# RETRACTABLE BANNER - ASSEMBLY INSTRUCTIONS

**What's Included in Box:** Padded Carrying Case, Cassette + Poles*

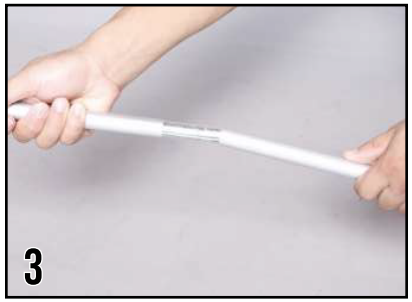
## SETTING UP:




Remove cassette and poles from padded carrying case.



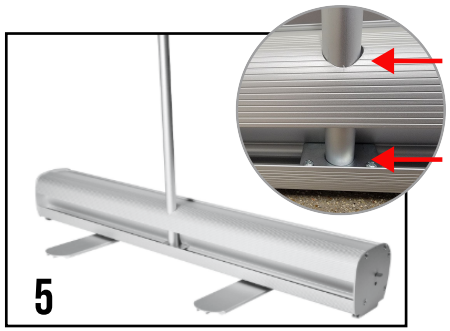

Remove poles from bottom of the cassette. Please note: On certain 24" sizes there may be a set of extension poles needed to achieve proper height.




Connect pole sections.




Rotate feet perpendicular from cassette and turn base right side up.



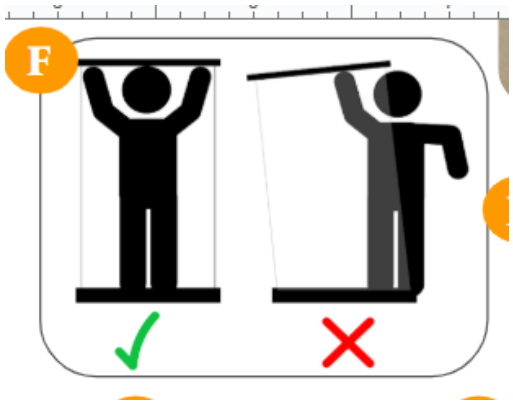

Insert bottom of pole full into cassette. Ensure pole has connected with both the top hole and the bottom hole.




Grab top bar at the CENTER of the banner with one hand and with the other hand hold the pole steady, ***slowly and evenly*** pull up banner. **Please note:* Grabbing top bar on either side could misalign the banner, always pull it up from the CENTER.




Insert top of pole fully into center of top bar profile. You will have to extend the banner a little higher to clip into the top of the pole. **DO NOT** over extend or your rish the banner not retracting back when not in use.




## TIPS & TRICKS

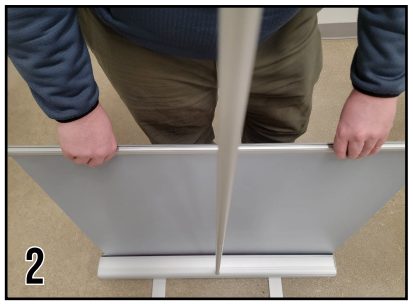
- **When assembling** always pull up from the center. This will prevent banner material skewing in the stand.
- **Avoid Hash movements** or strain on retracting mechanism.
- **If banner is leaning forward:** Adjust the pole at the base to seat the pole correctly through both holes and ensure feet are extended and straight.
- **Design frayed or scratched?** Ensure edges of material are not caught up in base.




## UN-ASSEMBLING FOR STORAGE OR TRAVEL:




Holding the pole and center of top bar, gently unhook banner from pole.




Slowly retract banner straight down within the parameters of the base. Use pole as guide, if needed. DO NOT let go of the banner and let it drop. Please guide it gently into the cassette.

**3** Remove pole and unassemble and turn feet parallel to casette.

**4** Place poles into the back of the cassette

**5** Insert cassette back into padded carrying bag and zip up.

## TIPS & TRICKS

- **Banner Not Retracting?** Ensure pin is not inserted into the side of the stand.
- **Banner Stuck?** Gently pull banner material out and try to realign/straighten so it will retract.
- **Please retract gently** and straight down to avoid damage to the design or the base.
- **DO NOT** unhook top of the pole from the top bar and let go of the banner. This will damage the banner and the base. Please retract gently and straight down.