

# Set Up Instructions for Pop Up Banner Stands

Smaller Pop Ups can be set up by one person. We recommend two people for larger Pop Ups. You will need a ladder for larger displays.



Place the Pop Up Frame on the floor with the velcro tape facing up toward the ceiling.



Slowly expand the frame until it is full size.



Carefully interlock ALL of the steel hooks. Gently push down to lock. Failure to do this may cause damage to the X crossbars.



Banner can be placed on the stand when laying flat but we found that standing it up was easier and faster. Start at the left top corner and work your way across the top, then sides, then bottom. Adjust until banner is straight.



## Take Down Instructions

**ALL LOCKING HOOKS MUST BE DISENGAGED BEFORE CLOSING!**



Remove the graphic from the stand. Then lay the stand flat on the floor. **ALL LOCKING HOOKS MUST BE DISENGAGED BEFORE CLOSING!** With a person on opposite corners, slowly push toward the center. If you feel any resistance stop and make sure all locks are disengaged. Do not force the stand, it should close effortlessly.