

## **HPG STANDING DISPLAY ASSEMBLY**

Each stand includes the following:

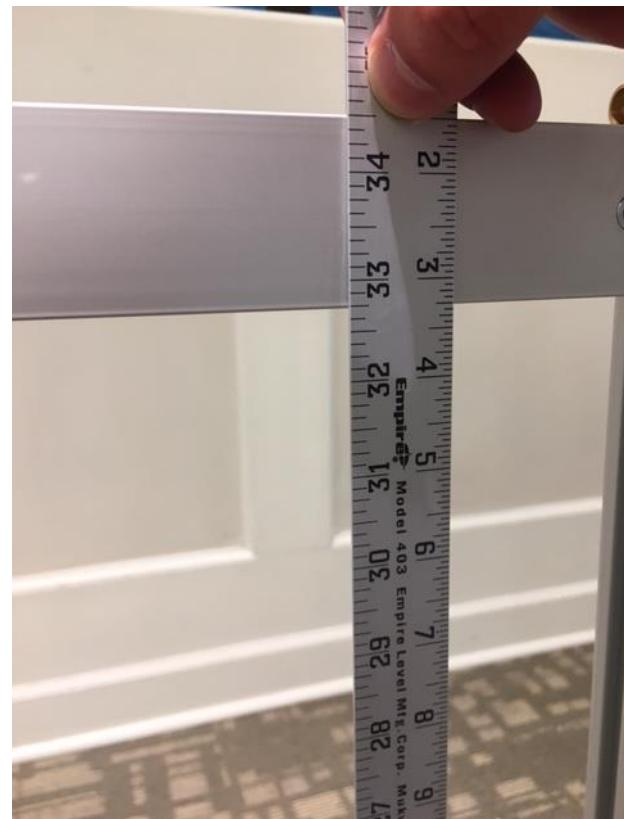
- 2 steel bases
- 2 leg poles
- 2 horizontal bars
- 6 standoff inserts
- 6 standoffs
- 2 sheets of acrylic

Tools needed for assembly:

- Straight edge ruler measuring at least 3'
- Table to hold acrylic
- Screw driver
- Allen wrenches included with each stand

**Step 1:** Attach circular steel footers to each leg of the stand

**Step 2:** Insert first horizontal bar. **Measure 32 3/4" from the steel base to the bottom of the horizontal bar.** Using Allen wrench provided tighten bottom bar. Double check measurement from both bases to ensure the horizontal bar did not move during tightening. If this bar is not positioned correctly, the graphic will not fit into the stand and the stand will have to be reassembled. **This measurement is crucial to the success of the stand assembly.**



**Step 3:** Unwrap standoffs and unscrew gold center. The gold center will unscrew with your fingers. You do not need a tool to do so.



**Step 4:** Take standoff insert, screw and gold piece from above and assemble per the photographs below.



**Step 5:** Slide 3 assembled inserts into each leg of the stand.



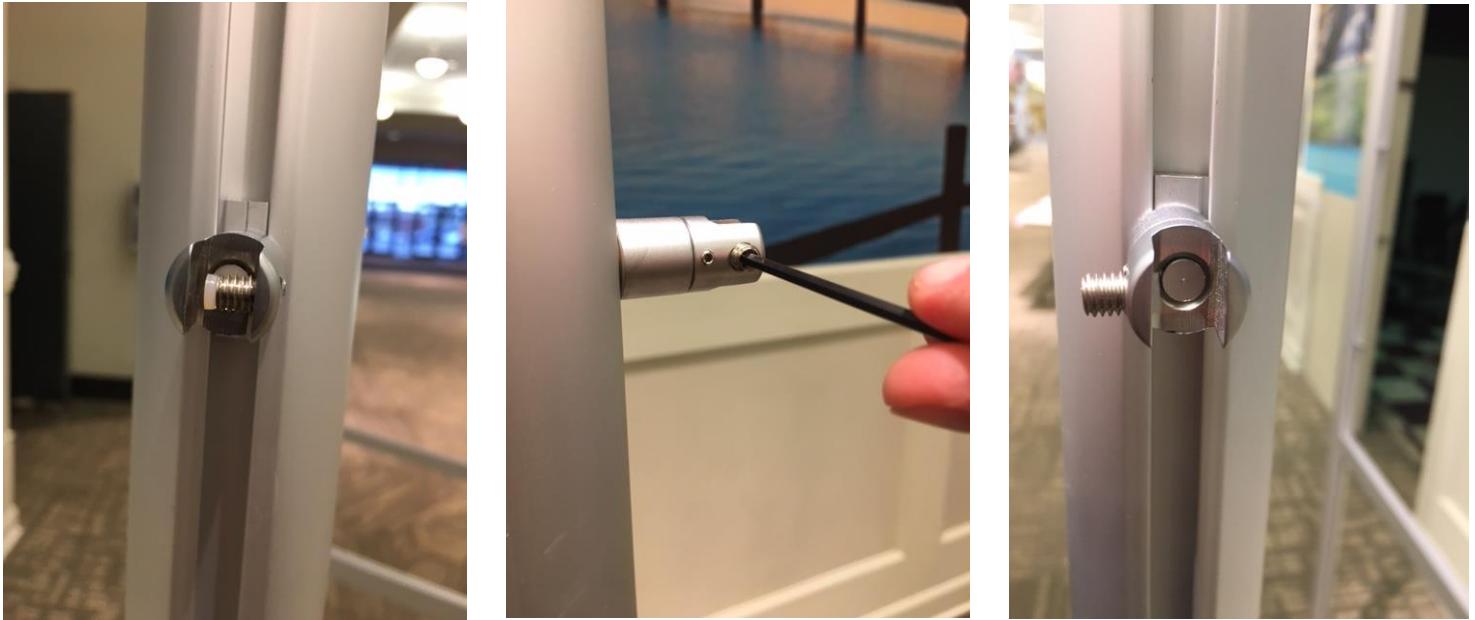
**Step 6:** Standoffs are spaced and tightened per the measurements provided. The first standoff sits  $8\frac{1}{2}$  inches from the top of the horizontal bar to the middle of the gold screw. The second standoff sits  $15\frac{1}{2}$  inches from the middle of the first gold screw to the middle of the second gold screw. The third standoff sits  $15\frac{1}{2}$  inches from the middle of the second gold screw to the middle of the third gold screw. All screws should be tighten using a screw driver.



**Step 7:** Twist the remaining portion of the standoff to standoff inserts on the poles. **The outside of the standoff shown in the picture to the left should face the same direction as the screws on the horizontal bar.** Use the small Allen wrench to loosen or tighten the standoff to face the correct direction. Once facing the correct way be sure to tighten the standoff.



**Step 8:** Use the appropriately sized Allen wrench to open the standoff completely. The inside of the stand should appear completely open as shown below in the right photo below.



**Step 9:** Remove the plastic backing from **both sides** of the acrylic. **DO NOT** put the acrylic on the floor or carpet as it will pick up dust and hair from the carpet. Have a table set up to hold the acrylic. Slide two pieces of acrylic through the standoffs. The graphics will go between the acrylic. Do not retighten the standoffs until the graphic has been inserted. Do not put on the top horizontal bar. It will be put on after the graphic has been inserted.

