

BANNER SETUP/BREAKDOWN INSTRUCTIONS

Expandable Step-and-Repeat Banners

Quantity: 2 banners

Description: Expandable step-and-repeat banners with green banner cloths with UTHSC logo

Specs: 10ft Width by 7.5ft Height

Banner setup:



1. Take the banner out of the bag and set it on the ground with the green banner facing up (not touching the ground to keep from becoming damaged or dirty)



2. While the banner is still laying down, fully expand the frame by pulling the edges of the frame outward. Then, stand the banner upright.



3. Once upright, click together the snap-in clips on the back of the frame. We suggest clipping them together starting from the center of the back of the frame and working outward. Once all clips are snapped in place, the frame will be secured.



4. Then, tightly secure the banner flaps on the sides to the velcro attached to the frame.



5. Lastly, place banner wherever you'd like it to go!

Banner breakdown:

1. Detach the banner flaps from the velcro on the sides of the frame only **Please DO NOT remove the whole banner from the frame.**
2. Unclip the clips on the back of the frame, working from the outside to the center. Be careful when unclipping the final few clips as the frame will quickly collapse in on itself.
We recommend to have another person hold the frame upright, and then slowly collapse the banner together to keep from damaging the frame or pinching any fingers!!
3. Once the banner is collapsed, place into bag with the cloth side facing upward.
4. Then, return to Communications and Marketing by due date!

BANNER SETUP/BREAKDOWN INSTRUCTIONS

Step-and-Repeat Banners with Poles

Quantity: 3 banners; each banner setup includes three pole bases, 3 vertical poles, two groups of three horizontal poles with hooked ends (6 horizontal poles total), and one 16ft cloth banner.

Description: Step-and-repeat banners with green banner cloths with UTHSC logo supported by pole framework. Total of 9 pole bases (makes up 3 banners), 3 black pole bags with vertical/horizontal poles inside, and three cloth UTHSC banners.

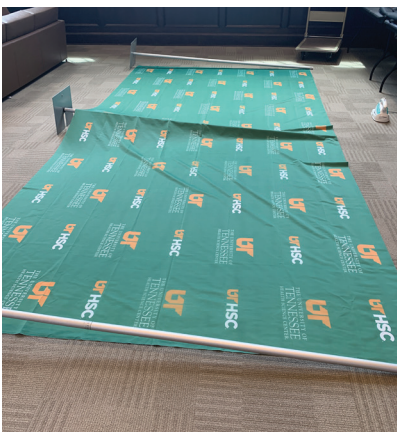
Specs: 16ft Width by 8ft Height

Banner setup:



1. First, take the pole bases and space them out evenly (2-3ft apart).
2. Remove the three vertical poles from the black bag and attach them to pole stands.

3. Remove the remaining horizontal poles from the black bag and separate them into two groups of three (see grouped horizontal poles). Then, connect the grouped poles together.



4. Insert the horizontal poles through the banner fabric, then attach the hooked ends of horizontal poles to the vertical poles. Using three people, once the banner is in place and poles are connected, slowly walk banner to the upright position.

5. Adjust the fabric and bases evenly, and you're done!

BANNER SETUP/BREAKDOWN INSTRUCTIONS

Step-and-Repeat Banners with Poles (cont.)

Banner breakdown:

1. Carefully lay banner on the ground, with the banner cloth facing upward.
We recommend having three people slowly walk each of the pole stands together.
2. Once the banner is laid down, unhook the horizontal poles and carefully remove the banner cloth. Fold neatly and store before continuing the breakdown.

****Please note: If the cloth banner becomes dirty after use, those who have borrowed the banner are required to get the fabric banner dry-cleaned before returning to Communications and Marketing.**

3. Next, disconnect the horizontal poles from each other and place them back into the black pole bag. Then, remove the TOP sets of vertical poles from the pole bases and place these back in the black pole bag as well, and zip closed!

PLEASE REMEMBER - DO NOT REMOVE THE POLE THAT IS ALREADY SCREWED INTO THE METAL BASE, ONLY REMOVE THE POLE THAT CAN EASILY SLIDE OFF THE BOTTOM POLE.

4. Finally, you will gather the pole stands, black pole bags, and cloth banner and return to the Communications and Marketing Department by the return due date!

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