

# 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

### 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.

#### 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.

## 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