



The Name Tag Tamer

Contents

Name Tag Tamer
Clear sign holder
Compartment cover with lift tab
Carrying Case

Overview

- The Name Tag Tamer holds up to 66 standard 2¼" x 3½" name tags or 55 standard 3" x 4" name tags.
- Almost any kind of name badge, card or table tent can be held by the Tamer's lipped ledges.
- Magnets provide extra stability for 2¼" x 3½" or 3" x 4" name tag holders with metal clips. This allows them to be pre-set before an event and then transported to reduce preparation time at the event location.
- Your Tamer is specifically designed to hold only one of the following sizes of metal clip name tag holders: 2¼" x 3½" or 3" x 4". We recommend you do not use a metal clip name tag holder of a larger size than your Tamer was designed to accommodate.

Instructions

- Lay the carrying case on a flat surface and open. Use the lift tab to help remove the Name Tag Tamer. Lift the compartment cover to access a divided storage area where you can keep the sign holder, extra blank name tags, event literature or our 100 sheet literature holder.
- Replace the cover with the lift tab on top and extending out of the case towards the handle side.
- The center divider can also be disengaged and laid flat so you have room to carry a second Tamer with tags, a flip chart, or a presentation board.
- Print name tags, insert into holders and position in desired order on the Tamer. Kits with perforated card stock and holders are available at most office supply websites and stores. We recommend appropriately sized acetate holders with metal clips.
- Print or provide a sign with your organization's name to put in the sign holder. Half of a standard 8.5" x 11" sheet of paper fits in the holder. You can also place a sign in the carrying case sign holder.
- For a large event using several Tamers, divide the name tags into similar sized groups and print the appropriate letters for the groups, i.e. A-H, I-N, and O-Z. A letter template is available on our website. Use the sign holders for the letters rather than your organization's name. You can print a sign for the carrying case pocket to identify which Tamer is inside, i.e. Doe-Johnson Wedding A-H.
- Set the loaded Name Tag Tamer in the case with the name tags facing up. Fold the lift tab over the name tags - the tab will help you lift the Tamer from the case.
- Close the case with the side flaps in. Now everything is secured for transport and quick set up.
- Prop the Name Tag Tamer on a display easel. The bungee cords on the back of the Tamer can secure the Tamer to the easel. Pull each cord toward the center, go around the closest easel leg and hook back on the clip. Another option is to wrap the bungee cords around the easel legs and attach the hooks to each other. **Prevent injury - do not let go of a bungee while it is under tension.**

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