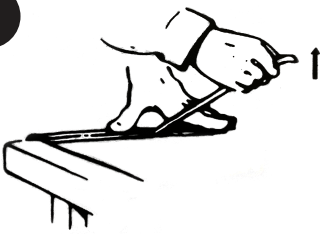# Roll Up Banner Replacement Manual
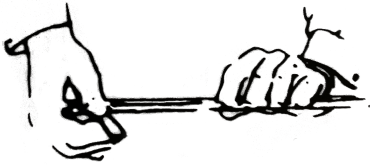
1 Pull the graphics out as far as possible. Adjust the length so that the key fits into the hole at the side of the stand. Lock the mechanism by inserting the key. Carefully, with a cutter or exacto knife, cut along the bottom edge of the old banner to remove from stand.
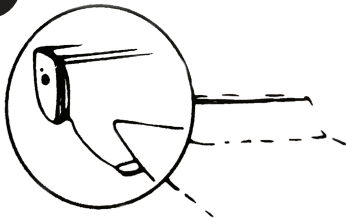
*this key will be provided alongside the replacement graphics

2 Apply a new strip of double-sided tape across the top of the leader strip. Do not remove the top protective strip yet.

3 Arrange the stand so the leader strip is flat on your work surface. Carefully align the bottom of the new banner to the bottom of the double sided tape. Secure the position of the banner and the stand so that it will not move. Slowly remove the top protective strip and adhere the banner to the leader strip. Press the banner firmly to the leader strip and reinforce with tape.
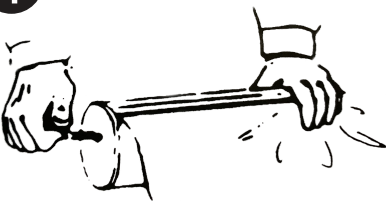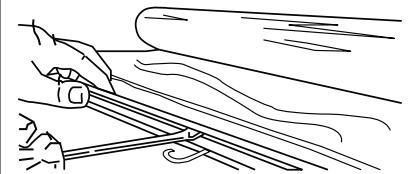
4 Firmly grip the banner and the stand with your left hand, like the image to the left. Using your right hand, remove the key to activate the mechanism.

5 Hold the banner according to the image to the left. Let the image carefully roll into the stand, ensuring that the banner stays centered.

Top Graphic Hanger Bar

- Pry up in center working left to right with flat head screw driver.

- Remove existing graphic.

- Insert new graphic and press down on hanger bar firmly, starting from the center, left to right.