

Traveling Exhibition Setup Instructions

1. Assemble a crew of two people for setup.
2. Unpack the shipping crate and remove all six banner stands from their cases.
3. Remove and assemble the pole from the back of the banner stand base.



4. Swivel the “foot” at the bottom of the banner stand base 90 degrees, resting perpendicularly to the base.



5. Extend the pole and insert into the base. Please make sure the pole sits securely in both sets of base holes. If the pole does not rest securely in both holes, the exhibition panel will tip forward.



6. Using your foot to hold down the base, slowly pull the graphic up by the metal hardware on top. Please do NOT pull on the fabric—this can cause the fabric to dislodge from the hardware.



7. Ask a colleague to help pull the banner up by the top hardware while you hold on to the pole.



8. Lean the banner back to hook the top hardware into the top of the pole.



9. Position the banners around your exhibition space as needed. To move, please grip the pole and carefully reposition.