

## Scrolling Banner Stand Setup Instructions

1. Take all parts out of case, noting where the parts are stored.
2. Place base roller stand (wider of the two) on a flat surface. Adjust the feet on the bottom of this base roller stand (by turning the feet) so the front of the stand is higher than the back. The unit tends to tilt forward, so this balances it better.
3. Extend side poles (folded up narrow poles) to full length.
4. Insert side poles into base roller stand.
5. Place top roller stand onto the hooks front of the side poles. The hooks slide into a slot on the back of the top roller stand by tilting the top roller stand at an angle. The side cover of the top roller stand is not very secure and falls off. You can leave it off or push it on at the end, if you choose.
6. Unroll the banner, then insert the smaller roller bar into the bottom of the banner. Look at each end of the smaller roller and compare to the base roller stand, orienting the roller correctly to fit into the holes in the base roller stand.
7. Insert the larger roller bar into the top of the banner, then lift the roller bar and banner up to insert into the top roller stand. It is fairly tight. Having two people at this stage comes in handy, but is not absolutely necessary. If the banner does not reach, check for correctness of the bottom roller bar. You can also adjust the height of the side poles by turning the top sections.
8. Plug the power cord into the power connection port near the end of the top roller stand.
9. Use one of the grey plastic clips to hold the power cord wire snug to the nearby side pole.
10. Plug the power cord into a 120V outlet.
11. Flip the switch on the power cord to turn the unit on. Flipping the switch on and off changes the direction of the banner movement (sometimes takes a few tries). The banner should move upwards, so the title of the product is viewed, then the photo of the product.

To break down, turn power off, take the top roller out first, then the bottom roller, remove the banner and roll it up tightly, then pack all parts securely in the case. The straps inside the case should be used to hold the two roller stands down.

If you have any questions, call me at 941-376-8484.

Have a great show!

Matt Ross