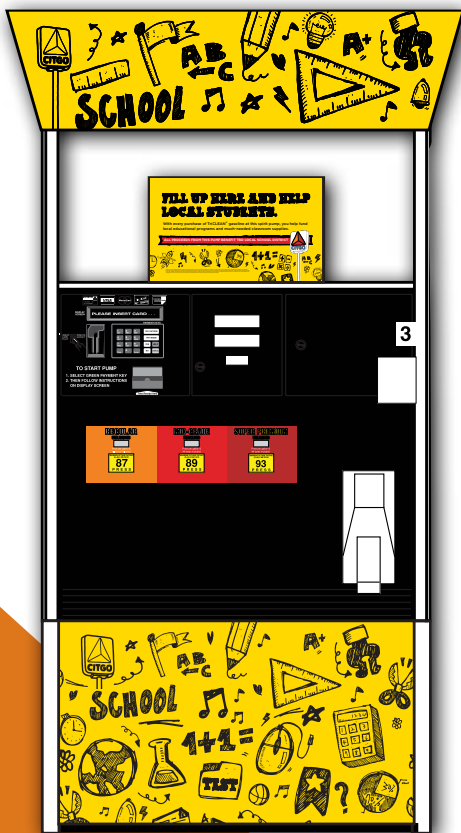


INSTALLER HANDBOOK: CITGO® Spirit Pump Graphic Installation Instructions



WELCOME

This handbook provides comprehensive installation instructions for the dispenser decals as part of the CITGO Spirit Pump program.

The information and images provided in this handbook are for illustrative purposes only and are not intended to support fabrication.

LEGAL DISCLAIMER: All safe work practices in compliance with OSHA and other applicable federal, state and local regulatory requirements, including without limitation (1) the use of proper materials and handling techniques and (2) the use of personal protective equipment and fall protection, must be followed when performing work outlined in the Installer's Handbook.

For help with your installation, contact your CITGO gasoline supplier or CITGO Certified Installer. A complete list of CITGO Certified Installers can be found on the Centennial Image tab on myCITGOstore.com.

If you have any other questions, please contact your CITGO Brand Manager:

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SPIRIT PUMP INSTALLATION OVERVIEW

The CITGO Spirit Pump graphics are easy to install, but we suggest you plan ahead. Installation is easiest when there are two people working together to install the dispenser decals. Prior to installation, we recommend you do the following:

- Monitor the weather; it is best to install the decals on a clear day with little to no wind and temperatures ranging from 28 - 100° F.
- Lay out all decals provided and identify each one.
- Ensure you have all the necessary tools and supplies.
- Install all dispenser graphics a couple days prior to the Spirit Pump program start date, but do not place the pump topper and other POP materials until the day the program begins.

The following pages will instruct and guide your imaging needs for the Spirit Pump. Information and images provided are for illustrative purposes only and are not intended to support fabrication.

SPIRIT PUMP INSTALLATION SUPPLIES AND TOOLS

Cleaning Supplies Required

- Dawn® dish soap (Do not use a detergent with lotion or softening agents.)
- Water
- Spray bottle mixture of 70% isopropyl alcohol and 30% water
- Towels
- Two buckets (wash and rinse)

If the pump has an excess buildup of dirt, you may need to use 3M™ Prep Solvent-70 to remove oil and grease residue.

Tools Required

- Pump Skirt keys to remove the bottom section of the pump
- Two X-ACTO® knives (preferred over box cutters to avoid having the change blades during installation)
- Pin or needle
- Ruler
- Scissors
- Transparent tape (e.g., Scotch Tape)
- Safety gloves
- Two 6' ladders
- Safety cones
- Orange vests
- Folding table to place decals and tools
- Trash bag

Safety Note: Be sure to dispose of all excess materials, especially the decal liners as they are very slippery.

Spirit Pump Materials

TWO (2) of each of the following materials are provided in your Spirit Pump kit.

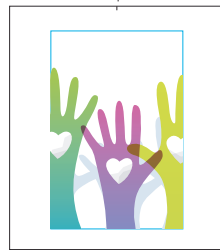
- Pump skirt decal
- Pump riser decal
- Valance front decal
- Valance side decal
- Squeegee applicator

Pump skirt decal



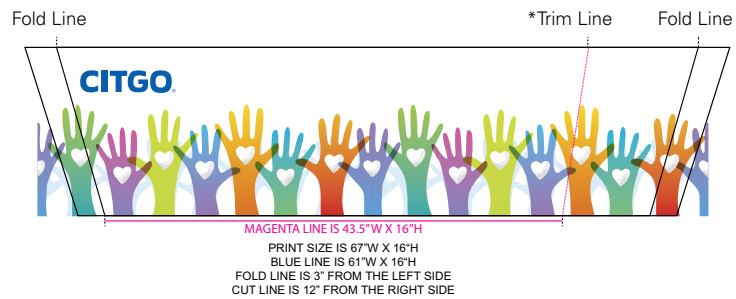
PRINTED SIZE 51"W X 30"H
(INCLUDES 3" BLEED LEFT, 6" BLEED RIGHT, 3" BLEED TOP AND BOTTOM)

Pump riser decal



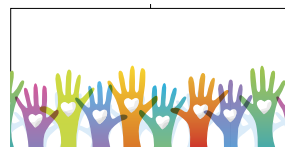
PRINTED SIZE 26"W X 29.5"H
(INCLUDES 5" EXTRA LEFT & RIGHT, 2" EXTRA TOP & BOTTOM + .5" FOR THE CENTER MARK)

Valance front decal



*Locations with the smaller valances need to trim the decal before placing.

Valance side decal



PRINTED SIZE 32"W X 16"H

Squeegee applicator



SPIRIT PUMP SURFACE PREPARATION

1. Clean all pump surfaces with a mixture of Dawn® and water. Do not use a detergent with lotion or softening agents.
2. Rinse and dry thoroughly.
3. Wipe all pump surfaces with 3M™ Prep Solvent-70 to remove excess oil and grease residue.*
4. Clean all pump surfaces with mixture of 70% isopropyl alcohol and 30% water.
5. Dry thoroughly.
6. Remove pump nozzles and lay gently on the ground to the side of the pump.

*This step is required only if there is excessive dirt and grease on the pump surface.

HOW TO INSTALL THE PUMP SKIRT DECALS

1. Unlock the pump skirt, remove and clean the sides as needed. If you are unable to remove the pump skirt, simply complete the installation with it attached.



2. Place transparent tape over the CITGO Wordmark on the pump skirt.
3. Line up the CITGO logo on the pump skirt decal with the CITGO logo in top left corner of the front of the pump skirt—about 1" from the top and left side of the skirt.



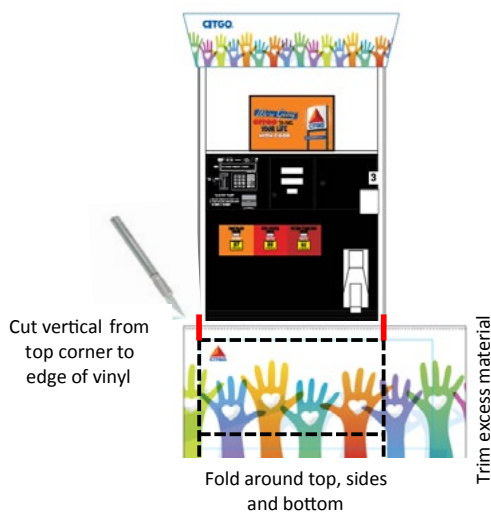
4. Peel off the back liner to the half-way point and line it up on the pump skirt. Use the squeegee applicator to adhere the decal with overlapping strokes. Pull

off the remainder of the liner and adhere to the pump skirt using the squeegee applicator.



- Use the squeegee applicator to press out remaining air bubbles and remove imperfections. You may need to eliminate larger air bubbles by puncturing the decal at the edge of the bubble (not the center) with a pin or needle. Take special care not to puncture the permanent decal underneath.
- Wearing gloves, use the X-ACTO® knife to cut around the front pump lock(s).

5. Make a vertical cut (straight up) from the top corner of the pump skirt to the top edge of the decal. Repeat the same process on the bottom of the decal.



6. Wrap the excess decal around the sides and fold over the top and bottom edges of the pump skirt. Trim the excess decal using an X-ACTO® knife.



7. Use the squeegee applicator to remove all air bubbles and imperfections.
8. Remove the front liner from the pump skirt decal using the squeegee to flatten out any portions that may come loose.



9. Replace pump nozzle.

HOW TO INSTALL THE PUMP RISER DECALS

1. Center the decal on the pump riser.

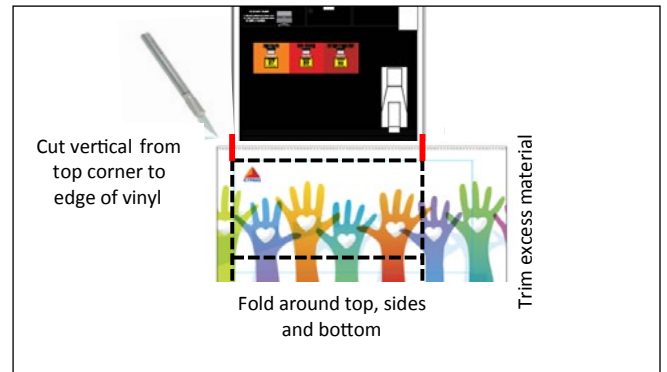


2. Peel off the back liner to the half-way point and line it up on the pump riser. Use the squeegee applicator to adhere the decal with overlapping strokes. Pull off the remainder of the liner and adhere to the pump riser using the squeegee applicator.



- Use the squeegee applicator to press out remaining air bubbles and remove imperfections. You may need to eliminate larger air bubbles by puncturing the decal at the edge of the bubble (not the center) with a pin or needle. Take special care not to puncture the permanent decal underneath.

3. Make a vertical cut (straight up) from the top corner of the pump riser to the top edge of the decal. Repeat the same process on the bottom of the decal.



4. Wrap the excess decal around the sides and fold over the top and bottom edges of the pump riser. Trim the excess decal using an X-ACTO® knife.
5. Use the squeegee applicator to remove all air bubbles and imperfections.
6. Remove the front liner from the pump riser decal using the squeegee to flatten out any portions that may come loose.



HOW TO INSTALL THE VALANCE FRONT DECALS

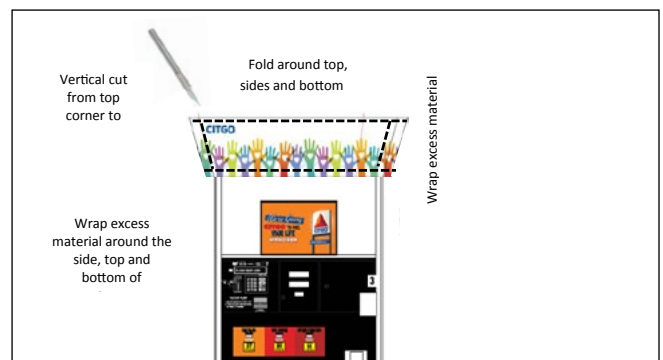
1. Determine if the decal needs to be trimmed by holding it with the mark labeled "FOLD" to the left side of the valance.



- If the mark labeled "CUT" on the right side of the decal goes past the valance front by about 14", you WILL need to trim the decal. Proceed to Step 2.
 - If you have about 3" of excess material on the right and left sides of the valance front, you WILL NOT need to trim the decal. Proceed to Step 4.
2. Lay the decal on the table and use your ruler to draw a line from the top cut mark to the bottom cut mark so that your cut follows the same angle as the valance.
 3. Use scissors to trim the decal per the line you made.
 4. Line the left side fold marks up with the top left side of the valance. Leave about a 1/2" overlap on the top and bottom.



5. Peel off the back liner to the half-way point and line it up on the pump valance front. Use the squeegee applicator to adhere the decal with overlapping strokes. Pull off the remainder of the liner and adhere to the pump valance front using the squeegee applicator.
 - Use the squeegee applicator to press out remaining air bubbles and remove imperfections. You may need to eliminate larger air bubbles by puncturing the decal at the edge of the bubble (not the center) with a pin or needle. Take special care not to puncture the permanent decal underneath.
6. Make a vertical cut (straight up) from the top corner of the pump valance front to the top edge of the decal. Repeat the same process on the bottom of the decal.



7. Wrap the excess decal around the sides and fold over the top and bottom edges of the pump valance front. If needed, trim the excess decal using an X-ACTO® knife.
8. Use the squeegee applicator to remove all air bubbles and imperfections.
9. Remove the front liner from the pump valance front decal using the squeegee to flatten out any portions that may come loose.

HOW TO INSTALL THE VALANCE SIDE DECALS

1. Center the decal on the valance side with about a 1/2" overlap on the top and bottom. There should not be any overlap on the sides.



2. Peel off the back liner to the half-way point and line it up on the pump valance side. Use the squeegee applicator to adhere the decal with overlapping strokes. Pull off the remainder of the liner and adhere to the pump valance side using the squeegee applicator.

- Use the squeegee applicator to press out remaining air bubbles and remove imperfections. You may need to eliminate larger air bubbles by puncturing the decal at the edge of the bubble (not the center) with a pin or needle. Take special care not to puncture the permanent decal underneath.

3. Wrap the excess decal around the sides and fold over the top and bottom edges of the pump side front. Trim the excess decal using an X-ACTO® knife.

4. Use the squeegee applicator to remove all air bubbles and imperfections.



5. Remove the front liner from the pump valance side decal using the squeegee to flatten out any portions that may come loose.



COMPLETED SPIRIT PUMPS



The helping hands theme is for Spirit Pump programs in partnership with charitable organizations.



The school bus-inspired theme is for Spirit Pump programs in partnership with schools.