1. **Banner Stand Setup**

1.1 Remove banner stand from package and assemble pole.

1.2 Insert pole into base pole hole.

1.3 Pull banner up while tipping back with the pole.

1.4 Insert pole connector into top trim.
2. Banner Stand Light Setup

2.1 Tip banner back using pole.
2.2 Snap light onto top trim.
2.3 Use wire management clips to secure cable to pole.
Plug in transformer and adjust light as required.

Light Takedown
Reverse procedures above
3. **Banner Exchange**

Set up banner stand per procedure in *Section 1.*

3.1 Remove top trim with banner from top of pole and roll up until near base.

3.2 When rolled banner is near base, pull up until connecting extrusion on bottom of banner comes out of slot a few inches. Push slide switch *in* to lock banner in place - you may need to pull banner out very slightly to engage locking mechanism.

3.3 Slide old banner off of connecting extrusion.
3.4 Slide new banner onto connecting extrusion.
3.5 Hold banner firmly.
   A. Push slide switch **out** to unlock banner.
   B. Gently feed banner back into housing.
3.6 Attach new banner to top hook.
4. **Accessories**

**Setting up Accessories**
Take out accessory pole(s) and insert into holders where needed.
Short accessory pole should always be used on top of a long accessory pole and should only be used for the literature rack or graphic clip.

**Attaching Accessories with Clamps**

4.1 Open clamps.
4.2 Position next to pole.
4.3 Close clamp until it snaps.
**Shelf Positions**

- Double Clamp Shelf
- Single Clamp Shelf
- Spanning Shelf

Single clamp mounted shelves can be positioned at any angle.

Double clamp shelves can be positioned either side facing or bridging between two banner stands.

The spanning shelf can only be positioned front facing.

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**Literature Pocket**

4.4 Clamp base to pole.

(Literature pocket can only be positioned front facing)

4.5 Insert paper platform into base.
**Graphic Clip**

Graphic Clip can be used to display a small, lightweight board graphic and can be adjusted to hold the graphic down, up, or to the side.

To change clip orientation:

4.6 Push up on locking tab.
4.7 Slide clamp from clip and rotate 90°.
4.8 Slide clamp back in and release locking tab.
End Pole Mounted Accessories
Center Mounted Shelves and the Pole Cap mount directly onto the end of a pole.

Accessory Weight Limits and Capacities

Accessory Poles:
• Each Pole can carry a maximum of 5 lbs (2.27kg).
• For a single shelf that connects to 2 poles, the shelf can carry a maximum of 10 lbs (4.53kg).

Shelves:
• Shelf weight limits are set by the pole carrying capacity.

Literature Pocket:
• Maximum literature size: 8.5” x 11” (21.6cm x 27.9cm)
• Maximum thickness of material: 0.75” (19.5mm)
• Maximum weight is 3 lbs (1.36 kg)

Graphic Clip:
• The Graphic Clip is only suitable for lightweight material
• Maximum graphic size: 12” x 12” (30.5cm x 30.5cm)
5. Packing

Main Tray

Accessory Tray

Accessory trays have spaces for 4 accessory poles and up to 5 small shelves or 2 spanning shelves.

Packing Configurations

Short Case: One Banner Stand

Accessory Case: Three Trays

Tall Case: One Unit and One Tray