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# Banner Stand 101

## Set Up

1. Carefully remove banner from case
2. Remove pole from the small compartment in the base (opens from the side next to the hole where you will eventually be putting the pole).
3. Assemble the pole. The top section extends. Pull and twist to secure.
4. Gently pull the banner out of the base (while steadying it with your foot) .
5. Hook the tab on the back of the pole into the ridge at the top of the banner.
6. Extend the banner to its full height (about 6ft tall) and secure the pole in the hole of the base.

NOTE: There should be white space below the logo at the bottom of the banner. If not, go back to step 3 and extend the pole further. Remember to twist the pole to secure.

## Take Down

1. When taking the banner down, tilt the banner backwards towards you and unhook the tab from the ridge at the top of the banner.
2. Be sure to hold on to the top carefully so that it doesn't get sucked back into the base too quickly and rip.
3. Disassemble the pole (remember to retract the top section of the pole) and pack back into the side compartment
4. Follow return shipping instructions carefully
5. Be gentle with the banner! They do a lot of travelling for us!

