

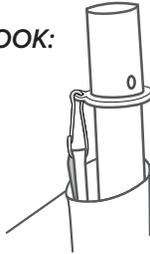
How to ATTACH A FLAG TO A FLAGPOLE

I. SPINNING POLES

A. Flags & Banners with POLE SLEEVE & SEWN-IN TAB (outdoor use)

☛ 1. Attach using SEWN-IN TAB & METAL HOOK:

- Find the TAB located on the inside of the POLE SLEEVE (upper left corner of the flag).
- Slide the flag up the pole.
- Attach the button hole in the TAB through the METAL HOOK.



* You may have a clear plastic mounting ring that was included with your pole. This ring is not needed for a flag with a pole sleeve.

B. Flags & Banners with GROMMETS (outdoor use)

☛ 2. Attach using GROMMETS, METAL HOOK & PLASTIC RING:

- Attach the UPPER LEFT GROMMET to the METAL HOOK at the top of the pole.
- Next, slide the CLEAR PLASTIC RING up the bottom of the flagpole so that it meets with the LOWER LEFT GROMMET of the flag.
- Match the GROMMET with the HOLE IN THE RING.
- Twist the PLASTIC SCREW on just enough so ring can still rotate around the pole.

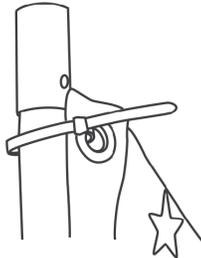


II. STATIONARY (Non-Spinning) POLES

A. Flags & Banners with GROMMETS on a Stationary Pole (indoor or outdoor use)

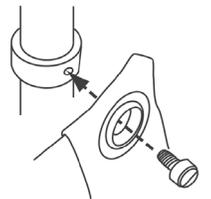
☛ 1. Attach using CABLE TIES & GROMMETS:

- Simply place a CABLE TIE through the GROMMET and secure onto the flagpole.



☛ 2. Attach using E-Z MOUNT RINGS & GROMMETS:

- Unscrew plastic screw from EZ-MOUNT RING.
- Slide RING onto flagpole.
- Twist PLASTIC SCREW through the flag's GROMMETS and screw back into EZ-MOUNT RING.
- Repeat Steps a. - c. for second E-Z MOUNT RING & GROMMET.



How to MAKE A STATIONARY POLE INTO A SPINNING POLE

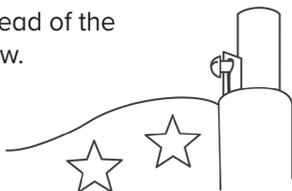
This clever attachment will reduce the amount of time you spend wrestling your flag or banner from around your flagpole. **NeverFurl®** is easy to install and comes complete with everything needed including instructions and detailed drawings. Pole not included. You can find this product at flagandbanner.com/NeverFurl.



B. Flags & Banners with POLE SLEEVES on a Stationary Pole (indoor or outdoor use)

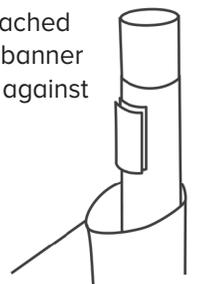
☛ 1. Attach using POLE SLEEVE, PRECUT BUTTON HOLE IN TAB & BRASS SCREW ON POLE (indoor or outdoor use):

- Slide pole through POLE SLEEVE of flag or banner and find the TAB located on the inside of the SLEEVE (upper left corner of flag).
- Push PRECUT BUTTON HOLE over the head of the brass screw.



☛ 2. Attach using POLE SLEEVE & VELCRO (indoor presentation use):

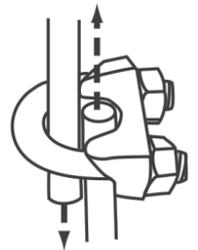
- Slide pole through POLE SLEEVE of flag or banner to view positioning.
- With both pieces of VELCRO still joined, remove sticky back from one side and place on pole in desired position.
- With both pieces of VELCRO still joined and now attached to the pole, remove the other sticky back, slide flag or banner POLE SLEEVE up and into adjacent position and press against the adhesive back.
- Repeat steps for the bottom of the POLE SLEEVE.



III. IN GROUND POLES

A. HOW TO REPLACE YOUR FLAGPOLE'S ROPE (halyard)

1. ⚡ Before you begin, you will need **SCISSORS, DUCT TAPE** and a **LIGHTER** for regular rope; or **STEEL WIRE CRIMPS, DUCT TAPE** and a **LIGHTER** for wire rope.
 - a. Cut the side of the old rope circle that is free from knots or snap hooks so that it can easily be pulled through the pulley at the top of the flagpole later.
 - b. Once cut, hold tightly to the end of the old rope or secure to the cleat. This is to prevent the possibility of the rope traveling up the pole and out through the pulley.
 - c. Using duct tape, attach one end of the new rope to the end of the old rope that is free from snap hooks and knots so it will go through the pulley.
 - d. Pull the snap hook side of the old rope down thus pulling the new rope up and threading through the pulley.
 - e. Once the new rope is threaded through the pulley and back down to you, cut the old rope loose. Hold both ends of the new rope, again to prevent one of the rope's loose sides from traveling up the pole and through the pulley.
 - f. Burn both ends of the rope to prevent it from fraying.
 - g. Completing the rope circle:
 1. For regular rope: Tie the ends of the new rope together, (*one square knot and two half hitches work nicely*) and secure rope to pole by wrapping several times around cleat.
 2. For wire rope: Using the wire steel rope crimp, thread both ends of the new rope through the opening, (*see picture*) leaving about 2 inches of each end of the rope overlapping through the crimp. Screw nuts down to tighten, and secure rope to pole by wrapping several times around cleat.

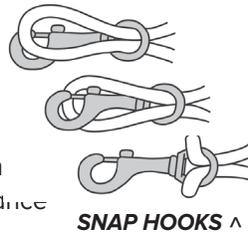


B. SNAPHOOKS

Flags with **GROMMETS** (*outdoor use with rope*)

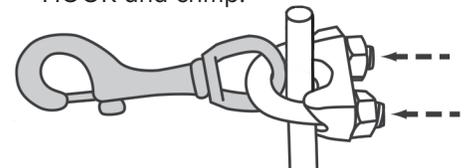
1. ⚡ Attach using **SNAP HOOKS & GROMMETS**:

- a. Determine where to install the SNAP HOOKS.
 1. **For a new flag:** Measure the distance between the GROMMETS on your flag. This will be the same distance between the SNAP HOOKS on the rope.
 2. **Replacing old snap hooks:** First, make sure any knots or other rope flaws that would prevent the rope from threading through the pulley are at the bottom of the rope circle and the snap hooks are close to the top. Lower the flag and put the new snap hooks in approximately the same location as the old snap hooks.
- b. Thread the SNAP HOOKS. (*see graphic above*)
 1. Slip a loop through the eye of the SNAP HOOK.
 2. Put the loop over the top of the SNAP HOOK and draw rope tight.



2. ⚡ Attach using **SNAP HOOKS** on **WIRE ROPE**:

- a. Unscrew bottom from crimp and place snap hook on u-shaped bar.
- b. Position crimp on rope to align with GROMMET on flag.
- c. Tighten screws until the rope is fastened securely in between SNAP HOOK and crimp.



How to KEEP YOUR FLAGPOLE QUIET AND PROTECTED

Our **Snap Hook Covers** are white neoprene casings that easily slip over snap hooks to prevent the clanging and scarring of your flagpole.

★ Snap Hook Cover— flagandbanner.com/snap-hook-cover

★ For more hanging hardware options, visit flagandbanner.com/hanging-hardware



The Flag and Banner.com

EST. 1975 ★ We're the Experts ★ (800) 445.0653