

DIY Octonome Stall Setup

Instruction Manual

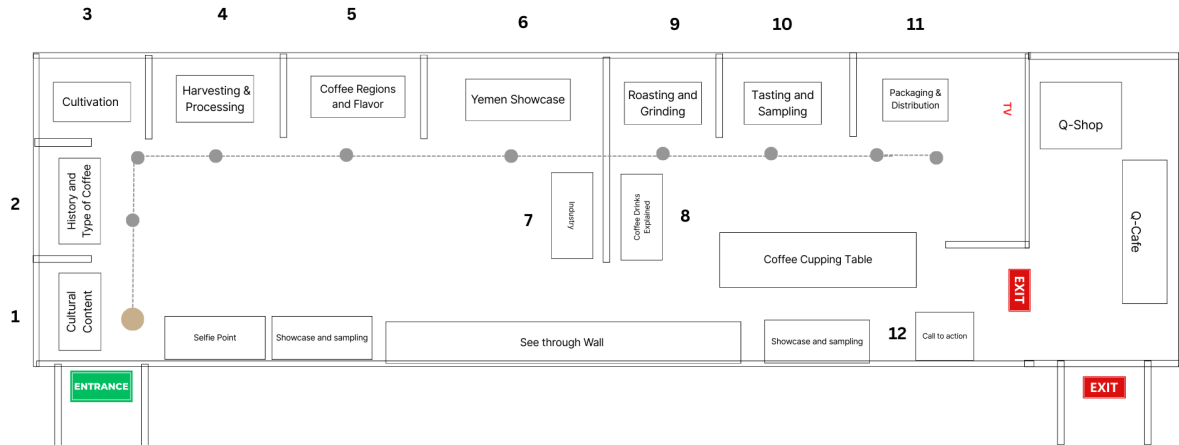
Introduction

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,
- partition panels,
- flooring,
- electrical fittings
- 2 LED TVs (55"),
- stands/mounts,
- HDMI/USB connectivity
- Sample roasting machine (Aillio R2 Pro or equivalent),
- manual brewers (V60, Chemex, AeroPress, Moka Pot),
- grinders,
- espresso setup
- Section headers,
- wall graphics,
- directional boards,
- infographics
- QR codes for each section,
- printed brochures,
- feedback forms
- Extension cords,
- surge protectors,
- first aid kit,
- fire extinguisher.

Coffee Pavilion Final Layout



*Zone 1 – Panels 0 to 5; Zone 2 – Panels 6 to 10

Step-by-Step Setup Instructions

1. Training of Personnel

- Activities:
 - Select personnel based on expertise for specific zones:
 - Panel 1 (Fatemi Philosophy): Select muntasebeen familiar with the philosophy.
 - Zone 1 & 2: Assign at least two graduate-level individuals per zone to explain technical coffee related 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.

2. Local Vendor Engagement

- Activities:
 - Identify a local vendor experienced in modular pavilion setups.
 - Share 3D layout, technical drawings, and content visuals.
 - Ensure local sourcing for decor, electrical work, and installation support.
 - Conduct a pre-installation briefing and on-site supervision.
- Timeline:
 - 4 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.

3. Stall Setup Timeline

- Activities:
 - Assemble the octonome structure and arrange materials for each zone:
 - Begin with Panel 1 (Fatimi Philosophy) at the entry point to set thematic context.
 - Sequential flow through panels 2–10 ensures educational continuity.
 - Integrate QR codes in each section for multilingual digital explainers.
 - Include live demo zones (brewing, roasting, packaging) with safety boundaries.
 - Maintain consistent lighting and branding tone across sections.

- 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 full walkthrough, mock visitor flow, and content check

4. 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.

5. 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.

6. 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.