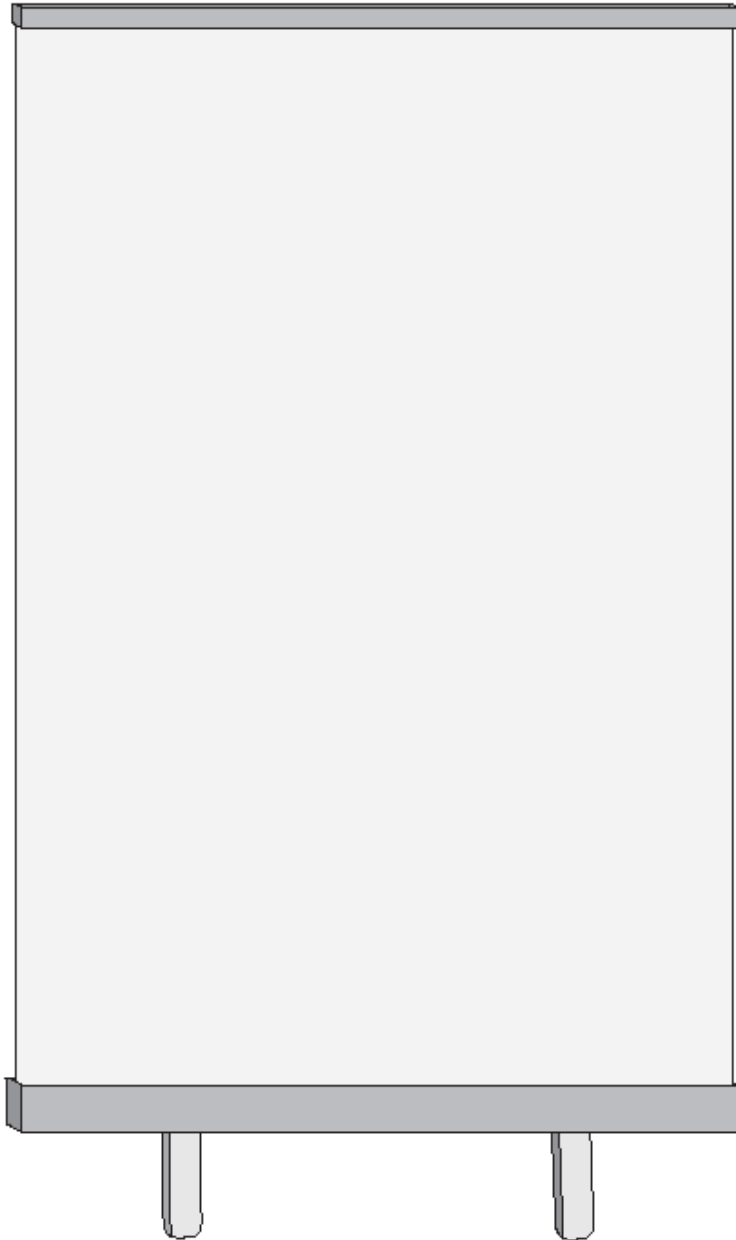




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# RETRACTABLE BANNER STAND

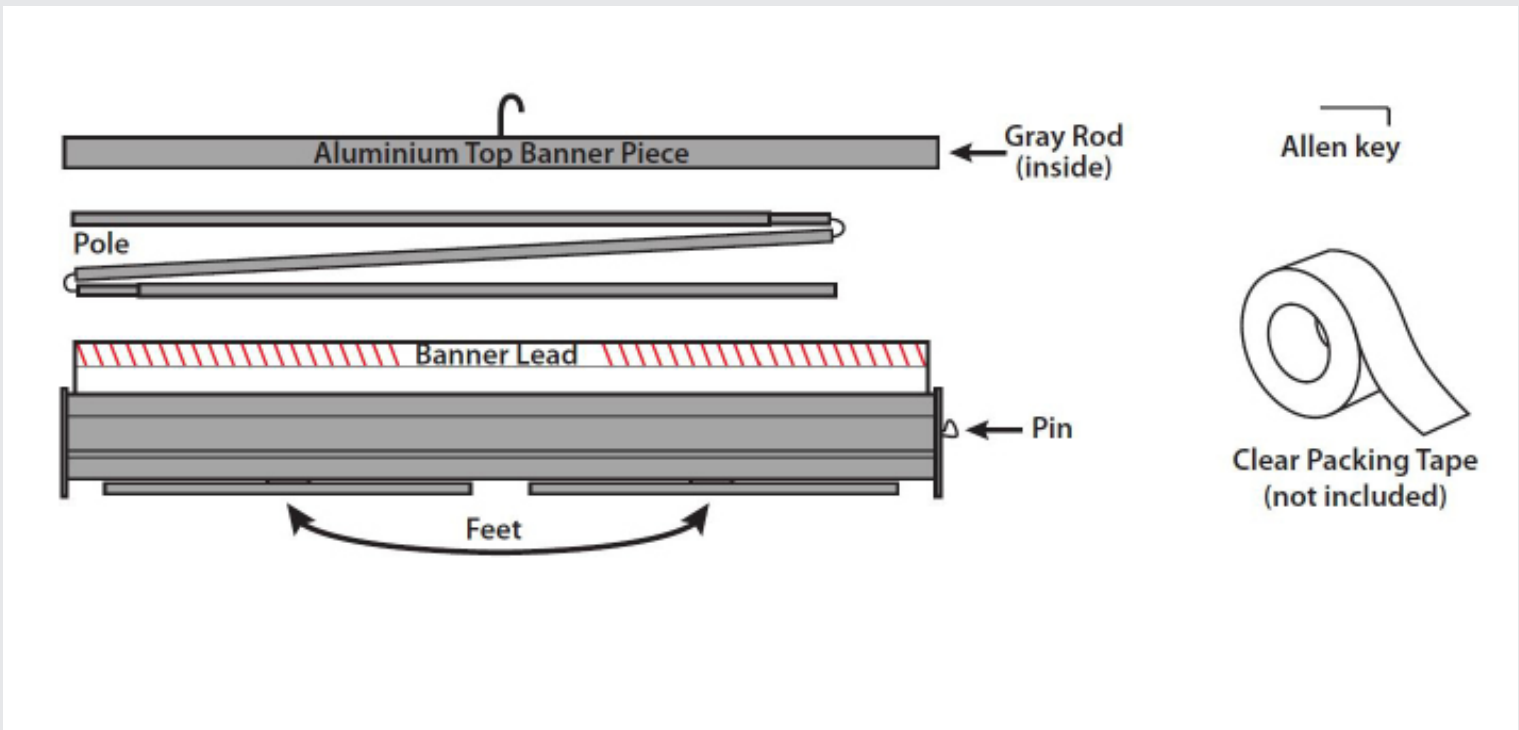
**Assembly  
Instructions**

SKU: TTRET244RP

# PARTS LIST



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## PART

## QUANTITY

A: Aluminum Top Banner Piece.....	1
B: Gray Rod.....	1
C: Pole .....	1
D. Feet.....	1
E. Pin .....	1
F. Allen Key.....	1

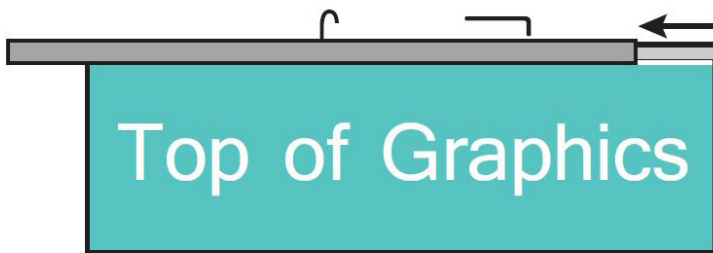
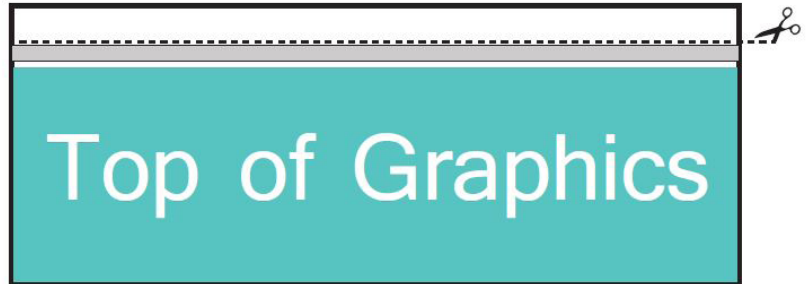
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1. Loosen set screws at the top of the aluminum top banner piece, using the Allen key.
2. Push the gray rod inward, then slide it out of the aluminum top banner piece.

3. Remove the backing of the adhesive strip on the gray rod. Then, attach it to the top of the banner.

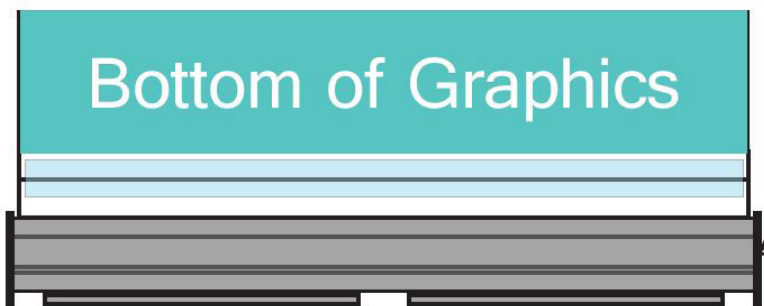
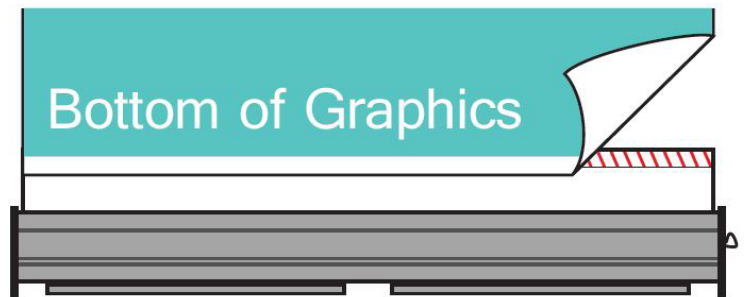
NOTE: Ensure that it is STRAIGHT across the top and at the edge of the graphic. Trim any excess banner material.



4. Slide the gray rod with the banner attached into the aluminum top banner piece.
5. Retighten the set screws, using the Allen key.

6. Lay banner flat with graphic face-up. Remove the backing of the adhesive strip on the banner leader (piece sticking out of the base), and attach it to the back of the banner.

NOTE: Be sure it is STRAIGHT.



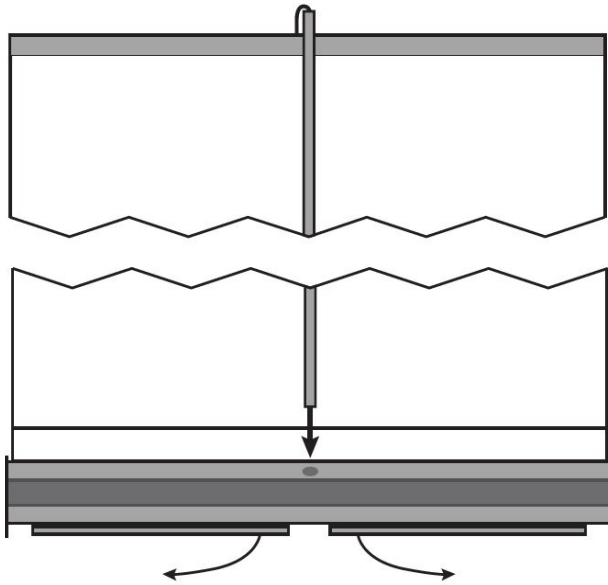
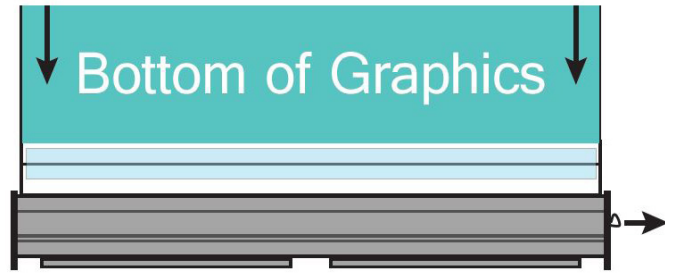
7. RECOMMENDED: Use packing tape (not included) to reinforce the bond between the banner and the banner leader, as it will be bearing most of the stress. Tape across the base of the banner.

8. Hold banner firmly with one hand. Remove the pin on the side of the base with the other.

NOTE: DO NOT remove the pin if the banner is not attached. Product will be rendered unusable.

NOTE: Banner will retract quickly if not held firmly.

9. Use both hands to evenly guide the banner into base.



10. Take the pole that is broken down into 3 pieces and attach them together.

11. Insert pole into the hole in the back of the base. Then, pull the banner and hook the aluminum top banner piece onto the top of the pole. Swing the feet of the base out and stand unit upright.

*Enjoy your new banner stand!*



CONTACT INFORMATION:

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