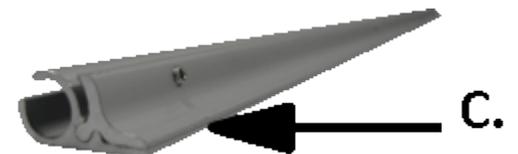
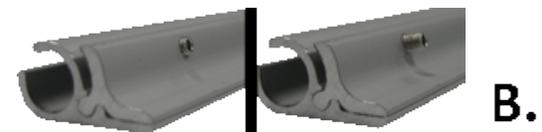
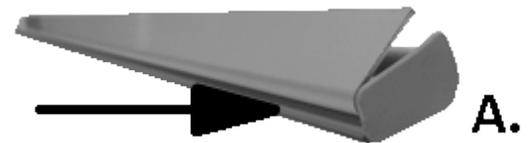


Graphic Installation for Retractable banner stands

If you see any problems with your banner stand unit that seem unordinary please call us before proceeding as to not incur further damage to your banner stand unit.

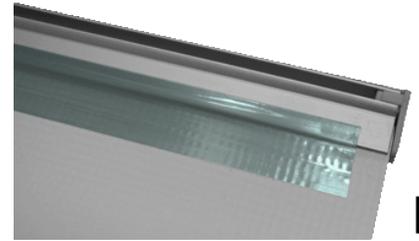
Standard, Deluxe, Slimline, Elegant and Exchangeable banner stand graphic installation:

1. Remove all banner stand pieces from the carrying case and locate the top cross bar. Set everything else aside.
2. Install Graphic on top cross bar.
 - a. **Standard Model:** Pull the two sections of the top cross bar apart. Locate the top of your graphic and slide it all the way into the vacancy from the top cross bar opening. – be sure to insert the graphic in the correct opening. (Photo A.) Clamp the top cross bar back together on a flat surface securing the graphic in place. (Photo D.)
 - b. **Elegant Model:** First remove the plastic end-caps on the top cross bar before opening. Pull the two sections of the top cross bar apart. Locate the top of your graphic and slide it all the way into the vacancy from the top cross bar opening. – be sure to insert the graphic in the correct opening. (Photo A.) Clamp the top cross bar back together on a flat surface securing the graphic in place. (Photo D.) Replace end-caps for the top cross bar.
 - c. **Deluxe, Slimline & Exchangeable models:** Use the included Allen wrench and partially unscrew the 4 screws located on the front side of the top cross bar. (Photo B.) Once the screws have been loosened slide the inserted piece on the top cross bar from the main section of the top cross bar. (Photo C.) Double-sided tape is recommended for the main section of the top cross bar but not required. Use the double-sided tape to hold the graphic in place. Slide the top piece back into the insert and screw tightly into place. – Do not over screw as it may result in the stripping of the slot.
 - d. **Adhesive tops** may be included instead of a clamp top. (Most commonly with the Exchangeable banner stand model.) If you receive an adhesive top, graphic is installed by peeling back the adhesive backer and applying the top of the graphic.



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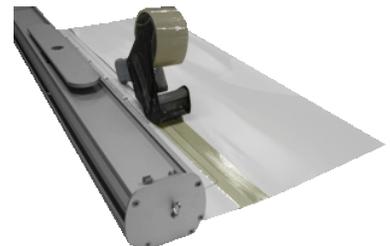
3. *Optional:* Once graphic is secured in place by the top cross bar flip the top cross bar over to the back side and apply a heavy-duty tape, such as fiber tape, over the seam where the graphic goes into the top cross bar. Keep tape within ½" from the edge of the graphic. (Photo E.)
4. Locate the base unit and the bottom of your graphic.
5. Line graphic up with black line on the leader material with graphic facing up. – Some models may not have a black line. Line the graphic us with the adhesive strip.
6. Once graphic is lined up with the leader material remove the backing on the adhesive strip on the top of the leader material and attach graphic. (Photo F.)
7. Use packing tape to go over the seam on the front side of the base unit where the graphic attaches to the leader material. Wrap tape around to the backside about 2" (Photo G. & H.)
8. *Optional:* Turn base unit over and use packing tape over the seam on the back side of the base unit where the graphic attaches to the leader material. Keep tape within 1" of the edge of the graphic. DO NOT wrap around to front side.
9. Now your graphic is securely attached to the base unit. Hold graphic firmly against the base unit and pull the pin out of the of the banner stand unit, typically located on the right hand side of the banner stand unit. Once pin is removed secure it on the bottom of the base unit in the clasp. (Photo I. & J.)
 - a. For the Elegant banner stand models you will need to remove the right end cap to pull the pin. The pin can be secured in the end cap.
10. Now you will feel tension pulling on your graphic. Use both hands to guide your graphic into the base. (To ensure best graphic preservation be sure that your graphic is not rubbing on the sides of the banner stand base while it is retracting.) (Photo K.)
11. Your graphic is now installed and is ready for travel or display.



E.



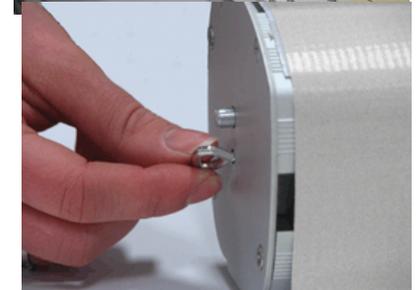
F.



G.



H.



I.



J.



K.