

SEASONAL DISPLAY MAINTENANCE

It is important that seasonal displays are maintained regularly and secured properly during each content change. Please review and follow the steps below to ensure the displays stay in good working order throughout the year.

Poster Stands

- When a stand presents itself as loose, unbolt the stand and lay the stand down. Tighten the base screw first.
- Tighten all insert block screws. Replace any loose or damaged insert blocks that cannot be tightened. If a screw is stripped or broken complete the order form for a new insert block.
- When changing content secure and tighten the top bar FIRST then tighten all 6 standoffs. If you tighten the standoffs first it will be difficult to secure the top bar properly which can lead to unsecure stands.
- Tighten all standoffs to prevent rotation. See Image below. You will need to use the smallest allen wrench in the packet to tighten. If you do not have, please purchase as this is important in keeping the stands secure.



Hanging Banners

- Ensure banners have 6 staples across the bottom and top. All staples should be in the white border of the banner and inside the plastic grip. If there are any missing staples or staples that are outside of the plastic grip, replace the staple in the proper location prior to hanging.
- Replace any broken black end caps to full stabilize banners.