

Retractable Banner - Standard Base Assembly Instructions



1. Bag with stands



2. Open the bag like this



3. Take out the base from the bag



4. Take out the pole from the base



5. Fix the pole



6. Open the feet and put the base on the ground



7. Insert the pole into the base



8. Tilt the unit toward yourself while raising the graphic to the top of the pole



9. Fix the pole on the top bar

- **Banner Leaning Forward?** Adjust the pole near the base to seat the pole correctly through both holes. Ensure feet are extended and straight.
- **Banner Not Retracting?** Ensure pin is not inserted into the side of the stand.
- **Banner Stuck?** Gently pull banner material out and try to realign/straighten so it will retract.