

## Consider a Tennis Pantry assembly & installation event



Organizing a Tennis Pantry Assembly & Installation Event is a great way to involve community members and volunteers. From box to installation, the entire process takes less than one hour, requires limited tools and technical skill, and is easy enough to involve almost all ages and abilities.

The event could serve as the culmination of a “Pack the Pantry” or “Play it Forward” used equipment donation drive, could be coupled with a ribbon cutting, include music and refreshments, coupled with on-court games and modified play, all bringing greater awareness to the Tennis Pantry, the host facility, and local tennis play opportunities.

## Tennis Pantry assembly

Assembling a COSCO BoxGuard® is relatively quick and easy, enabling almost anyone to participate. Assembly only requires your hands and a medium-sized Phillips screwdriver and takes approximately twenty (20) minutes. For detailed instructions and visual guidance, please refer below to the detailed instruction sheet and brief assembly demonstration video:

[COSCO BoxGuard® Instruction Sheet](#) (pdf)

[COSCO BoxGuard® Assembly Video](#) (YouTube)

## Quick tips for assembly success

**Quick Tip 1:** Before you begin, review the instruction sheet and view the assembly video. For future reference, save them and the replacement parts list included in the box.

**Quick Tip 2:** Given the only function of the latch is to lock the Tennis Pantry, we recommend not attaching it, which will also reduce assembly time.

**Quick Tip 3:** Attach the generic front plate and not the “deliveries” plate.

## Tennis Pantry decal application

After assembling the COSCO BoxGuard® you will need to apply the three decals included in the USTA Southern Tennis Pantry Decal & Hardware Kit. The front-panel decal measures 15.25" wide x 22" high and the two side-panel decals each measure 14.50" in diameter. Applying all three decals takes approximately fifteen (15) minutes.

## Hand applicator squeegee

To apply the decals efficiently and effectively, you must use the hand applicator squeegee included in the USTA Southern Tennis Pantry Decal & Hardware Kit. The squeegee helps maintain precise pressure control to eliminate wrinkles and remove air bubbles, ensuring a smooth surface.

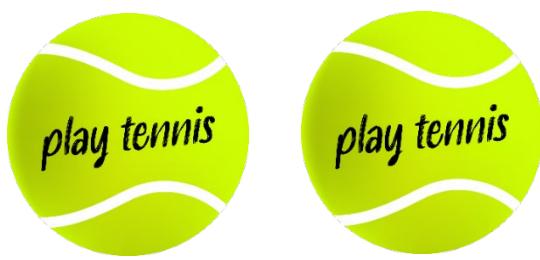
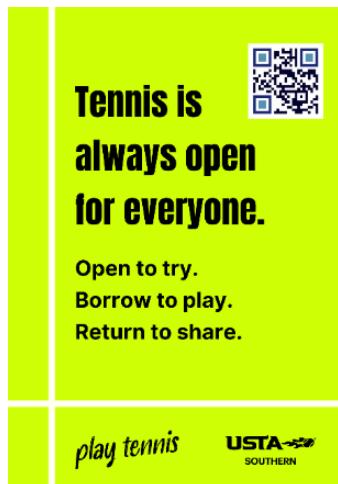


## Quick tips for decal application success

**Quick Tip 1:** Applying the decals is a one-person-at-a-time job, requiring patience and attention to detail.

**Quick Tip 2:** Slow and steady decal application is the key, so take your time to avoid wrinkles, air bubbles, and decal damage.

**Quick Tip 3:** It is best to avoid windy conditions. If it is windy, and you have enough volunteers, then consider creating a “human windscreens” around the Tennis Pantry while applying decals.



## Decal application process

1. After removing the top edge of the backing from the front-panel decal, center the decal in the recessed space of the front panel, ensuring the top edge is square against the top lip. Remove the backing gradually as you apply the decal.

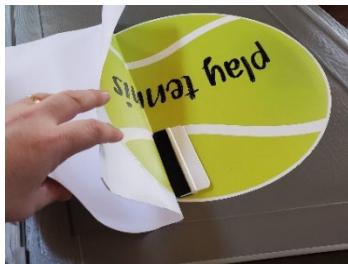


2. To avoid wrinkles and air bubbles, pull the backing off a little at a time, applying the decal and running over its surface firmly to smooth the decal as you go.



3. Once the decal is applied, run the squeegee firmly over the entire decal surface, including the edges, to ensure the decal is well adhered to the front panel.
4. For both side-panel decals, position each one so that the tennis ball seams across the side panel left-to-right / right-to-left. Remove the backing from either the left or right edge and apply the decal edge to the recessed space of the side panel, ensuring it is square against the side lip.

Like before, to avoid wrinkles and air bubbles, pull the backing off a little at time, applying the decal and running over its surface firmly to smooth the decal as you go.



- Once the side-panel decals are applied, run the squeegee firmly over the surfaces and edges of both to ensure they are well adhered.

## Tennis Pantry installation

Installing a Tennis Pantry to courtside fencing requires simple hardware and a couple of light-hand tools. The five-step process takes approximately 10 minutes.

### Hardware & tools

The hardware to install the Tennis Pantry is included in the USTA Southern Tennis Pantry Decal & Hardware Kit. The hardware consists of one U-bolt set, including one U-bolt, one flat washer, two lock washers, and two hex nuts. Only two hand tools are required for installation: a medium Phillips screwdriver and a medium adjustable wrench.



## Quick tips for installation success

Before installing the Tennis Pantry, spend some time considering the best location.

**Quick Tip 1:** If you are installing the Tennis Pantry outside the fence, then choose a location near a gate or entry point.

**Quick Tip 2:** To avoid damage from grounds maintenance (i.e., mowing, trimming, etc.), install the Tennis Pantry on top of a concrete, asphalt, gravel, or mulched surface.

**Quick Tip 3:** For ease of access and use, install the Tennis Pantry in a level location. Consider installing near or on a walkway, without causing obstruction.

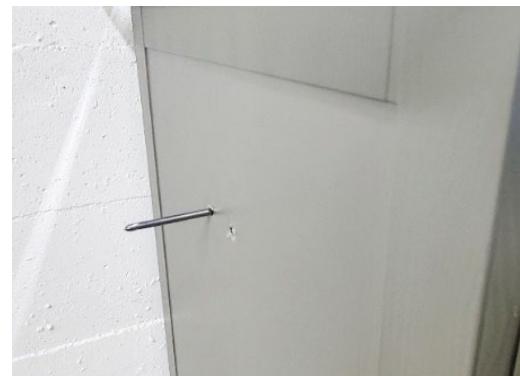
**Quick Tip 4:** If you are installing the Tennis Pantry inside the fence, then choose a location well removed from play and that will not be a visual distraction.

## Installation process

1. On the interior side of the back panel, located less than a foot from the top in the center, select two adjacent recessed dimples in the black molding. The distance between the center of the two will be about 2", which is the distance between the center-tips of the U-bolt stems.



2. While holding onto the Tennis Pantry with your opposite hand, press the tip of a medium Phillips screwdriver firmly into the center of one of the recessed dimples, working it while applying firm pressure. This will eventually punch a hole through the back panel. Repeat the process to punch a second hole.



3. To ensure the holes will accommodate the U-bolt stems, you may need to increase the diameter of the two holes by working the screwdriver side-to-side and up-and-down. You can also use the U-bolt stems themselves. This step requires some effort and ingenuity but precludes the need for power tools.



4. Position the Tennis Pantry with the exterior back panel a few inches from the fence. Thread the U-bolt outside-in through both the fence and the holes in the back panel.



5. Thread the included flat washer onto the U-bolt stems. Add both lock washers and nuts. Fasten the nuts by hand and then tighten both with an adjustable wrench to secure the U-bolt and Tennis Pantry to the fence.

