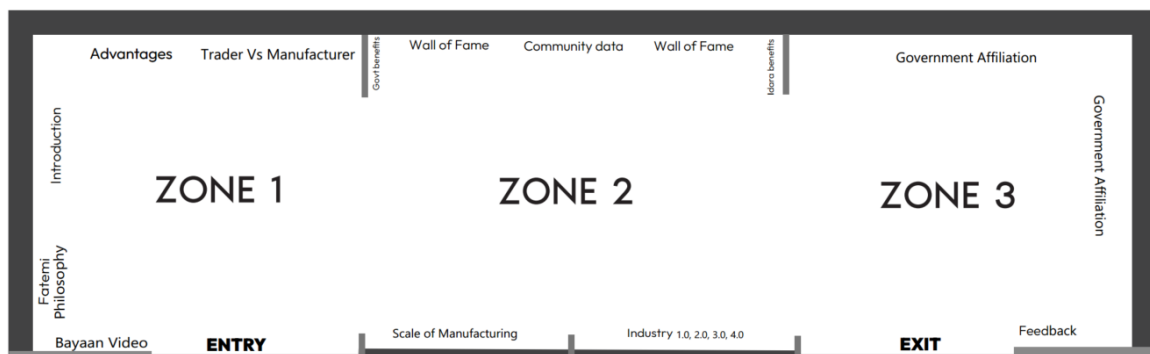
### Equipment and Materials Needed

- Modular octonome frames
- Durable coverings for the structure
- Four televisions with USB/HDMI connectivity
- Television mounting brackets or stands
- Tools for assembly (screws, allen wrench)
- Electrical supplies (extension cords, power strips)
- Internet-capable device (laptop or tablet)
- QR codes for feedback collection

### PAVILION LAYOUT

26ft

10ft



10ft

Walk into the world of  
manufacturing

# Step-by-Step Setup Instructions

## 1. Government Affiliation and Zone 3 Setup

- **Activities:**
  - Identify and invite relevant government agencies and bodies that support the manufacturing sector.
  - Examples include:
    - **India:** Ministry of MSME, District Industries Centres (DICs), and “Make in India” initiatives.
  - Secure their participation in **Zone 3** and confirm their role in showcasing initiatives, programs, and incentives.
  - Collaborate with government representatives to prepare content for digital displays, brochures, and presentations.
- **Timeline:**
  - **3 weeks before the event:** Identify and send invitations to government agencies.
  - **2 weeks before the event:** Finalize participation and collect materials from government representatives.

## 2. Training of Personnel

- **Activities:**
  - Select personnel based on expertise for specific zones:
    - **Zone 1 (Fatemi Philosophy):** Select muntasebeen familiar with the philosophy.
    - **Zone 1 & 2:** Assign at least two graduate-level individuals per zone to explain technical manufacturing concepts.
  - Conduct training sessions on:
    - Content delivery: Explaining visuals and digital content effectively.
    - Technical skills: Operating TVs, devices, and QR code systems.
    - Engagement strategies: Interacting confidently with visitors and addressing their queries.
- **Timeline:**
  - **2 weeks before the event:** Identify and assign personnel for each zone.
  - **7 days before the event:** Conduct training sessions for personnel.

### 3. Local Vendor Engagement

- **Activities:**
  - Hire a local event manager or expert experienced in assembling octonome structures.
  - Share the stall design, setup guidelines, and content files with the vendor.
  - Work with the vendor to oversee assembly and troubleshoot issues during the setup phase.
- **Timeline:**
  - **2 weeks before the event:** Finalize the local expert or vendor.
  - **7 days before the event:** Share guidelines and coordinate setup plans.
  - **3 days before the event:** Work on physical assembly with the vendor.

### 4. Stall Setup Timeline

- **Activities:**
  - Assemble the octonome structure and arrange materials for each zone:
    - Zone 1: Fatemi philosophy visuals and interactive displays.
    - Zone 3: Government brochures, digital screens, and QR code stands.
    - Other Zones: Manufacturing models, videos, and educational materials.
  - Conduct a final walkthrough to verify functionality and readiness.
- **Timeline:**
  - **2 days before the event:** Complete the physical assembly and initial setup.
  - **1 day before the event:** Conduct final checks for functionality and personnel readiness.

### 5. Visitor Engagement Strategy

- **Activities:**
  - Include interactive elements like touchscreens, digital presentations, and educational materials.
  - Place QR codes for visitor feedback and train personnel to guide visitors in using them.
- **Timeline:**
  - **3 days before the event:** Finalize and position QR codes strategically.
  - **2 days before the event:** Test interactive elements for functionality.

## 6. Compliance and Safety

- **Activities:**
  - Obtain necessary permits and ensure compliance with safety regulations.
  - Conduct electrical safety checks and provide first aid kits.
- **Timeline:**
  - **3 weeks before the event:** Apply for event permits and clearances.
  - **2 days before the event:** Conduct a safety review and address any issues.

## 7. Communication and Coordination

- **Activities:**
  - Maintain real-time communication with the central office for updates and troubleshooting.
  - Assign zone leaders to ensure smooth operations during the event.
- **Timeline:**
  - **1 week before the event:** Confirm team roles and responsibilities.
  - **Event day:** Establish real-time communication channels.

## Conclusion

Once all steps are completed, your DIY Octonome Stall will be ready to engage the community effectively. Remember to monitor the stall throughout the event to address any operational issues and collect valuable feedback for continuous improvement.