



Travel Name Tag Tamer

Contents

Travel Name Tag Tamer
Clear sign holder
Removable compartment cover
Carrying Case

Overview

- The Travel Tag Tamer holds up 35 standard 2¼" x 3½" name tags or 28 standard 3" x 4" name tags.
- Almost any kind of name badge, card or table tent can be held by the Tamer's lipped edges.
- 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. Store the top sign and supplies such as our literature holders, printed event materials, blank name tags and marking pen in the lower compartment and replace cover.
- 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 loaded with tags, a flip chart, or a presentation board.
- Print the 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 garment 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.
- 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.
- To display the Tamer, fold out the easel stand attached to the rear of the Tamer and then lift the attached diagonal brace with locking tabs. Spread open the easel wings and insert the locking tabs into the slots on the wings.

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