

FEATHER BANNER™ & POLE INSTALLATION INSTRUCTIONS

FEATHER BANNER™ INSTRUCTIONS

CONGRATULATIONS! You have just discovered the newest and one of the most elegant ways to decorate your planned outdoor weddings or receptions. Wedding Feather Banners are one of the most effective outdoor promotional and decorating tools available. You will surely want to insure the maximum life of your equipment. **The following instructions and suggestions will help you get the most out of your Feather Banners.**

ASSEMBLY

1. Pound the stake into the ground until it is secure (usually 6" to 10"). **Always allow 12-16" exposed on which to place the PVC Sleeve.** It can also be attached to a vertical fence post with hose clamps or tape. The location of the stake should provide at least 10' clearance from surrounding objects since the banner will bend and move that much in the wind.
2. **Fiberglass poles are strong but not indestructible. They should be handled and treated with care. To extend the pole, take the blue rubber cap off the end.** Tilt the pole so that the first (smallest) section can pull out the second section. With the first section in one hand and the second section in the other, pull in opposite directions with a moderate tug. If you pull too hard, disassembly will be difficult or impossible. If you tug too lightly, the pole will collapse prematurely. If, inadvertently, you open the wrong end and the pole sections spill out, be sure to reassemble largest to smallest sections with special care that the silver tip and all narrow ends are at the same end of the pole.
3. Unfold banner and insert small tip of pole into the sleeve side of the banner that has the **Velcro strip sewn inside**. It helps to have someone hold the opposite end of the banner at the end with the short loop of string. Slide the banner over the pole until the pole tip extends out of the banner top end. Use the snap swivel at the top of the banner to attach to the metal ring at the top of the pole. **The bottom Velcro should be attached to the adhesive piece of Velcro provided for each pole.**
4. Insert the 40" PVC Sleeve inside the bottom section of the extended pole. Together place this assembly over the metal stake. If there is high wind during this procedure, it's important to do it in one smooth and quick motion.

MAINTENANCE

1. Check throughout the day that the banners are not excessively leaning due to loose stakes or soft soil or sand. If so, relocate stake and pound it deeper.
2. If pole section collapses, simply loosen bottom velcro and tug loose sections again. Return to instruction 2 under **ASSEMBLY**.
3. In certain applications when set up is near buildings, the wind may swirl and cause banner to "wrap" around pole. Simply "unwrap" and/or relocate.

DISASSEMBLY

1. In one smooth quick motion, completely remove the pole and cpvc pipe from the stake. **The quickness is only necessary in high wind situations.**
2. Disconnect banner from both ends of the pole and neatly fold it. If banner is wet, fold it temporarily. **Do not leave it folded wet for more than a few hours.** If it is stored wet, mildew will form and certain colors may bleed causing permanent damage.
3. **Place bottom cap on bottom end of the pole.** Securely grip pole 10" above bottom section. Keeping pole vertical, raise it about one foot off the ground, and strike the ground firmly. Repeat this for all sections. If they do not readily collapse, repeat the process with bottom cap removed on a firm surface such as concrete.

Be sure to take lots of pictures - you may want to make these a signature item.

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