

# INSTRUCTIONS

## 10' x 10' Backdrop Banner



Includes:

Winged Bolt (x4)      Foot (x2)  
Base Allen Screw (x2)      Graphic Support Leg  
Allen Wrench  
Short Telescoping Poles w/Flat End (x2)  
Short Telescoping Poles w/Screw End (x2)  
Long Telescoping Poles (x2)

**1**

Position one foot next to one long pole. Insert pole into the hole located on the top of the foot. Thread one screw (found in bag with small parts **OR** pre-threaded in long pole) through the hole in the bottom of the foot and into the pole. Tighten with allen wrench. Stand upright so pole is vertical. Repeat with second foot.

**2**

**A:** Pick up one short pole w/flat end and one short pole w/screw end and screw together. Repeat with remaining short poles.  
**B:** On both assembled poles, twist telescoping joints to loosen and extend poles. At maximum extension, tighten telescoping joints to lock in place.

**3**

Align contoured end of pole assembled in step #2 to the hole in the top of one vertical pole. Insert winged bolt through the hole and into the threaded hole of the contoured end. Screw winged bolt until tight.  
**\*\*\*Do NOT over-tighten winged bolts or UNIT WILL FAIL.**

**4**

*Before attaching the top pole to the second vertical pole, slide the top pole sleeve of the graphic onto the pole.*  
Attach top pole to the second vertical pole using a winged bolt.  
*If contour is not properly aligned, twist telescoping joint to loosen, align contour, and re-tighten joint.*

**5**

Pick up second pole assembled in step #2 and align contoured end to the hole in the bottom of one vertical pole.  
Repeat steps #3 and #4.

**6**

To make graphic taut:  
On both vertical bars, turn top telescoping joint counterclockwise and raise top bar. At maximum extension, twist telescoping joints clockwise to lock in place. Repeat with bottom telescoping joints.  
**Note:** Two people are recommended to raise both sides equally.

Optional: To decrease strain on top horizontal bar, extend support leg by twisting telescoping joints. Place 'cup' end of support leg under the top bar. Re-tighten joints after correct height has been achieved.