

How to Set Up Your Table Top Retractable Banner

Setting up your table top retractable banner can be done in seconds! Follow the steps below to help you master the simple setup process.



Remove your table top retractable from the box and get both support poles ready for assembly.



Attach the two sections of the metal pole together (no snap or screw mechanism) and insert the pole into the hole on the base with the flat edge on the top of the pole facing forward.



Slowly pull out the banner from the base by grasping the metal edge on the top of the banner. Do not allow the banner to “snap” back into position as this can damage your banner. Always pull out and retract the banner from the base in a slow and steady fashion.



Pull the lip of the metal edge over the extruding edge of the top of the pole, carefully releasing the metal edge to secure the banner onto the pole.