

# New Adult Beverage Sampling Cart



Hello Brand Ambassadors!

In May, your store will be shipped a new Adult Beverage Sampling Cart from Product Connections. The guide below includes what to expect for delivery and set up of the new cart, and disposal of the old cart. Once the cart is delivered to the store, the guide below will direct you on what tasks need to be completed

## New Cart Delivery

Starting the week of May 9, 2025, the cart will arrive at the store via FedEx inside of the shipping box that includes to label pictured below. The Target receiving team has been directed to place the box in the sampling supply area when it arrives.



# New Adult Beverage Sampling Cart

## New Cart Lock Box

Within two days of your cart is delivered you will come to the store to remove the packaging from the new cart (pictured below) and do an initial set up of the cart in the sampling supply area where the cart will be stored. You can dispose of the box in the cardboard baler at Target. Once unboxed, ensure that all signage is installed on the cart and that there is no damage to the cart. If you find anything missing or damaged, contact your scheduler.

## Unboxing and Set Up

The cart will be fully equipped with signage inside the box. Following the steps below, unbox the cart, raise the back of the cart, and check the entire cart for damage. **Note:** The cart is heavy and should not be lifted by one person.

**Unboxing Video Link:** <https://vimeo.com/productconnections/review/1082326286/c25d99bdf2>

1. Cut the tape around the top edge of the cart
2. Cut down the corners of the box to fully open the box
3. Remove any packing materials around the cart
4. Carefully roll the cart out of the box
5. Pull the header of the cart up until it locks in place
6. Store the new cart in the sampling supply area

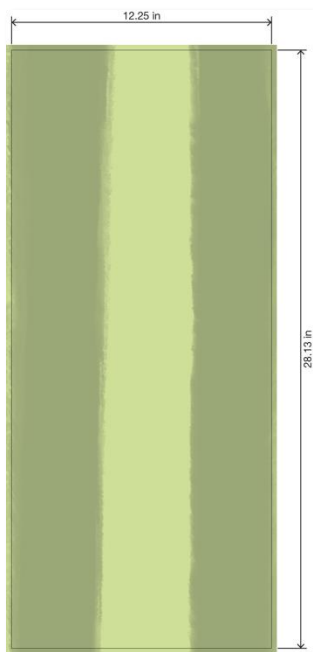


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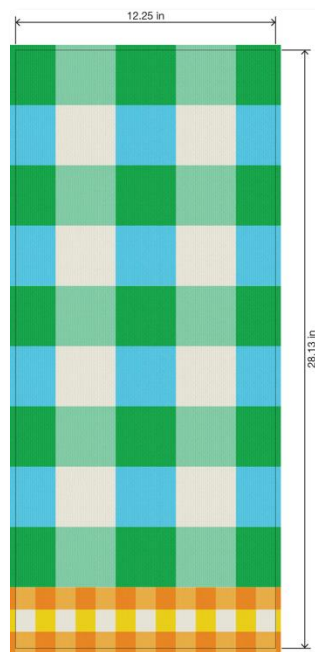
## New Cart Permanent Signage

The new cart will contain new permanent seasonal signage, pictured below. If the signage is not pre-installed in the sign holders on either side of the cart, simply slide it into the place from the top. **Note:** Signage is double-sided and will be turned over depending on the season.

### Spring Signage (Use Now)



### Summer Signage (Will Use Later)



## Old Cart Disposal

On the same day you set up the new cart, you will need to remove the old cart from the store. Unfortunately, we cannot request the stores to dispose of it on our behalf. If you know of an appropriate disposal location for the old display, please proceed with the disposal. If not, consult your supervisor, as we may have recommended disposal sites.

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## New Cart Lock Box

The new D2D cart is equipped with a lockbox on the back of the cart and the initial password is 000. While instructions are included in the cart for changing the password, please **DO NOT** change the password! Keeping the password in the initial setting for all carts will make it easy for BAs to cover any store with full access to the cart!

## New Cart Lock Box-Lock Repair

If you find that your lock is not fully installed or has come apart during transit, follow the below steps to repair:

1. Locate the following parts in the cart or cart box
  - Lock Arm, Washer, Screw
2. Place the lock arm onto the lock
3. Next, put on the washer before tightening the screw into the hole to secure the lock.

Note: The screw can be hand-tightened to repair the lock, but if you need a screwdriver, please ask a Target partner for assistance!



Washer and Screw



Lock Arm



Completed Arm

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## QR Codes

The plastic sleeve that will hold the QR Code for your event will not hold the QR Code booklet. Use the steps below to cut out the QR Code to fit in the sleeve:

1. Carefully cut along the fold between QR Codes to separate the code from the booklet
2. **Do not** cut across the actual QR code,
3. **Don't** cut away the color around the QR Code, as this is the only way to ensure you have the correct QR Code
4. Slide the separated QR Code into the sleeve
5. Store the rest of the QR Codes inside the cart lockbox

## If Your Cart is Damaged.....

If your cart is damaged upon opening, follow these steps:

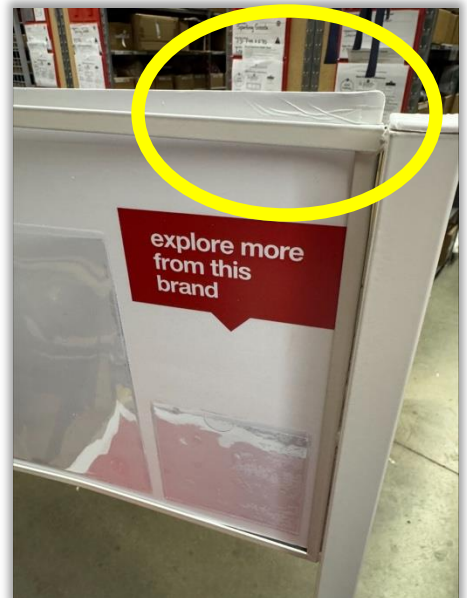
### **CART IS DAMAGED BUT CAN STILL BE USED**

- Reach out to your supervisor
- Take pictures of any damage found
- Document the damage in your New Cart Setup Project
- Continue with setup of new cart and removal of old cart

### **CART IS DAMAGED BUT CAN NOT STILL BE USED**

- Reach out to your supervisor
- Take pictures of any damage found
- Document the damage in your New Cart Setup Project
- Store the damaged cart in the sampling supply area
- Do not remove the old cart and use it until you receive a replacement cart

**Damaged Bracket**



**Damaged Signage**