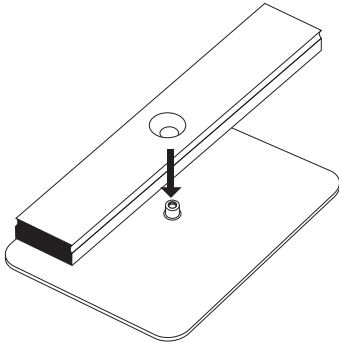
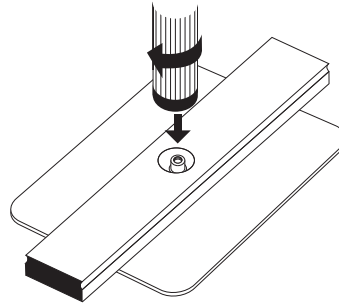


Assembly Instructions for: Lectern Banner



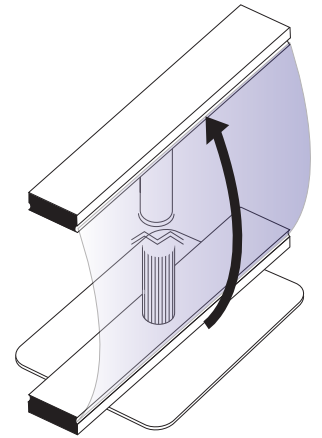
Step 1

Place large foot plate on the floor with nut facing up. Place bottom rail (small hole first) over nut as shown.



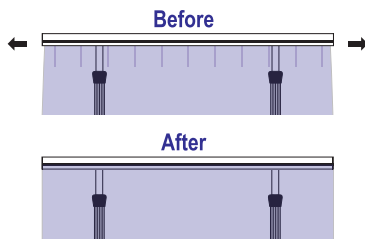
Step 2

Position pole within the larger hole and screw into nut. Turn in a clockwise direction to secure but do not over tighten.



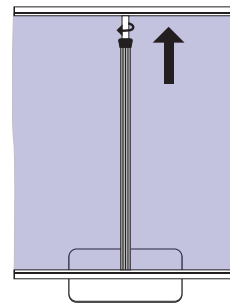
Step 3

Unroll banner and place top rail onto the secured pole.



Step 4

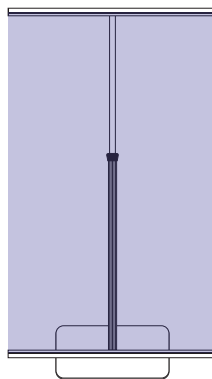
Smooth and pull the banner at each side of the banner so that it presents smoothly. This helps to pull any kinks out of the banner.



Step 5

Twist and Lock

Raise the pole to maximum height in sections. Once fully erected make sure the banner is taut and that the top and bottom rails are both straight. This will help any creasing or wrinkling caused by storage to be pulled out.



Step 6

Step back and admire your banner from a distance. This is where your banner will be viewed by your customers.