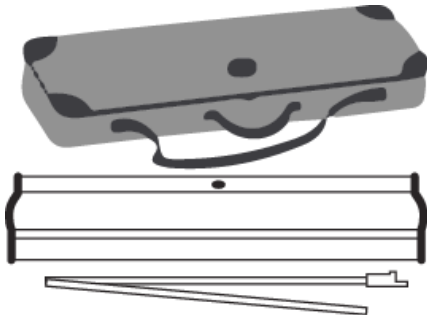
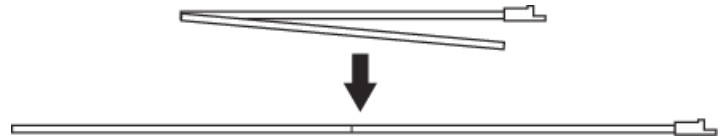


Ultra Series Retractable Banner Setup Instruction Sheet

Step 1: Take everything out of the bag (1 banner case, 1 set of pole)



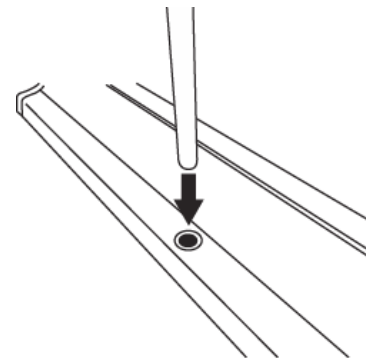
Step 2: Connect the two-section pole into one long pole



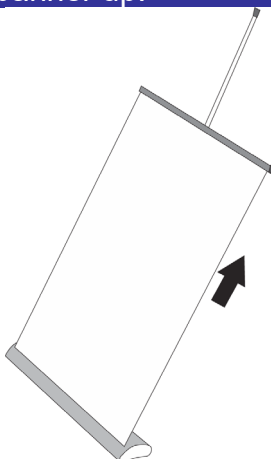
Step 3: Twist the top of the pole in the opposite directions the arrows are pointing in until the pole can loosely extend. **Extend the pole to the marked line** and twist the poles following the arrows to tighten.



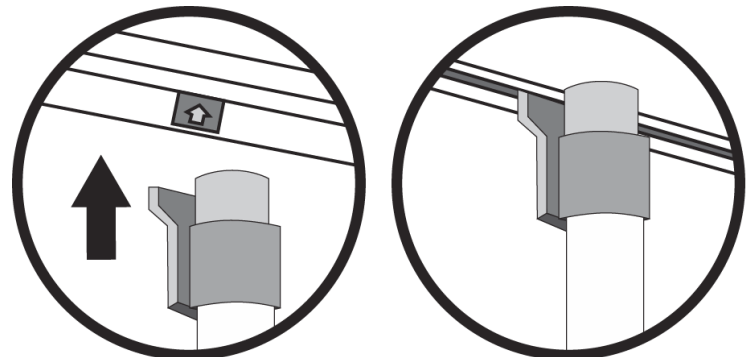
Step 4: Insert the pole into the base. **Make sure it goes all the way down!**



Step 5: Stand behind the stand. Secure the stand by placing your foot on the stand and pull the banner up.



Step 6: Sit the banner hardware into the pole slot. Make sure the banner hardware is sitting *firmly* into the slot!



To disassemble: Reverse Step 1 through 6. **DO NOT** let go of the banner to ensure banner retracts smoothly.