



## Tobacco Cabinet Project Instructions

Existing tobacco cabinet



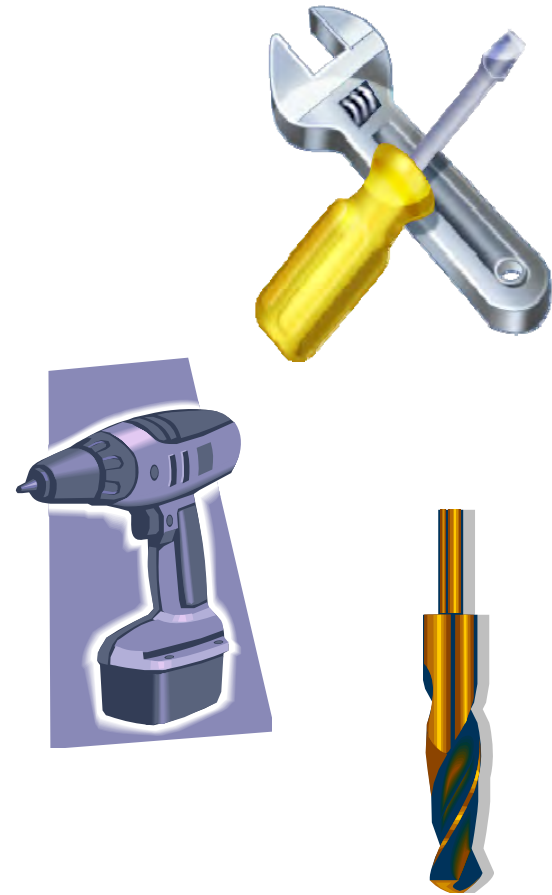
New riser cabinet

# Tools Required

- Cordless Drill
- 4 – Furniture Sliders
- #3 Phillips Screwdriver Bit
- 3/16" x 4 1/2" Tapcon Drill Bit (only needed if anchoring cabinet)
- 5/16" Nut Driver Bit (only needed if anchoring cabinet)
- Non-Slip Mat
- 4 - 1/4" x 1 3/4" Tapcon Screws (shipped in with cabinet). Save any extras for future stores

## For caster stores only:

- 1/4" drill bit
- 4 – 3/4" flat fender washers
- 4 – 1/4" x 2.5" machine screws



# Scope of Work - Overview

- Remove merchandise from bottom 2 shelves of tobacco cabinet
- Remove bottom two shelves to maximize working space at the bottom of the cabinet
- Move cabinet to an open area to work (Use furniture sliders if necessary).
- Pre-drill holes if store requires cabinet to be anchored
- Lay cabinet down on its back (Lay down on a U boat cart)
- Attach riser cabinet with 4 carriage bolts using #3 phillips bit (If the cabinet has casters see page 8 for detailed instructions)
- Stand fixture upright. (towards a wall section). Use the non slip mat under the cabinet to prevent it from slipping out when you are tilting upward (towards a wall section)
- Install the new pusher shelf and the existing two pusher shelves back into the main tobacco cabinet (space the shelves using a pack of cigarettes (pack of 100s).
- Move cabinet back to previous location
- Anchor to the floor with (4) Tapcon concrete screws. **Only in 40% of stores.** Check call report to see if anchoring is necessary.
- Install flat shelf in the riser cabinet
- Relocate existing schematic strips from bottom 2 shelves of tobacco cabinet to the riser cabinet
- Merchandise OTP product that was removed in step one to match the schematic strips in the riser. (OTP is Other Tobacco Product which is everything except cigarette packs)
- Reinstall Hanging Tobacco Signage (where necessary); Install new Hanging Tobacco signs (up to 2 signs)

# De-Merchandise the Bottom Two Shelves

- Remove all the merchandise from the bottom two shelves of the tobacco cabinet.
- Place the product neatly in totes from the back stockroom. You will have to remerchandise this product once the installation is complete.
- Remove bottom two shelves from tobacco cabinet. Note that each shelf has a set screw in the front that will need to be removed prior to taking out the shelf. Refer to arrow.



# Place the Fixture on Furniture Sliders

- Pull down the rolling security door on the front of the cabinet.
- Remove any product or signage on top of the tobacco cabinet before moving so that it does not fall
- Place a furniture slider under the bottom of each corner of the tobacco cabinet.
- Be sure to lift the fixture carefully when setting the furniture sliders in place.
- Slide the tobacco cabinet out from the register area and into an open area of the sales floor. You want enough space to lay the cabinet on it's back.
- **Only If anchoring is required.** Using the riser cabinet as a guide, pre-drill the holes for the tapcon screws into each corner of the riser shelf. Use a 3/16 drill bit.



# Lay the Fixture Flat on It's Back

- Take a U-boat cart from the back stock room and stage it behind the tobacco cabinet.
- Tilt it back slowly until the cabinet is resting on the U-boat.
- Place the new riser on another U-boat and rest it next to the tobacco cabinet to attach it.
- Important – Please be sure to keep the area clear of customers while tilting back cabinet.




# Attaching the Riser Shelf

- If the tobacco cabinet has casters on the bottom then skip this page and move to the next page.
- Use the 4 - screws included with the riser and attach the riser to the tobacco cabinet with a #3 screw bit.
- The screws will attach to a pre-installed nut on the riser shelf.
- It is important to use a #3 Phillips bit so that you do not strip out the screw.

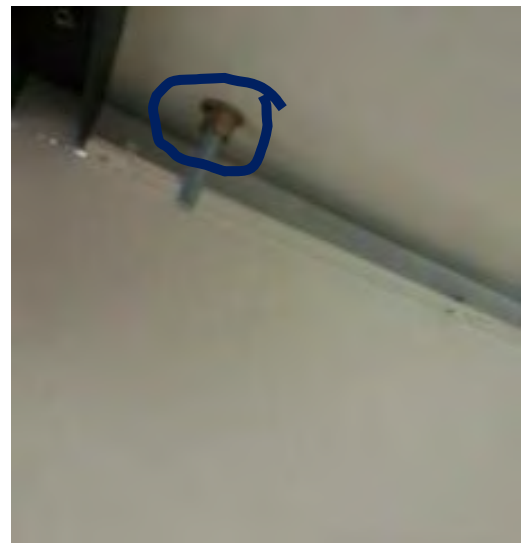


# Caster Stores Only – Attaching Riser Shelf

-  Only follow the below if the store has casters mounted to the bottom of the tobacco cabinet.
- Remove the casters.
- Line up the riser with current cabinet so the sides of both cabinets are flush with each other
- Mark the hole locations using a nail or other sharp object.
- Slide the riser cabinet out of the way.
- Drill (4) – ¼” diameter holes in the bottom of the **existing** cabinet.
- Install (4) ¼” diameter x 2 ½” long machine bolt (screw) (with 20 count thread) and 0.75” flat fender washer from the cabinet into the riser. (IMPORTANT: The bolts must attach through the pre-installed nuts in the riser cabinet. You should only drill in the existing tobacco cabinet.) (see BLUE circles on photos to the left)



View from inside tobacco cabinet looking at the bottom of the cabinet



View from the inside of the riser cabinet looking up toward the tobacco cabinet



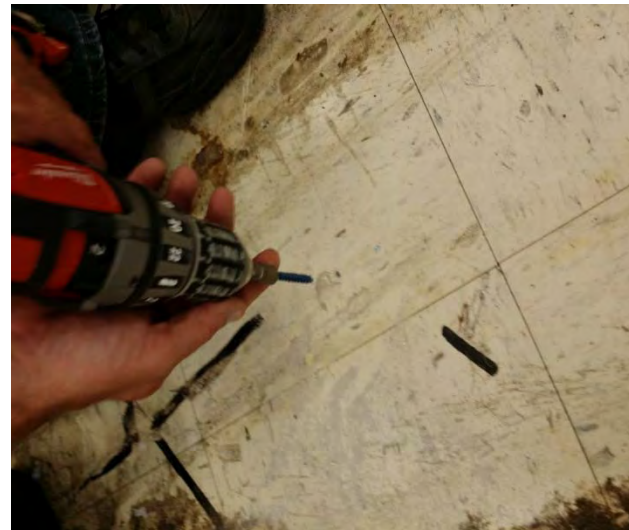
# Standing the Tobacco Cabinet Upright

- Once the riser shelf is securely attached to the tobacco cabinet, it is now time to stand up the cabinet.
- Use extreme caution when tilting the newly assembled cabinet upright. As you tilt the fixture, the front will have a tendency to slide out from under itself. Use the non-slip mat under the cabinet to prevent the cabinet from sliding.
- A 3<sup>rd</sup> person is recommended to help lift and keep the front of the fixture from sliding.
- Once the fixture is upright, place the furniture sliders back under the cabinet and push it back into place.



# Anchoring the Cabinet (If Required)

- This step is only required in 40% of stores. **Check first line of call report to see if this step is required.**
- Remove the shelf in the riser cabinet so that you have room to fit a drill inside.
- Anchor the cabinet using the provided tapcon screws securing the cabinet into place. You should have already drilled the pre-holes for the screws.
- Reinstall the riser shelf into the riser cabinet.



# Remerchandise Product

- Install riser shelf into the riser cabinet.
- Remove the 2 pricing strips from the two shelves you removed earlier and install them into the shelf and the base shelf in the **riser cabinet**
- Install the standard shelf with pushers (#122285) and the existing two pusher shelves back into the **main tobacco cabinet** (space the shelves using a pack of 100s cigarettes).
- Remerchandise the product that was put in totes earlier into **the riser cabinet** according to their location on the strips.
- Note that you will have 3 empty shelves now in the tobacco cabinet. The store will merchandise these shelves at a later date.



# Signage Installation

- New tobacco signs inserts were sent in with the store's weekly sign/graphic package that is shipped from the Family Dollar DC. Check with store manager.
- Once the riser cabinet has been installed, the entire unit will obviously be taller. The overhead signs may be too low now.
- Adjust the height of the tobacco signs, if needed. **Important – The signs go to the left or right of the cabinet. They do not go directly above the cabinet.**
- Install the new inserts into the existing sign holders
- See next page for more detail



Sign Kit  
Box



## Window/Ceiling Board Signs

Each RJR signage kit includes (2) two-sided pricing Board Signs:

1. Multi-brand pricing sign AND Large Camel "Thank you" sign - Multi-brand side must face the sales floor – next to the Cigarette cabinet
2. Large Camel Pack pricing sign AND Large Camel Carton pricing sign - Carton price side must face the sales floor
  - Camel Pack pricing should be set to "When you buy 2 packs" pricing

**IMPORTANT NOTE:** Only (1) board sign is required to be installed if the RJR Multi-brand board sign can be placed in the window (3-brand side facing the sales floor). The Camel Pack/Carton pricing sign should be secured in the receiving room as damage replacement if it is not needed.

**Hanging the signs from Drop Ceilings** (ceiling tiles and metal/plastic ceiling grid)

1. Secure the ceiling clips to the drop ceiling grid
2. Place a "S" hook into one of the hanging clips on the sign
3. Place the other end of the "S" hook into the chain length at the desired height



# Clean Up and Signoff

- Double check to make sure that all product has been merchandised.
- Take all trash to the dumpster for disposal.
- Return any fixtures that were moved back to their original location.
- Return any overstock or signage that was taken off the top of cabinet at the beginning of the project.
- Walk the set with the store manager.
- Take photos and complete reporting at the store.
- If going to another store clock out of project and into drive time.

