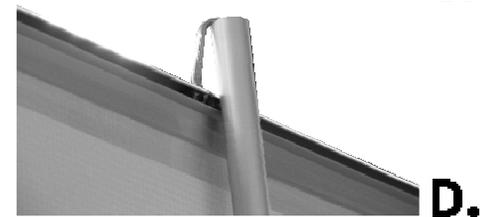
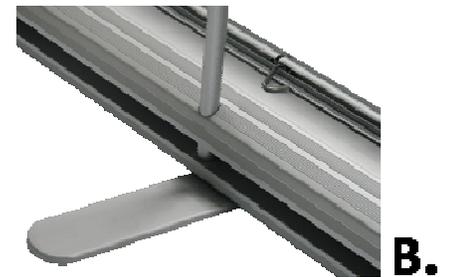
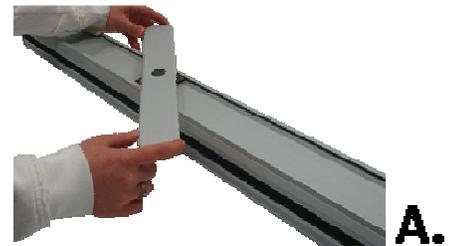


## Set-up and take-down for Retractable banner stands

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 Set-up:

1. Remove banner stand from the carrying case. Then remove pole(s) located inside case or inside compartment in base.
2. Swivel the foot located on the bottom of the banner stand to be perpendicular to the base and place banner stand in desired displaying location. – Larger models may have multiple feet.  
(Photo A.)
  - a. For Elegant and Exchangeable banner stand models just place base in desired display location. There is not a foot on these models
3. Put pole(s) together so the 3 sections are secured into one pole.
4. Place end of pole(s) into the hole located on the backside of the banner stand base. Make sure pole(s) goes completely into the base. (Photo B.)
  - a. For Slimline banner stand models there is not a hole in the base. The pole fits over a cylindrical piece of metal and slides into place.
5. Firmly grasp the top bar, which is holding your graphic. Locate the center pin(s) on the top bar. Pull the top bar with graphic to the full height and place the center pin(s) into the top opening of the pole(s). (Photo C. & D.)
  - a. For Elegant banner stand models there is a groove on the backside of the top bar. Angle the top bar with graphic and slide onto the top piece of the pole to secure top bar attachment.
6. Your banner stand with graphic unit is now in display mode.  
(Photo E.)
7. Do not move stand without first retracting the graphic.





PRINT SOLUTIONS

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**Standard, Deluxe, Slimline, Elegant and Exchangeable take-down:**

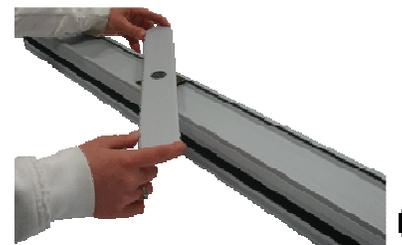
1. While holding tightly to the top bar with graphic unhook the center pin(s) from the top of the pole(s) opening. *(Photo A.)*
2. Slowly guide your graphic with the top bar back into the banner stand. (To ensure best graphic preservation be sure that your graphic is not rubbing on the sides of the banner stand base while it is retracting.) *(Photo B.)*
3. Once your graphic is retracted into the base with the top bar resting on the base remove the pole(s) from the back side of the banner stand base.
4. Pull apart the pole(s) creating the 3 sections for easy storage and set aside.
5. Swivel the foot located on the bottom of the banner stand back into place so it is parallel with the banner stand. – Larger models may have multiple feet. *(Photo C.)*
  - a. This step is not required for the Elegant or Exchangeable banner stand models.
6. Place pole(s) in the back side compartment of the banner stand base.
  - a. Larger models may not have a compartment large enough to hold all poles. Place excess pole(s) in the carrying case.
  - b. For Slimline and Elegant banner stand models there is not a compartment on the base for the pole. Place the pole in the pocket located inside of your deluxe carrying case.
  - c. For Exchangeable banner stand models the pole secure under the base.
7. Place banner stand with pole back into the carrying case for travel or storage.



**A.**



**B.**



**C.**