

## Pop-Up Banner Setup & Takedown Instructions

### *Bicentennial Event Display Guide*

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#### Before You Begin

- **All banners and carrying bags are labeled** by number and banner title.
  - Check you have all parts before setup:
    - Labeled banner(s)
    - Base(s) with pole(s) inside or attached
    - Carrying bags
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#### Setup Instructions (IN ORDER)

1. **Unload carefully**  
Remove banners and bases from the Bicentennial semi-trailer. Keep bags with each banner to avoid mix-ups.
  2. **Locate the labels**  
Each banner and base are numbered (e.g., Banner #1, Banner #2, etc.) for correct order and messaging flow. Lay them out in sequence.
  3. **Assemble the base and pole**
    - Open the banner base if needed.
    - Insert and extend the pole vertically from the back center of the base. Most poles are telescoping—extend fully and lock.
  4. **Raise the banner**
    - Pull the banner slowly from the base.
    - Attach the top rail of the banner to the top of the pole using the hook or clip provided.
    - Be gentle—do not force or let go suddenly.
  5. **Repeat for remaining banners** in numbered order.
  6. **Adjust for alignment**  
Once all banners are up, make sure they are aligned straight and evenly spaced for the best visual effect.
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#### Takedown Instructions

1. **Lower banners slowly**
    - Detach the top rail from the pole.
    - Let the banner retract *slowly and with control* into the base to avoid damage.
  2. **Collapse the pole**
    - Fold or retract the pole and place it back into the base or the carrying bag.
  3. **Return to labeled bags**
    - Each banner and base should go back into its labeled carrying bag.
    - Ensure bags are zipped or secured.
  4. **Load back into the trailer**
    - Place the banners and bags in the designated storage area in the **back of the Bicentennial semi-trailer**.
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#### Handling Reminders

- Do not bend or fold banners.
- Avoid placing them on wet or dirty ground.
- Always handle the retracting mechanism with care.