



F09 CONFIGURED SUPPORTING DOCUMENT

Display Design Template

A controlled, editable working derivative for M-T1-CP-14-SD-02.
Complete local facts, approvals and operational evidence before
use.

Release truth. This file is configured for substantive review. It is not approved for public distribution or operational use. Local law, insurance, safeguarding, accessibility, privacy, brand, rights and accountable-owner checks remain mandatory.

Release control

Field	Controlled value
Status	REVIEW — configured derivative; brand, rights, access, venue and production proof required
Supporting-document code	M-T1-CP-14-SD-02
Exact derivative title	Display Design Template
Source initiative	M-T1-CP-14 - Rotary Mobile Information Booth
Source initiative code	M-T1-CP-14
Source initiative title	Rotary Mobile Information Booth
Initiative disposition	Canonical retained with new title
Canonical parent	M-T1-CP-14 - Pop-Up Rotary Activation System
Canonical parent code and title	M-T1-CP-14 - Pop-Up Rotary Activation System
Named overlay or migration label	Mobile Information Booth remains an equipment configuration
Redirect or tombstone route	Permanent title alias from Rotary Mobile Information Booth to M-T1-CP-14 — Pop-Up Rotary Activation System; retain M-T1-CP-14-SD-02 as the stable asset code
Family master	Playbook_F09_Display_Signage_Exhibition_Design_Master.md
Family / master version	F09 / 1.0
Recorded master SHA-256	d2be357a167b8d1f385b394e77dd7e277c91af936e325de05c9edfa914b50b4e
Authoritative index	Playbook_Supporting_Documents_Master_Index.md v1.1
Configured master variant	Section 20 — M-T1-CP-14-SD-02 Display Design Template mobile-booth overlay
Derivative version	v0.1

Adaptation note

Use the Mobile Information Booth as an equipment configuration within the Pop-Up Rotary Activation System. Define compact, standard and expanded footprints from the same identity, hero, story and action modules. Keep evergreen identity/impact panels separate from replaceable local project/date/contact cards. Use a visual setup map with module IDs, orientation, hardware and packing case; design components for repeated handling, cleaning, repair and replacement.

Instructions

1. Build one module library and three footprint configurations; do not redesign the booth for each event.
2. Keep critical identity and action content above tables, people and event clutter.
3. Provide an accessible entrance/approach, lowered close-read or assisted route, seating where possible and a non-QR action route.
4. Record the approved configuration, location conditions and trained installation crew for every use.
5. Test setup with a new user from the visual map. Revise any step that requires designer knowledge.

6. Check every item out/in by asset ID and condition; repair or quarantine before reuse.

Controlled fields

Field	Completion instruction	Evidence
{{SYSTEM_NAME}} / {{RESPONSIBLE_ENTITY}}	Enter approved activation system/configuration name and accountable identity.	Initiative approval
{{AUDIENCE_CONTEXT}} / {{COMMUNITY_PROMISE}}	Enter audience/location context and one community-value promise.	Activation brief
{{PROOF_POINT}} / {{PROOF_SOURCE_DATE}}	Enter one verified proof point.	Fact ledger
{{PRIMARY_ACTION}} / {{VISIBLE_FALLBACK}}	Enter one action and non-QR route.	Action/link approval
{{EVERGREEN_MODULES}} / {{LOCAL_MODULES}}	List immutable/shared modules and replaceable fields/approvals.	Module register
{{COMPACT_FOOTPRINT}} / {{STANDARD_FOOTPRINT}} / {{EXPANDED_FOOTPRINT}}	Enter approved width/depth/height and circulation.	Site/configuration plans
{{SETUP_MAP}} / {{MODULE_CASE_REGISTER}}	Enter visual placement/hardware/packing map and asset list.	Rehearsal/asset record
{{CREW_SETUP_TIME}}	Enter trained people, competency and measured setup/pack time.	Rehearsal record
{{HERO_IMAGE_ID}} / {{CAPTION}} / {{ALT_TEXT}}	Enter rights-cleared visual and equivalents.	Rights/access registers
{{ACCESS_CONFIGURATION}}	Enter approach, entrance, lowered reading, seating/assistance and digital equivalent.	Accessibility review
{{QR_DESTINATION}} / {{QR_VISIBLE_URL}}	Enter tested owned action route and visible fallback.	QR validation
{{MATERIAL_CLEANING_REPAIR}}	Enter repeated-handling material, approved cleaning, replaceable parts and repair route.	Supplier/maintenance evidence
{{VENUE_APPROVALS}}	Enter footprint, height, weights, fixings, power, storage, security and organiser approval.	Venue record
{{CONTENT_REVIEW_DATE}}	Enter local/evergreen content and rights recheck date.	Content owner approval

Configured mobile-booth specification

Message and module spine

Layer	Content
Distant	Authentic {{RESPONSIBLE_ENTITY}} identity and {{COMMUNITY_PROMISE}} above furniture/people
Mid-range	{{PROOF_POINT}} — {{PROOF_SOURCE_DATE}} and one dominant hero image
Close	One current story/local insert, caption, contact and accessible detail
Action	{{PRIMARY_ACTION}} with {{VISIBLE_FALLBACK}}
Trust	Version, source, entity, review {{CONTENT_REVIEW_DATE}}

Evergreen modules: {{EVERGREEN_MODULES}} **Replaceable local modules:** {{LOCAL_MODULES}}

Configuration and dimensions

Configuration	Footprint/height	Minimum modules	Crew/setup	Access	Use boundary
Compact	{{COMPACT_FOOTPRINT}}	Identity, promise, proof, action, one local card	{{CREW_SETUP_TIME}}	{{ACCESS_CONFIGURATION}}	Small/short-duration site
Standard	{{STANDARD_FOOTPRINT}}	Compact plus story/participation and storage	{{CREW_SETUP_TIME}}	{{ACCESS_CONFIGURATION}}	Default staffed activation
Expanded	{{EXPANDED_FOOTPRINT}}	Full story, navigation and approved interaction	{{CREW_SETUP_TIME}}	{{ACCESS_CONFIGURATION}}	Only with site/crew approval

Visual setup map and asset sequence

Setup map: {{SETUP_MAP}} Module/case register: {{MODULE_CASE_REGISTER}}

Sequence	Module ID	Position/orientation	Hardware	Case/packing position	Inspection
1	Identity/backwall	Above table/people sight line	Approved system only		
2	Hero/proof	Dominant approach side	Approved system only		
3	Action/fallback	Unobstructed public reach	Approved system only		
4	Lowered close-read/assisted module	Accessible position	Stable/no protrusion		
5	Local/date/contact card	Replaceable approved zone	Tool-free where approved		

Official brand asset lock

- Use only the supplied verified official mark. Never generate, substitute, redraw, trace, recolour, stretch, crop, rearrange or embed it in synthetic imagery.
- Original effective mark: **763 × 284 pixels**, approximately **64.6 × 24.0 mm at 300 ppi**. Transparent padding is accounted for; maintain the **763:284 locked ratio** across all booth sizes.
- Preserve current clear space; use separate modules for event titles, project names and partner credits.
- Register authorised filename/source/checksum/version/colour/use and keep the linked master unflattened.

Hero, rights and accessibility

Control	Value
Hero image	{{HERO_IMAGE_ID}}
Caption	{{CAPTION}}
Alt text	{{ALT_TEXT}}
Permissions	Creator, people/guardian, venue/property, partner and duration recorded
Accessible physical/digital route	{{ACCESS_CONFIGURATION}}

The table/counter must not form a barrier. Keep the entrance and approach clear; provide essential information without requiring speech, QR, screens, standing reach or fine motor control.

QR/action block

Item	Entry
Action	{{PRIMARY_ACTION}}
Destination	{{QR_DESTINATION}}
Visible short URL/contact	{{QR_VISIBLE_URL}} / {{VISIBLE_FALLBACK}}
Placement	Unobstructed, non-glare, accessible reach/view; not across a seam
Testing	Final-size/current devices/light/angles plus privacy/correction route

Materials, maintenance and venue use

Material/cleaning/repair system: {{MATERIAL_CLEANING_REPAIR}} **Venue approval record:** {{VENUE_APPROVALS}}

Asset ID	Module	Material/system	Artwork version	Condition out/in	Cleaning/repair	Storage/custodian	Retirement trigger
				A/B/C/D			

Acceptance checks

- ☐ CP-14 canonical Pop-Up Rotary Activation System and Mobile Information Booth configuration are clear.
- ☐ Compact, standard and expanded footprints share one message/module system.
- ☐ Critical identity/promise/action remain visible above tables, people and clutter.
- ☐ Official effective 763 × 284 mark is authentic, transparent-padding-aware and proportion-locked.
- ☐ Evergreen and local modules are separated; local cards have approval/expiry.
- ☐ Accessible approach, entrance, lowered close-read/assisted route, seating option and non-QR fallback are workable.
- ☐ A new trained user completes setup from {{SETUP_MAP}} without designer intervention.
- ☐ Venue footprint, height, weights, fixings, power, storage and security approvals pass.
- ☐ Rights, claims, contrast, alt text, reading order and accessible companion pass.
- ☐ QR/visible fallback pass final-size tests and remain unobstructed.
- ☐ Components tolerate approved repeated handling/cleaning and have replaceable/repairable parts.
- ☐ Checkout, condition, repair/quarantine, pack-down and custody records reconcile after every use.

Review record

Review domain	Reviewer	Outcome / required change	Date
Canonical configuration/content			
Brand and rights			
Accessibility			
Configuration/setup rehearsal			
Supplier/material/repair			
Venue approval			
Final approval			