NOTE:
BANNER STAND CAN BE USED WITH ONE OR TWO 2’ X 6’ BANNERS THAT ARE SOLD SEPARATELY.
THE DRAWING SHOWS ONE BANNER FOR CLARIFICATION.
# 15-196 ASSEMBLY INSTRUCTION
BANNER STAND (PRINTED BANNERS SOLD SEPARATELY)

PARTS IN CARTON:

4 EACH BANNER'S RODS

TOP BANNER RAIL 1 EACH

BOTTOM BANNER RAIL 1 EACH

BASE FLOOR PLATE 1 EACH

ENLARGE DETAIL

1" SQUARE LOWER POLE 1 EACH

7/8" SQUARE UPPER POLE 1 EACH

ENLARGE DETAIL

NOTE: ITEMS BELOW ARE SHOWN ACTUAL SIZE, IF YOU ARE NOT SURE WHICH PART IS CORRECT THEN PLACE PIECE ON TOP OF DRAWING BELOW FOR HELP DURING ASSEMBLY.

ACTUAL SIZE
1" SQUARE LOWER POLE

ACTUAL SIZE
7/8" SQUARE UPPER POLE

NOTE: ALLEN WRENCH IS IN A PLASTIC BAG TAPED TO CARTON NEXT TO THE BASE PLATE

ALLEN WRENCH

ACTUAL SIZE THUMB SET SCREW ALREADY SCREWED INTO EACH PIECE

STORE SUPPLY LLC
# 15-196 ASSEMBLY INSTRUCTION
BANNER STAND (PRINTED BANNERS SOLD SEPARATELY)

ASSEMBLY STEPS:

STEP 1
TAKE LOWER POLE AND REMOVE THE ALLEN HEAD SCREW FROM BOTTOM END
(SEE FIG. 1)

STEP 2
SLIDE THE BOTTOM END OF LOWER POLE (SHOWN IN FIG. 1 ABOVE) INTO THE
BANNER RAIL WHERE THE SLOTS ARE FACING UP. SLIDE RAIL UP ON THE POLE
ABOUT 6" INCHES FROM END AND TIGHTEN THUMB SET SCREW TO HOLD IN
PLACE. TAKE THE SCREW THAT WAS REMOVE FROM POLE IN STEP 1 AND PUSH
THROUGH HOLE IN BASE PLATE AND SCREW BACK INTO THE END OF POLE.
TIGHTEN WITH ALLEN WRENCH. (SEE FIG. 2)

STEP 3
SLIDE TOP BANNER RAIL ONTO THE END OF UPPER
POLE. MAKE SURE THE SLOTS ARE FACING DOWN.
TIGHTEN THE THUMB SET SCREW TO HOLD IN PLACE
(SEE FIG. 3)

STEP 4
TAKE THE UPPER POLE WITH BANNER RAIL
AT THE TOP AND SLIDE INTO THE LOWER
POLE THAT IS ATTACHED TO THE BASE
PLATE IN STEP 2. SLIDE UPPER POLE DOWN
ABOUT HALF WAY. TIGHTEN THUMB
SET SCREW TO HOLD IN PLACE
SEE DRAWING AT THE RIGHT.
STEP 4

STEP 5
SLIDE THE BANNER RODS INTO THE TOP AND BOTTOM OF THE BANNER. SLIDE BOTH THE ROD AND BANNER INTO THE RAILS AT TOP AND BOTTOM OF THE STAND. (SEE ENLARGEMENT FIG. 5 BELOW)

STEP 6

STEP 6
PUSH THE TOP POLE UP UNTIL THE BANNERS ARE TIGHTENED. TURN THE THUMB SET SCREW ON THE LOWER POLE TO LOCK THE UPPER POLE IN PLACE.

UNIT IS COMPLETE
SEE COVER FOR ASSEMBLED FIXTURE