



## assembly instructions

**BEFORE YOU START**, make sure the back of the top and bottom banner hems have a “half moon” cutout to prevent “pinching” the banners between the ring fittings (see Figure 1).

1. Place feet in a triangle. Insert horizontal bar through bottom hem of fabric/graphics.
2. Place horizontal bars over helix studs on feet. Note that rings must make solid contact with feet (see Figure 2).
3. Attach lower upright tubes (A) to helix studs; twist and tighten. Firmly push intermediate tube (B) with “O” ring onto tube A. If upper telescoping tube (C) is not in place, slide it into tube B. Note that this tube tightens in any position.
4. For ease of assembly raise upper telescoping tube a few inches.
5. Insert top horizontal bar through top banner hems and place on top of upright tubes in same sequence as bottom bars (1-3, see Figure 3). Place helix bolt through rings and into telescoping tube. Turn bolt to lock.
6. Check all connections (top helix bolts, bottom uprights on feet) to ensure that they are locked and tight.
7. Raise upper telescoping tubes to full height, inching each one up in order.

## helpful hints

- Remove components from organizing pouch and place on pouch.
- Place paper or cloth on floor to keep fabric/graphics clean during assembly.
- Store rubber caps for feet in small pocket in organizing pouch.
- Complete assembly of all uprights before attaching top horizontal bars.
- Do not telescope tubes until unit, with fabric/graphics attached, is fully assembled.
- Check that all helix bolts and connections (intermediate and lower upright tubes, lower upright tubes and feet) are tight.

