INSTRUCTIONS Multi-Use Telescoping Pole

Includes:
Telescoping Flagpole
PVC Ground Sleeve
Rotating Arm For Banners
Ball Top
Counterweight
Wheel Stand (Tire Mount)

Before You Dig

- Read through these instructions and make sure that you have all the components and tools required for the installation.
- Select a location for your flagpole where it cannot be struck by lawnmowers, automobiles, bikes, etc.
- Avoid locations in the vicinity of power lines.
- Check with your local municipality regarding height ordinances and for any underground gas or power lines. Many municipalities have a "Dig Safe" bureau that can provide you with this information.
- It is best to unwrap the pole as soon as possible after it has been delivered and kept straight and dry during storage.
- Do not attempt to climb flagpoles.
- Do not lean ladders against flagpoles.
- Do not allow children to operate a flagpole unattended.

Tools and Accessories Required – Not Included

- Level
- Screwdriver and Phillips head screwdriver
- Cedar wedges
- Dry sand
- Cement
- Shovel/excavating tools
- Crushed stone/pebbles for drainage

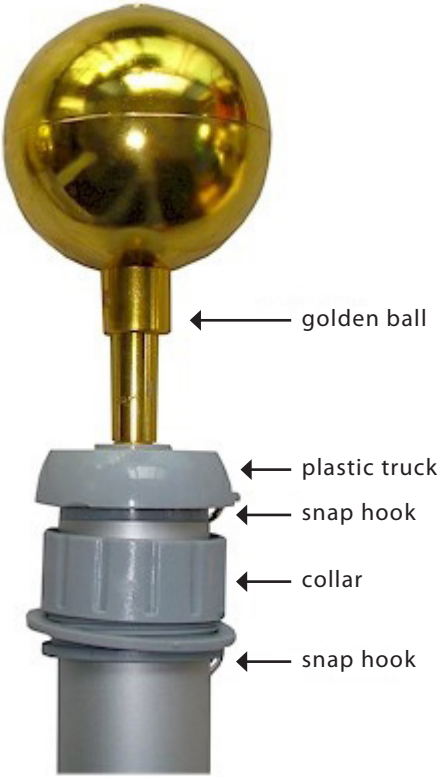
Precautions

- Do not fly a flag heavier than a standard 3x5' nylon flag.
- When using the tire mount make sure the tire is as close to the vertical sleeve as possible.
- Do not fly a flag or banner in high and gusty wind conditions.

This product is for outdoor promotional use only and should not be left out in extreme weather conditions. Please use common sense guidelines and do not display this product outdoors when extreme winds or storms may be present.

In-Ground Installation Procedure using a FLAG

1. Dig a hole 2 inches deeper than length of ground sleeve and approximately 12" in diameter. Line bottom of hole with 3 inches of crushed stone for drainage.
2. Prepare a concrete reinforcing mixture – 1 part cement, 2-1/2 parts sand and 5 parts crushed stone.
3. Wet down hole with water so that earth does not take water away from the concrete.
4. Set sleeve upright in center of hole and fill in around it with concrete mixture. Be sure sleeve extends ½ inch to 1 inch above ground after the final grading. Use a level at two points on the sleeve 90 degrees apart to make sure it is plumb. Continue to check for plumb several times while filling hole. Level off smoothly at top. Do not allow concrete to get into or under sleeve. Let the cement dry for 24 hours.
5. Assemble the parts as shown below in this order:

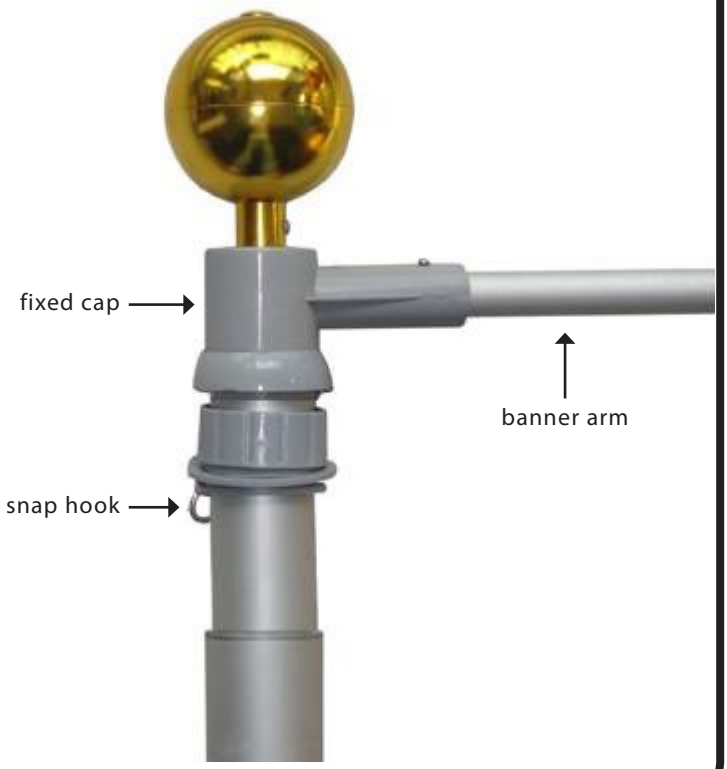


   Screw the golden ball into the plastic truck.
6. Slide the pole in the ground.
7. When inserted correctly the pole will be a loose fit within the ground sleeve allowing you to ensure the pole is vertical.
8. Slide the cedar shims between the pole and the ground sleeve, doubling them if necessary to keep them from dropping in the space. The shims can be used to plumb the pole by sliding opposite shims up or down. Use a level to plumb the pole.
9. You can now drop the pole into the sleeve. Attach the top grommet of the flag to the top snap hook. Beginning with the top section, lift this section into place and attach the bottom grommet to the bottom snap hook. Tighten the collar at this point leaving some play between the 2 collars so the flag can rotate. You can then continue to raise the pole until it snaps into place utilizing the snap pins installed in the pole or you can twist the pole into an intermediate height by twisting the sections. Be careful not to over tighten the pole if you use this method.
10. Continue to raise each section until the pole is extended to the desired height.

In-Ground Installation Procedure using a BANNER

Follow steps 1-4 of In-Ground Installation Procedure using a FLAG

5. Attach the banner arm to the fixed cap using the screws provided.
6. Assemble the fixed cap as figure shows.
7. Slide the banner over the crossbar. Most banners should have tabs in the heading. Many tabs are made of Velcro and have an adhesive back. If so you can affix the adhesive back of the tab onto the pole and then align the two parts of the tab. If not you can slide the tab over the screw that holds the banner arm, un-tighten the screw, align the slit of the tab under the screw and then re-tighten the screw.
8. If your banner has a grommet in the bottom corner you can use the counter weight provided to keep the banner extended. Slide the counter weight up from the bottom of the pole and affix it to the bottom of the banner using the snap hook provided.



Using a TIRE MOUNT with a flag or banner

1. Tighten the tire mount securely.
2. Drive the car over the tire mount with the wheel being as close to the vertical pole as possible without interfering with the pole.
3. Follow the instructions for affixing the flag or banner.
4. Drop the pole into the tire mount.