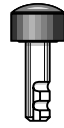




(4) 30" Long Horizontal Bar (with rings)



(4) 13 1/4" Long Horizontal Bar (with rings)



(4) Helix Bolt

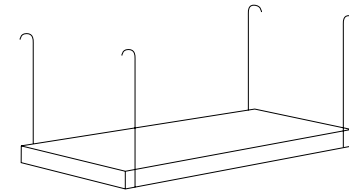


(4) Round Foot

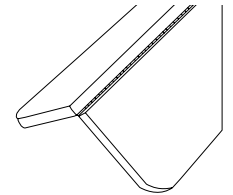
Helix Stud



(4) 37" Long Upright Tubes



(1) 9.5"x 32"x 1" Shelf with Hooks

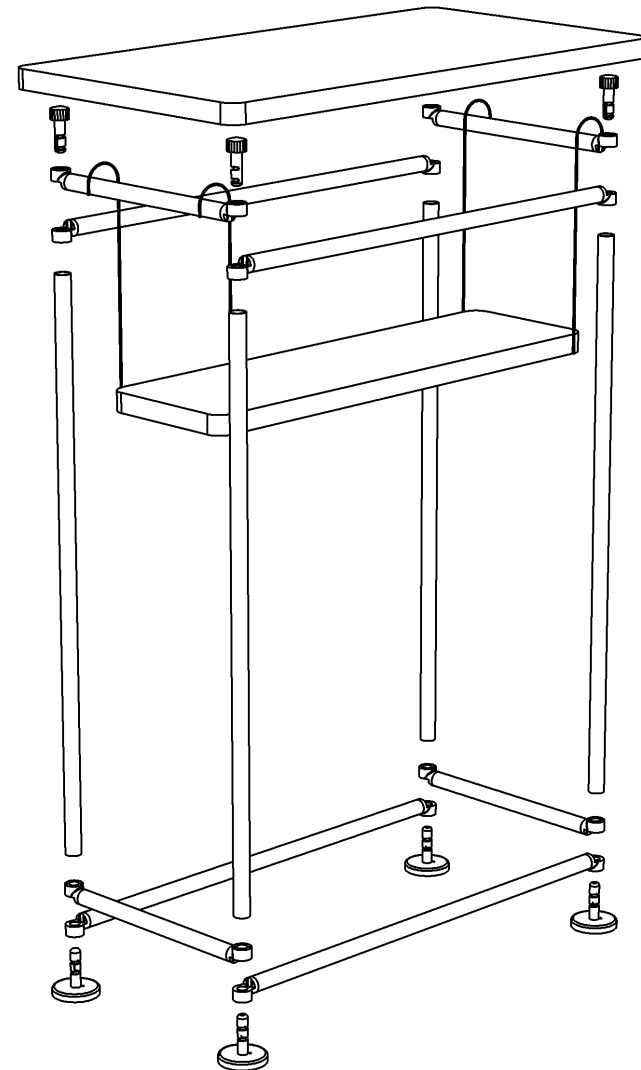


(1) 19"x 36"x 1" Folding Top

assembly instructions

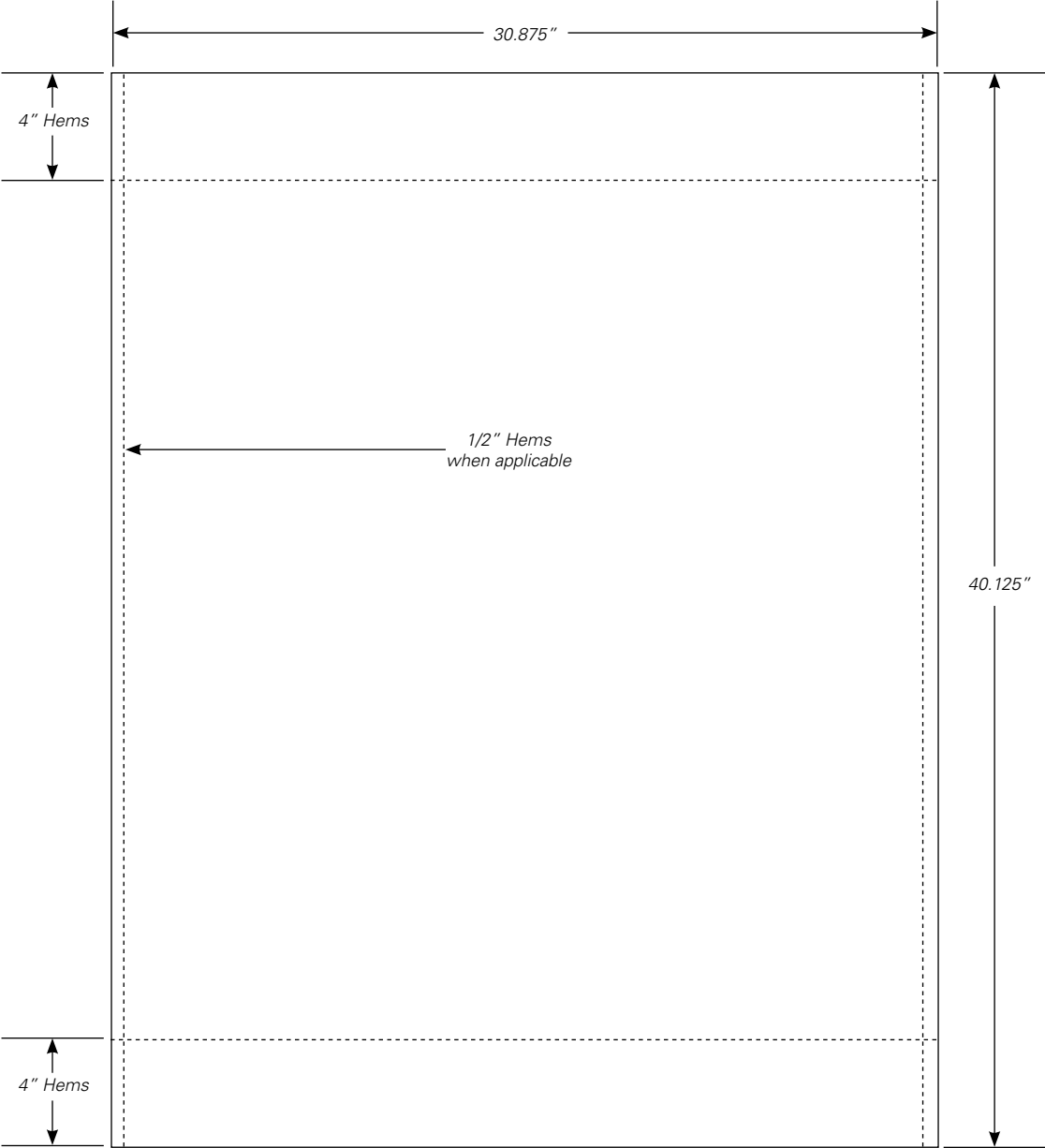
Brief Description: The podium/counter has three fabric sides, an open back, a folding counter top and one hanging shelf. Finished size is 36" wide, 42" high and 19" deep.

1. Place four round feet on the floor.
2. Place one long horizontal bar through the bottom hem of the front fabric panel and place plastic ends (rings facing down) over front feet studs so that the small pin on the foot fits into the small holds on the rings.
3. Place another long horizontal bar (without fabric) over back feet in the same manner.
4. Place two short horizontal bars through bottom hems of side fabric panels and place ends (rings facing up) over studs so that the rings of long and short bars "nest."
5. Install the four 37" tall upright tubes onto helix studs and turn gently until the inner pin slides down through the groove in the foot stud. When tube is seated all the way down, twist and tighten uprights.
6. Place horizontal bars through the top hems of the fabric panels and position on top of uprights. Have helix 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.
7. Tighten helix bolts. Make sure all connections are tight (e.g. 4 helix bolts and 4 helix studs). Make sure entire unit is "square."
8. Hang shelf unit inside from top horizontal bars, near front.
9. Place folding counter top over unit so that the 4 helix bolt tops fit snugly into the counter top.

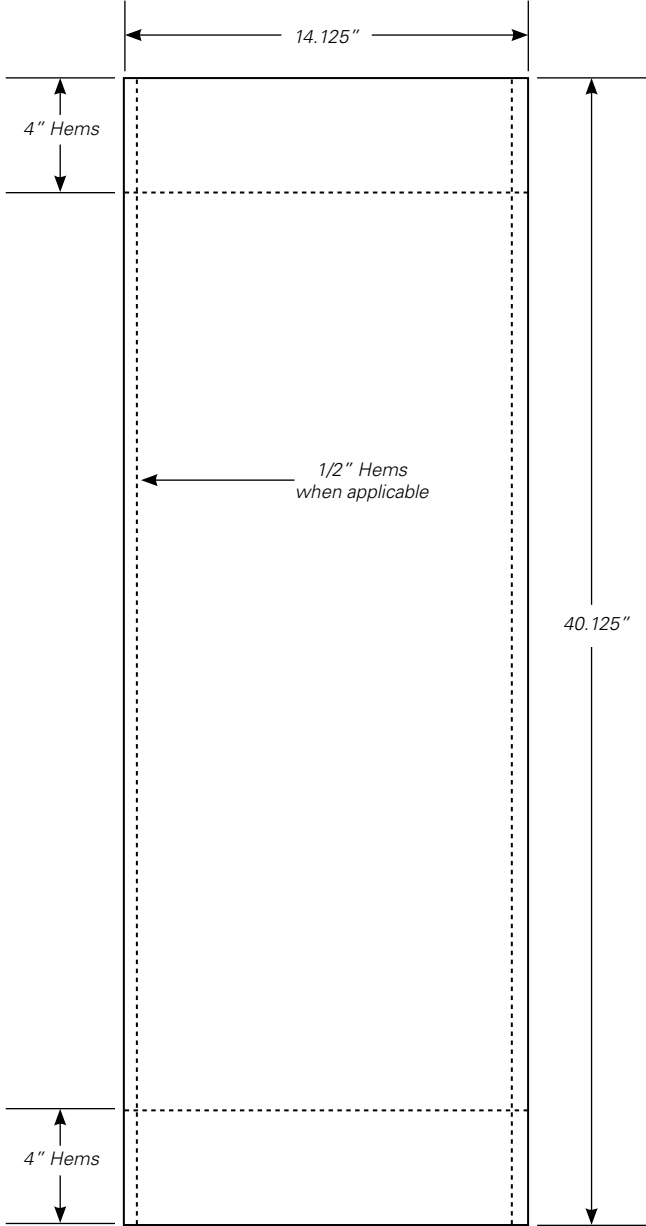


media specifications for presentation podium

Please follow these measurements precisely to ensure tight displays. Anything else may result in panels that are too tight for the podium (thus hindering any assembly) or too loose, resulting in waviness of panels.



Front Panel - 30.875" x 40.125"



Side Panels - 14.125" x 40.125"