

## Burton-on-Trent u3a

### RETRACTABLE ROLLER DISPLAY BANNER

#### INSTRUCTIONS FOR USE

***NB: Ideally, a tall person is required to erect this banner***

There are **three** components: the aluminium (1) **roller banner base**, with its two integral swivel feet and the (2) **extender pole**. The pole is stored in the slot compartment of the base. The whole unit is stored in the (3) **black carry bag**.

- 1) Unzip and carefully remove the roller banner base from the black carry bag. Remove the additional clear plastic bag and keep safe in the black carry bag.
- 2) Remove the extender pole from the banner base compartment and keep within reach.
- 3) Place the banner base at the designated safe location with its swivel feet turned to right-angles to the base, for stability.
- 4) Carefully erect the (6ft/2m) extender pole, avoiding contact with anything nearby.
- 5) Feed the plain end of the extender pole into the designated hole in the rear of the banner base **ensuring the pole is located securely so as to remain perpendicular when in-situ**. NB: The extender pole has a grey plastic fitting at the upper end that will locate with the top strut of the extended banner.
- 6) Grip firmly and pull up to extend the spring-loaded banner from its base and locate the centre-rear of the grooved top strut (arrow marker) on to the plastic fitting of the extender pole, ensuring the banner is secured and erect.
- 7) Ensure the banner is safely positioned away from overhead obstacles and is not a trip hazard to passing persons.

**Disassembly is basically the careful reverse of assembly ensuring the spring-loaded banner is not allowed to recoil freely upon itself.**

**Before returning the whole unit back into the carry bag, place the additional clear plastic bag over the end of the base unit to facilitate insertion and reduce damage to the carry bag.**