

Instruction for Retractable Banner Stand



A	Carrying Case x 1	B	Base Stand x 1
C	Top Bar x 1	D	Support Bar x 1



How to install a banner into the stand

STEP 1 Attach the banner header to the top bar

- Remove the end caps from both sides of the top bar, and release the clamp;
- Fetch out the inside rod. Roll up the banner header around the rod and stick them together with packaging tape;
- Slide the rod into the clamp and put the end caps back on to the top bar.

STEP 2 Fix the banner footer to the base stand

- Peel off the adhesive on the base stand.
- Attach the adhesive to the bottom of the banner.(it's recommended to add a layer of packaging tape to the back of the banner and banner stand leader for added protection.)

STEP 3 Unlock the roller retraction mechanism

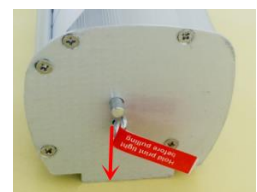
- Latch on the support bar.
- Insert the support bar bottom end into the base stand hole while the other end into the top bar.
- With one hand hold the banner and with the other pull out the lock pin on the right side of the banner stand.

WARNING

MAKE SURE BANNER HEADER & FOOTER HAVE BEEN FIXED WELL TO THE STAND BEFORE UNLOCKING, OR THE STAND WOULD LOSE ALL THE SPRING TENSION. THERE IS NO WAY TO RESTORE THE RETRACTION MECHANISM.

How to replace the installed banner

- Pull out the original banner footer as far as possible;
- Put back the lock pin into the hole on the right side of the base stand;
- Remove the original banner from the frame and install a new one according to the above steps.



Lock Pin