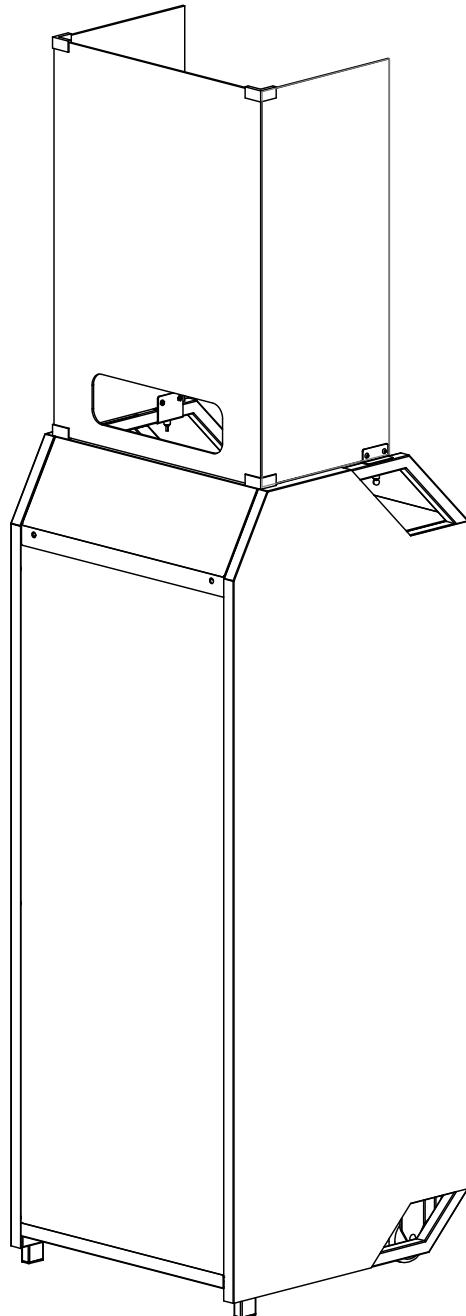


THE  
**VALET**  
SPOT

COMPACT PODIUM  
SNEEZE GUARD SET UP

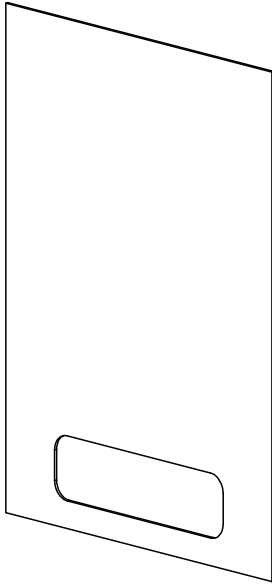


- **Read all the instructions before installing.**
- **Remove all packing materials before you start.**
- **Remove all protection films from acrylic panels.**
- **This installation requires basic mechanical skills.**
- **Proper installation is the responsibility of the installer.**
- **Product failure due to improper installation is not covered under the warranty.**
- **Keep this instruction manual.**

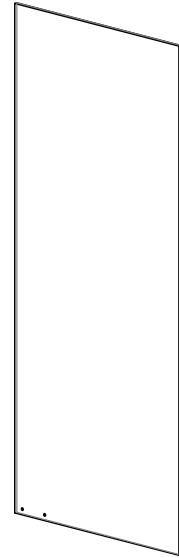
***Notes: Two people are required to properly install this accessory.***

***Check and tighten all hardware regularly to ensure quality and safety of item.***

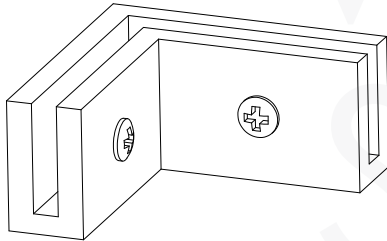
Sneeze Guard Front Piece  
QTY: 1



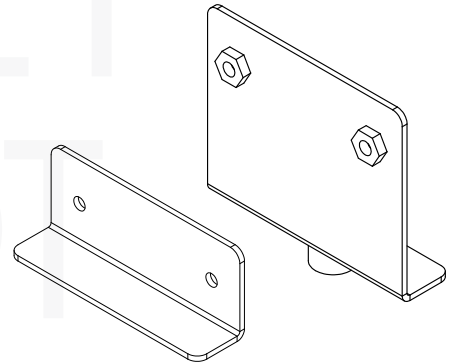
Sneeze Guard Side Piece  
QTY: 2



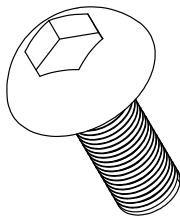
Corner Acrylic Bracket  
QTY: 4



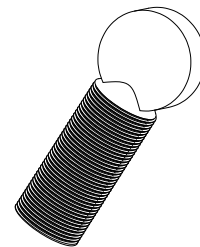
Inner/Outer Mounting Brackets  
QTY: 2 ea



Hex Head Bolt  
QTY: 4



Thumbscrew  
QTY: 2



*Note: Parts are not to scale.*

**STEP 1:** Lay down sneeze guard front piece on a flat surface. Install all four acrylic corner brackets as shown below:

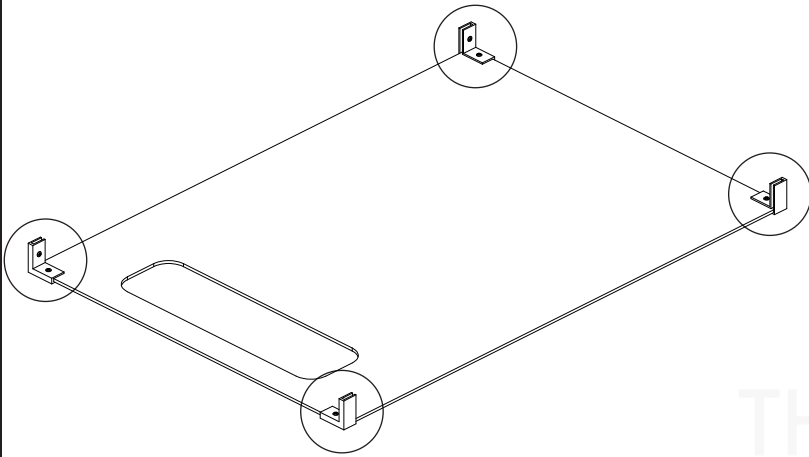


Figure 1

**STEP 2:** Install side pieces by aligning them with the corner brackets on the front piece. Tighten all four brackets using a phillips screw driver.

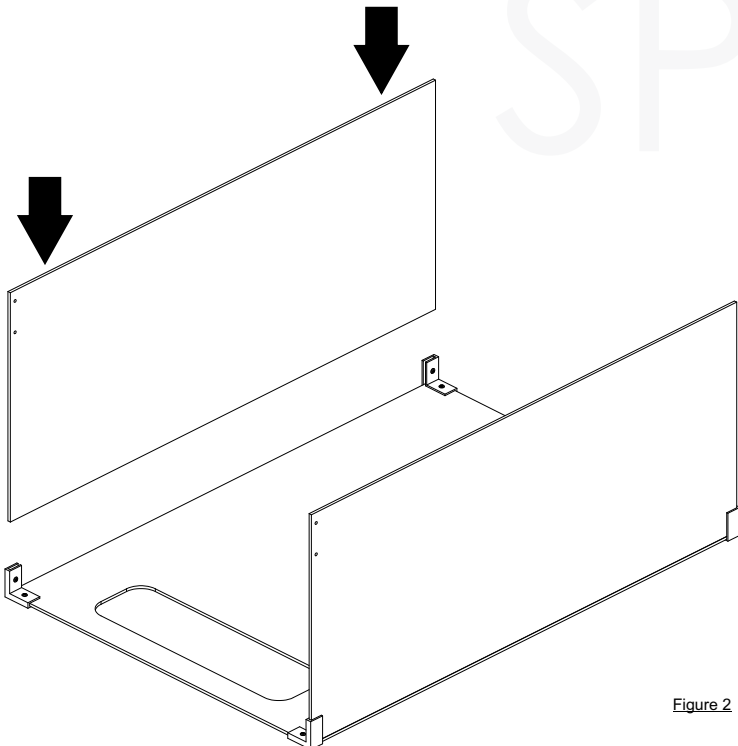


Figure 2

**STEP 3:** With two people, lift the guard and place on top of the side and front frames (highlighted) ensuring both bottom corner brackets stay within the frame.

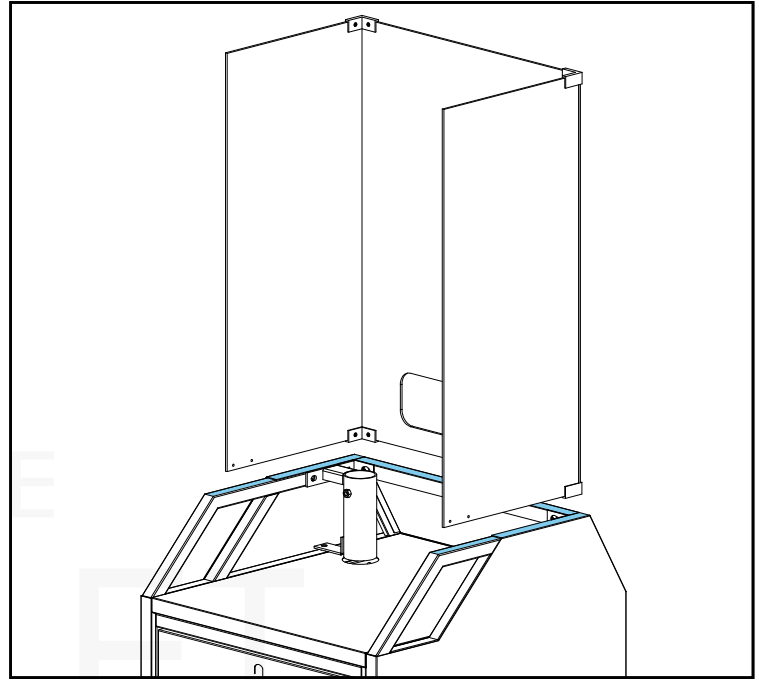


Figure 3

**STEP 4:** Set the outer bracket on the left side frame while aligning it with the holes in the side panel.

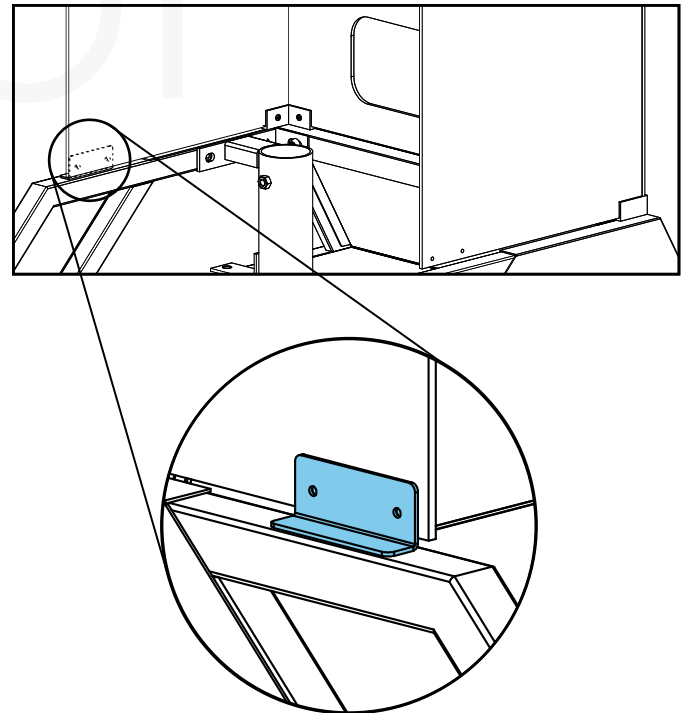


Figure 4

**STEP 5:** Align inner bracket with the holes in the side panel and outer bracket. Hand tighten the brackets together with the hex bolt ensuring the side panel stays in place between the brackets.

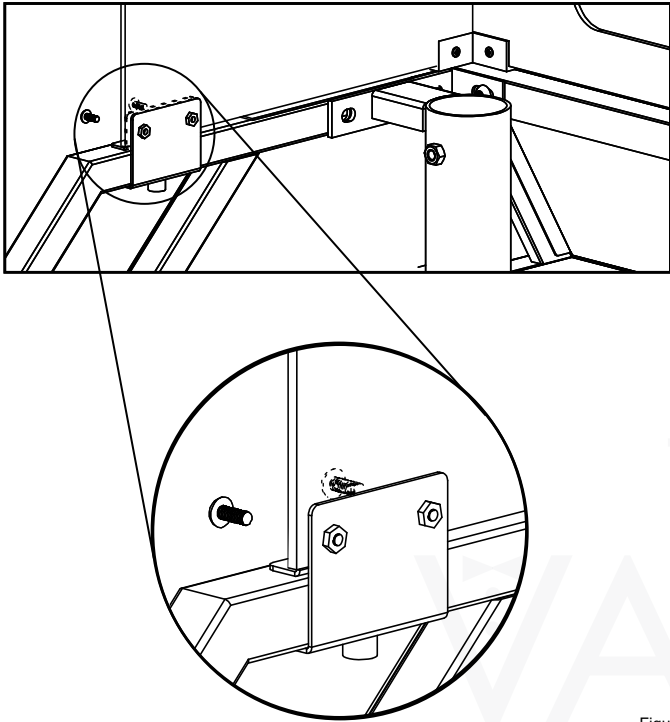


Figure 5

**STEP 6:** Use the thumbscrew on the underside of the inner bracket to attach and secure the assembled guard to the trim of the podium.

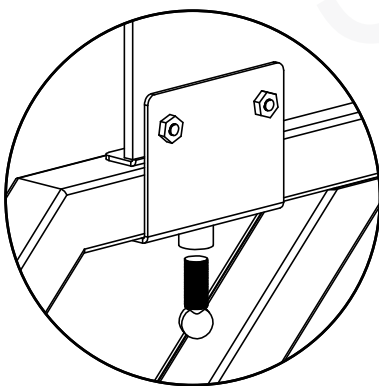


Figure 6

**STEP 7:** Repeat Steps 4 through 6 on the other side panel and finish tightening all 4 bolts with included allen wrench.

**Note:** Make sure all hardware is securely fastened

## Final Assembly

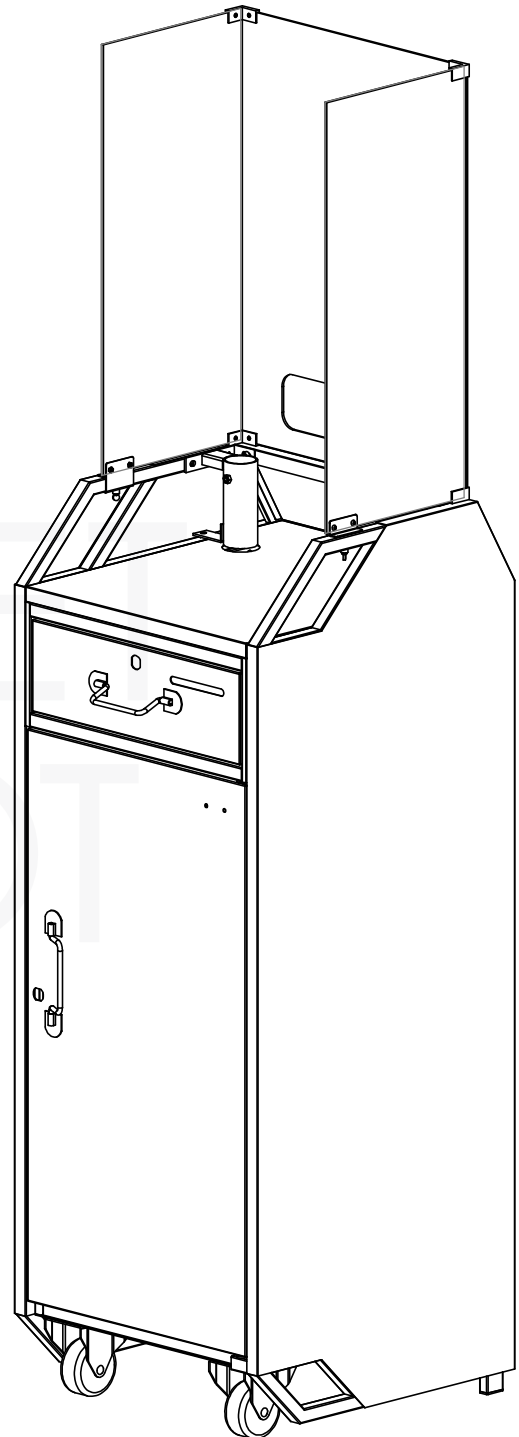


Figure 7

THE  
VALET  
SPOT

**Contact us**

Tel # 877-451-8321

Fax # 866-659-3353

E-mail: [sales@thevaletspot.com](mailto:sales@thevaletspot.com)

**Visit us at**

[www.thevaletspot.com](http://www.thevaletspot.com)

