

BANNER STORAGE SYSTEM

All vinyl banners should be stored for annual use. Please follow the instructions below to create the storage system at your property and begin storing the banners accordingly. Please keep the storage box and banners in the Mall Office if possible.



Materials needed:

- Storage Box (provided)
- Plastic Banner Bags (provided)

Tools needed for assembly:

- None

With each season's content, you will receive plastic banner bags to store the vinyl banners. The bags will come labeled for the appropriate season and content set.



You will also receive a large storage box with 16 slots. You will need to assemble the box following the instructions included. You will not use the lid as the banners will stick out of the box. You can place the lid under the bottom of the box for extra support.



Step 1: Assemble storage box. The boxes to be used for Center Court banners will be shipped directly to your property and will contain assembly instructions inside.



Step 1

Step 2: Divide the banners to be stored into stacks. The **maximum number of banners that can fit in a bag is 10**. You will receive 1 bag for every 10 banners. We recommend dividing the number of banners between all bags.

Example: 20 Banners = 2 bags of 10 banners

Example: 21 Banners = 3 bags of 7 banners each

Step 3: Roll each stack and slide into bag labeled for that content. This is easiest if you lay the rolled content on a table and slide into the bag. Then, stand the roll up and pull the bag the rest of the way on.



Step 3

Step 4: Stand bagged content with open end up. The bag will be slightly longer than the banners. To seal, simply pinch the top and fold over once to tape down. Do not rubber band or staple the bags. Taping each corner once folded will keep the top sealed to protect the banners in storage.



Step 4

Step 5: Once the bag is sealed to keep the content clean until the following year, place the bag into one of the slots in the box. The labels have been placed so that you can identify the content when looking through the box without having to pull each bag out.



Step 5