

Retractable Banner

How to Install Replacement Art

One of the great features of our new Retractable Banners is the ability for the banner art to be changed. When you originally order a complete retractable banner, it comes with the banner installed. If you purchase replacement banner art, you can easily change out the art following these steps.

You will need:

- An assistant
- Your Retractable Banner Stand with the original banner
- New banner art with velcro strip on bottom of banner
- “L” key (found inside the right endcap of your banner stand)
- A clean floor or large table space
- Flathead screwdriver (only if you need to replace the top bar)

Instructions:

1. Put your banner stand on the floor or table where the banner can be extended.
2. Take off the end cap on the right side (if you are facing the printed graphic side). The cap is magnetic, so just pull until it comes off.
3. Locate the “L” key that should be inside the end cap. *(If you cannot locate the “L” Key, you can use a nail, etc.)*
4. Have one person hold the banner stand while the other extends the banner all the way out. You will need to pull the banner out completely so that the white leader is completely extended.
5. The person who is holding the base will insert the “L” Key into the side hole to prevent the roller from retracting. You may need to let the roller retract a small amount to line up the holes. Be sure it is secure before letting go.
6. Unzip the velcro to remove the banner from the leader.
7. *When you order replacement art, we include the top bar pre-installed, so replacement is simple. However, if you need to replace the top bar for any reason, you can do so now.* Remove the clamp bar from the top of the graphic using a flat head screw driver. Be gentle and work it along the edge. Add the clamp bar onto the new banner. Press down hard to securely hold it in place.
8. Apply the new banner bottom velcro onto the velcro strip of the leader. Be sure it is secure and straight.
9. Once the banner is securely velcroed in place, have the first person pull the banner slightly while the the second person holds the base firmly and pulls out the key. Carefully allow the banner to retract into the stand. (Be careful as the tension will want to pull it back into the base quickly.)