



# DOUBLE RETRACTABLE BANNER STAND ASSEMBLY INSTRUCTIONS

## Product Parts

- 1 - Base
- 2 - Banner Rail
- 3 - Telescoping Pole
- 4 - Leader
- 5 - Hex Key/Pin



\*Do not pull Hex Key / Pin (5) until directed in Step 4



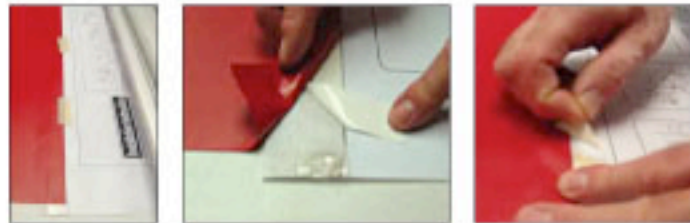
## Step 1

Remove all contents from the bag. Flip the Base (1) upside-down to allow the Leader (4) to be flat, face-up, on your work surface.



## Step 2

Place the banner over the Leader (4), face up. Line up the bottom of the banner with the black line. Use masking tape to hold the banner and leader in place. Remove the release liner from the adhesive strip on the Leader (4) and firmly press the banner to the adhesive as you go, removing the placement tape as you come to it.



## Step 3

Open the banner rail, insert the top of the new banner and snap the banner rail closed.

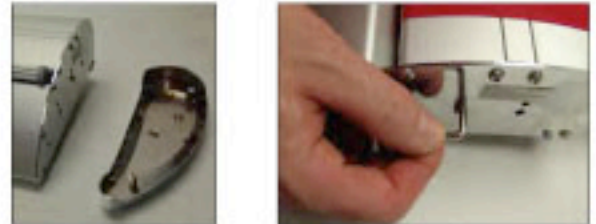


**\*Repeat steps 2 & 3 to add the second banner for the Deluxe Double Sided retractor**

**\*Deluxe Single Sided Retractor: Continue to step 4**

## Step 4

Loosen the screw on the bottom of the Base (1) to remove the right end cap and locate Hex Key/Pin (5). Remove the pin while holding the banner and allow the banner to retract slowly into the base. Replace the right end cap. Keep Hex Key/Pin (5) for future graphics changes.



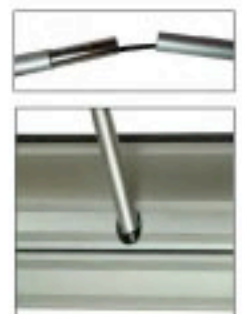
## Step 5

Be sure to fold out bottom wing for stability.



## Step 6

Lay the Base (1) right-side-up. Assemble the Telescoping Pole (3), and insert into the hole in the center of the base. Leave the telescoping portion of the pole in its contracted position.





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## Step 7

Adjust the height of the Pole to fit the height of the visible graphic. Rotate the segments of the Pole as pictured to set the height.

Pull the Snap Rail (2) (with the banner now attached) slightly out of the Base (1). Pull the Snap Rail (2) to the top of the Telescoping Pole (3). Insert the Top Cap of the Pole into the Snap Rail.

