



**DCI MARKETING, INC. and KIA AMERICA RETAIL DISPLAY INTERIOR FIXTURES PROGRAM  
RETAILER FACILITY READINESS CHECKLIST (Page 1 of 7)**

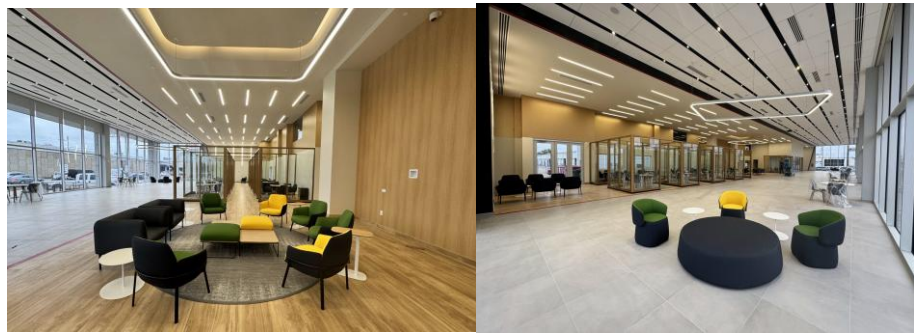
**DCI FIXTURE INSTALLATION SHOULD TAKE PLACE APPROXIMATELY 1-2 weeks PRIOR TO  
DEALERSHIP MOVE IN/OPENING DATE**

**Your Kia facility is READY to install the DCI fixtures when it looks like this:**

**EXTERIOR READY**



**SHOWROOM READY**



**SERVICE DRIVE READY**



**LOUNGE AREA READY**



**SERVICE WRITE UP AREA READY (GLASS INSTALLED BY OTHERS AFTER DCI CABINETRY)**





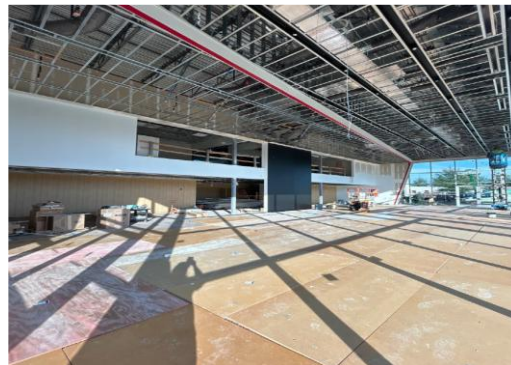
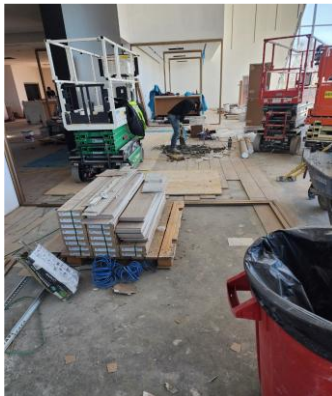
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The Facility **SHOULD NOT** LOOK LIKE THIS for the DCI fixture installation:

**EXTERIOR NOT READY:**



**SHOWROOM NOT READY:**



**LOUNGE AREA NOT READY:**







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**SERVICE WRITE UP AREA NOT READY:**



**SERVICE DRIVE NOT READY**



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Please use the checklist below to determine when DCI should install your fixtures.

**FACILITY CHECKLIST:**

All of the following items are required to be complete **BY THE START DATE** of your scheduled DCI-KIA interior fixture installation.

- ☐ **PARKING LOT: Paved and level to allow a semi-trailer to pull up to main showroom for offload**
  - *Parking lots should be paved and set/cured by time of DCI installation.*
  - *Fixtures offloaded with ramps and 4-wheel carts*
  - *Fixtures CANNOT be hand carried nor moved any substantial distance, nor on any rough or uneven terrain.*
  
- ☐ **BUILDING ENCLOSED/SECURED: All windows and doors installed and building secured**
  - *Exterior facility construction should be completed.*
  - *Building should be secured.*
  
- ☐ **EXTERIOR ACCESSIBILITY: Entrance/Approach to building is finished and has clear access to offload the fixtures and bring into the facility**
  - *Concrete around and up to building must be completed allowing fixtures to be wheeled down ramps from truck and brought directly into the showroom entrance.*
  - *All areas where DCI fixtures are to be installed must be cleared of obstructions, construction, equipment, etc.*
  
- ☐ **INTERIOR ACCESSIBILITY:**
  - *All areas where DCI fixtures are to be installed must be cleared of obstructions, construction, equipment, etc.*
  - *IF OPEN DEALERSHIP: All cars, employees, customers and dealership property MUST be relocated by start of DCI installation allowing enough space for all staging and for our crew to complete their work.*
  
- ☐ **CONSTRUCTION/OTHER TRADES:**
  - *ALL MAJOR CONSTRUCTION SHOULD BE COMPLETED*
  - *There SHOULD NOT be a facility full of other trades\* on site at time of DCI fixture installation.*
    - *\*Final punch list, touch up work is acceptable*
    - *It is best to have any final punch list work done in other areas of the facility where DCI crews are not working.*
  
- ☐ **TEMPERATURE CONTROL: HVAC installed and operational**
  - *DCI fixtures are required to be installed in a temperature controlled environment.*
  - *HVAC should already be installed and functioning.*
  
- ☐ **POWER: Facility will have either temporary or permanent power available**
  - *Required for the entire duration of the DCI installation*
  
- ☐ **LIGHTING: All Ceiling and other facility lighting should be complete and working**
  - *Required for the entire duration of the DCI installation*

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**FACILITY CHECKLIST (CONTINUED):**

All of the following items are required to be complete **BY THE START DATE** of your scheduled DCI-KIA interior fixture installation.

- ☐ **FLOORING: All Showroom, Lounge, Service Drive and Service Writer flooring installed**
- All Tile, LVT, poured concrete, etc. should be installed, grouted and cured
  - A 2 person electric scissor lift is **REQUIRED** and will be driven on the showroom floor to install all Gallery Wall Glass- flooring must be cured to allow for a lift to drive on the floor
  - DCI crews **WILL NOT** supply plywood or other materials to drive a lift on the floor, if Dealership/GC wishes to have DCI crew use plywood under the lift, they must supply enough needed to do so
  - Tile base molding **SHOULD** not be installed where any of the DCI fixtures are to be installed- whether in alcoves or behind service or sales manager counters
- ☐ **INTERIOR WALLS: Completed**
- There **SHOULD NOT** be any drywalling or major interior wall construction happening at time of DCI installation.
  - Walls should be completed, primed, painted, and cured.
  - Wallcoverings as applicable should also be installed\*  
*\*For fixtures going within alcoves, wallpaper can be installed in this area post DCI install*
- ☐ **TRASH DISPOSAL: Retailer/GC to provide on-site dumpster for trash disposal**
- 20 yard or larger dumpster is recommended.
  - DCI install crew will dispose of all trash from the fixtures in on-site dumpster only.
  - DCI install crew **WILL NOT** remove and take debris/trash offsite to dispose of
  - If Dumpster is not available or full, DCI crew will ask where site contact wants trash to be placed and will leave it in that location for Dealership to remove at a later date if it cannot be disposed of by the time of DCI installation completion.

Once the DCI fixture installation is scheduled, the following touch point calls will be made with your team to help ensure site readiness:

- 1<sup>st</sup> Call:** Readiness checklist review ~ 4 weeks (20 business days) prior to install
- 2<sup>nd</sup> Call:** **REQUIRED Facetime/Teams ON-SITE REVIEW or all Site Readiness Photos (per Photo Checklist on page 7) received at DCI~ 2-2.5 weeks (10-12 business days) prior to install**
- 3<sup>rd</sup> Call:** Final Reminder ~ 1 week (5) business days prior to install

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Please share this checklist with everyone on your team responsible for the construction at your facility. It is the Dealership and their hired Contractor's responsibility to advise DCI on construction schedules, delays, etc. to determine an accurate installation date for the fixtures and re-scheduling if needed.

**Should construction delay, please contact your DCI Installation Coordinator to advise on new potential timing for completion to avoid unnecessary charges.**

- DCI's lead time to re-schedule an installation date without penalty is 3 weeks (15 business days). All costs associated with the cancellation or re-scheduling of shipment and/or installation less than 3 weeks (15 business days) prior to the scheduled installation date will be the sole responsibility of the Retailer.
- Cancellation/Re-Scheduling of installation date with less than (5) business days' notice are subject to a charge of 50% of installation charges plus any applicable remobilization costs.
- Installations aborted once carrier/crew is on-site, are subject to a charge equal to 100% of the original installation and freight charges plus the full cost of remobilization including all carrier fees for the return of product, unload and re-stock fees, re-delivery charges and return installation charges.

If you don't have your DCI Installation Coordinator's direct phone number available, please reach out to our KIA Program Headquarters at 1-800-535-1995 or email [kiaaccountteam@dcim.com](mailto:kiaaccountteam@dcim.com) for assistance.

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**Site Readiness Photo Checklist Requirements:**

PHOTOS DUE to DCI Install Coordinator at least 10 business days prior to install start date:

**BUILDING EXTERIOR: DISTANCE PHOTOS**

- ☐ 1-2 photos from main entrance off street to parking lot
- ☐ 1-2 photos of main entrance showing completed/paved parking lot to showroom front/side entrance
- ☐ 1-2 photos of service area and sides of building showing completed/paved lot off showroom

**SHOWROOM INTERIOR:**

- ☐ 3 photos from distance showing entire showroom, 1-from left side and 1 from right side and 1 from center of showroom
- ☐ 1-2 photos of Sales Manager area
- ☐ 1-2 photos of FX-5 ISS (Interactive Showroom Screen) fixture location

**LOUNGE/PARTS/CASHIER INTERIOR:**

- ☐ 1-2 photos showing entire lounge area
- ☐ 1-2 photos of alcove/wall Hospitality bar location
- ☐ 1-2 photos of alcove/wall Accessory wall or Accessory/Tire slatwall location
- ☐ 1-2 photos of location for internet bar and Cashier and Parts areas

**SERVICE WRITE UP INTERIOR:**

- ☐ 1-2 photos of service backwall alcoves/walls and service writers from distance

**SERVICE DRIVE:**

- ☐ 1-2 photos of entire service drive area where any applicable DCI fixtures are to be installed