

Primo Brands Installation Checklist

*****MUST BE INSTALLED ONLY BETWEEN 9AM - 4PM EST*****

<https://form.fillout.com/t/rNuW27qzfPus>

****INSTALLATION DOCUMENTATION **MUST BE** SUBMITTED THROUGH THE LINK BELOW.
IT IS ALSO IN THE FIELD NATION NOTES****

Arrival at Store

Step 1 – Check In

Estimated Time: 5-10 Minutes

- Enter the store through the main entrance.
 - Proceed directly to Customer Service.
 - Introduce yourself: "Hello, I'm here on behalf of Primo Brands to rebadge an existing Primo Brands display at your store."
 - Ask to speak with the Store Manager or Assistant Store Manager on Duty.
 - To complete service you must speak with a store manager or assistant manager
 - Inform Manager the shipment should have arrived and was shipped directly to the store.
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Meet Store Management

Step 2 – Record Store Contact

Estimated Time: 3 Minutes

Before beginning any work, collect the following:

- Store Number (I.E. Wal-Mart Supercenter 1234)
- Store Manager Name
- Title
- Phone
- Email

This information is required in your report and must be documented to receive payment.

Locate Shipped in Materials

Step 3 – Find Shipped in Materials

Estimated Time: 5 Minutes

Walk with the store manager to find the items shipped in.

- Typically it will be shipped into the receiving area in a brown box.
- Will have a bright green sticker on it that says “HOLD FOR PRIMO WATER INSTALL”
 - If you cannot locate the shipment please Contact FLS.

Below is an example picture.



Locate the Unit(s) Needing Repair

Step 4 – Locate the Unit(s) Needing Marketing Material Replacement

Estimated Time: 3 Minutes

- Walk the store and locate the unit(s) scheduled for the marketing material upgrade.
- Depending on the unit type, it may be located:
 - Inside the store
 - In the front entry/exit vestibule
 - Outside the store (Return Center units)
- **Important:** Some stores have multiple units of the same type. If more than one matching unit is present, ask the Store Manager to identify the specific unit that requires the updated marketing materials before proceeding. Typically it is the most worn/damaged unit.
- Once the correct unit has been identified, verify that it matches the work order and continue to the next step.

Exhibit A: Below are a few example pictures of units.

36-Bottle Rack Display



Combo Bottle Rack Display



Exhibit A: Below are a few example pictures.

18-Bottle Rack Display



Return Center Bottle Rack Display



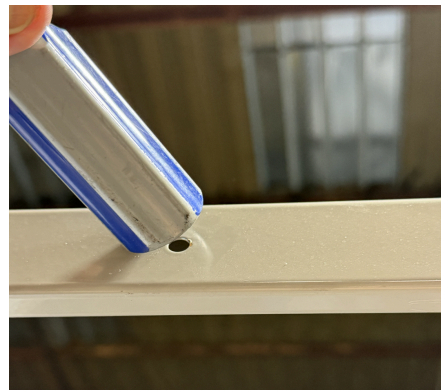
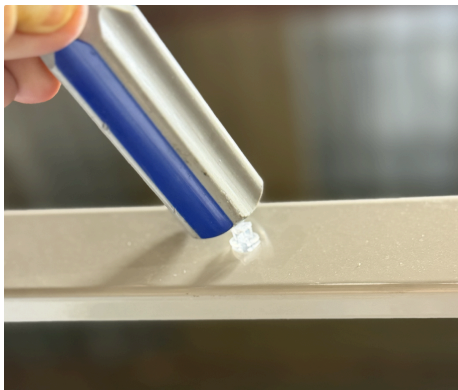
Remove Old Marketing Materials

Step 5 - Remove All Marketing Material Attached to the Unit

Estimated Time: 5 Minutes

- Remove **all existing marketing materials** from the unit, including the front panel, header, sides, strips, and any additional promotional panels.
- Ensure **no old marketing materials remain** attached to the unit before installing the new graphics.
- To access the side panels, you may need to temporarily remove the water bottles from the shelves and carefully pull units away from the wall. This is for 18 and 36-Bottle Rack

Below are a few example pictures.



Dispose Old Marketing Materials

Step 6 - Disposing Old Materials

Estimated Time: 5 Minutes

- Ensure that all old marketing materials have been taken to the trash.
- At most grocery stores there is a cardboard compactor in the back of the store that can be used

*****If no trash can is available, or compactor cannot be used, you must take trash and dispose elsewhere at another location******

Below are a few example pictures.



Open Shipment & Install New Materials

Step 7 – Open the Shipment and Install the New Marketing Materials

Estimated Time: 5-7 Minutes

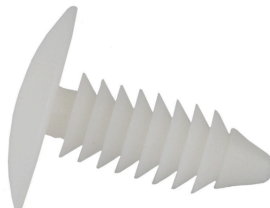
- Carefully open the box containing the new marketing materials. Take care and do not bend, scratch, or damage any of the panels during unpacking.
- Remove all marketing materials from the box and lay them out in a safe, clean area for installation.
- **Important: Do not discard the Christmas Tree fasteners (below).** These fasteners are packaged inside the box and will be used to secure the new marketing materials to the unit.
- Install **one marketing panel at a time**, aligning the pre-punched holes in the panel with the corresponding mounting holes on the unit.
- Insert the Christmas Tree fasteners through each punched hole and firmly press them into the mounting holes until the panel is securely attached.
- Verify that each panel is properly aligned, fully seated, and securely fastened before moving on to the next piece.

******Review Pictures Above/Below in Exhibit A For Placement on Each Unit******

Display Strips Order (Velcro/Tape)

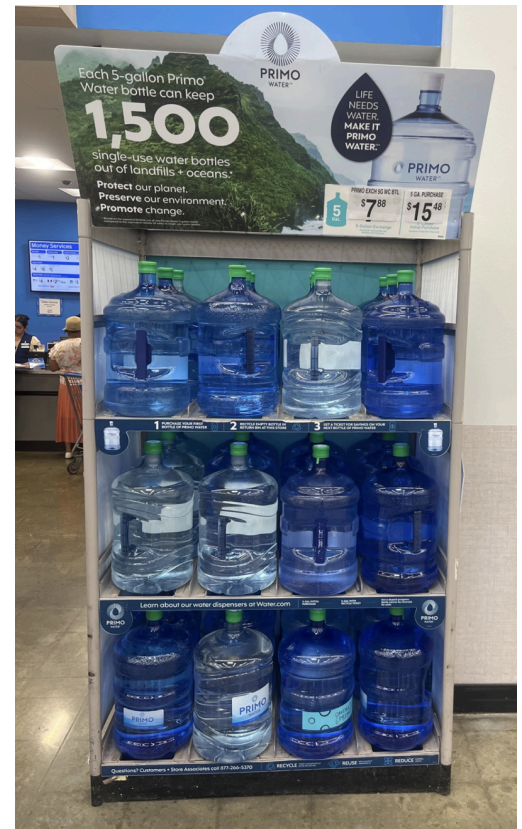


Fasteners



36-Bottle Rack Display

- (2) Side Panels
- (3) Display Strips
 - Top = 1,2,3 Strip 'Dog Ear' Strip
 - Middle = Other 'Dog Ear' Strip
 - Bottom = Flat Strip
- (1) Header
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18-Bottle Rack Display

- (2) Side Panels
- (3) Display Strips
 - Top = 1,2,3 Strip 'Dog Ear' Strip
 - Middle = Other 'Dog Ear' Strip
 - Bottom = Flat Strip
- (1) Header



Combo-Bottle Rack Display

- (2) Side Panels
- (3) Display Strips
- (1) Big Header
- (1) Small Header
- (1) Door Panel



Return Center Bottle Rack Display

- (2) Side Panels
- (1) Door
- (1) Header



Below are a few install example pictures.

Header (Fasteners) / Strips (Velcro)



Side Panels (8 Fasteners on Each Side)



Clean Work Area

Step 8 – Housekeeping (Estimated Time - 5 minutes)

Remove:

- Debris, trash, cardboard, etc.

Leave the installation area cleaner than you found it. The best course of action is to ask Customer Service for a broom to sweep the surrounding area.

If you have any leftover materials please trash.

Final Photos

Step 9 – Required Completion Photos (Estimated Time - 2 minutes)

Make sure the entire unit is visible.

Unit Photos - 3 required

- Left front 45° angle (approximately 5-6 feet away. Make sure the full unit is captured.)
- Front (approximately 5-6 feet away. Make sure the full unit is captured.)
- Right front 45° angle (approximately 5-6 feet away. Make sure the full unit is captured)

Below are a few example pictures.



Area Photos - 2 required

- Surrounding floor area
- Opposite side of installation

These photos must clearly show:

- No trash remains
- Unit is fully installed and correctly positioned

Below are a few example pictures.



Completion

Step 10 – Submit Installation in Application (Estimated Time - 5 minutes)

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Before pressing Submit, verify:

- ☐ Store Manager approved installation
- ☐ Unit inspected
- ☐ No damage (or damage reported)
- ☐ Unit installed correctly
- ☐ Header installed (if applicable)
- ☐ All trash removed
- ☐ Pallet returned
- ☐ All required photos uploaded
- ☐ Installation report completed

Press **Submit** only after all required documentation has been uploaded.