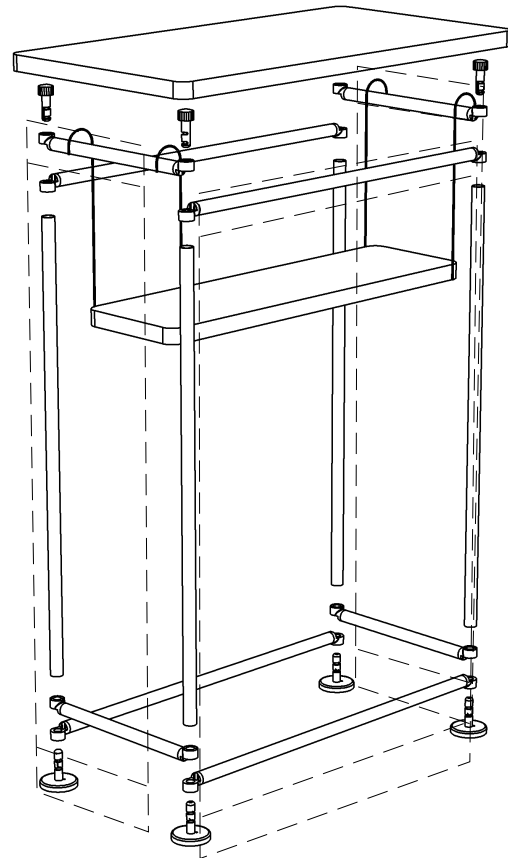


Presentation Podium Components

- 4 - Helix Bolts
- 4 - 3" Round Feet
- 4 - 37" Long Upright Tubes
- 4 - 30" Long Horizontal Bars
- 4 - 13¹/₄" Long Horizontal Bars
- 1 - 19"d x 36"w x 1"th Folding Podium Top
- 1 - 9¹/₂"d x 32"w x 1"th Shelf with Hooks

Finished Size - 36" wide, 42" High and 19" deep.



Presentation Podium Assembly Guide

Brief description: The podium/counter has three fabric sides, an open back, a folding countertop and one hanging shelf.

1. Place four round feet on floor.
2. Place one long bar through the bottom hem of the front fabric panel and place plastic ends of this bar over feet studs so that the small pin on the bolt fits into one of the small holes on the plastic ring. Place another long horizontal bar (without fabric) over back feet in same manner. Place two short horizontal bars through bottom hems of side panels and position plastic rings over studs so that the plastic rings of long and short bars "nest." See illustration.
3. Install the four 37" long "uprights" onto foot studs and turn gently until the pin in the tube slides down through the groove in the foot stud. When tube is seated all the way down to ring, twist and tighten uprights.
4. Place the top horizontal bars through top fabric hems and position on to top of uprights. Have top bolts ready to slide down through plastic rings and into top of uprights. This may seem slightly tricky but is quite simple after you've done it once. If positioned properly, the fabric panels should be fairly tight.
5. Tighten top bolts. Make sure all connections are tight (eg. 4 top bolts, and 4 foot bolts). Make sure entire unit is "square."
6. Hang shelf unit inside from top horizontal bars near front.
7. Place folding countertop over unit so that the 4 bolts fit snugly into the countertop.