

Tech Sheet - Retractable Banners

- Size Available:** 6 hardware options, 4 standard sizes, custom sizes are not available
 3 purchase options for each hardware option:
 1. Retractable Kit - hardware + banner
 2. Hardware Only
 3. Replacement Banner
- Process:** Full Color Digital Print
 1-sided printing available on all retractor stand options
 PMS color match not guaranteed
 Economy and Tabletop Retractor Banners come with a high bond adhesive tape that attaches the hardware to the banner.
 Standard, Premium and Premium Plus Retractor Banners come with VELCRO® that attaches the hardware to the banner.
- Material:** Retractor Stand and Banner Options
- 1. Economy Retractable Banner and Stand**
 Banner Material: 8 mil. Plastic polypropylene
 Retractor Stand: Silver aluminum retractor with shock-corded poles. Poles fold in to store in the base. Stand has double feet design at the bottom on which it stands upright. Black carrying case included.
 Retractions: 100 retractions
 - 2. Standard Retractable Banner and Stand**
 Banner Material: 10 mil. Blockout Display Film
 Retractor Stand: Silver aluminum base with chrome end caps features a 4 piece pole (3 sections shock-corded with 1 telescoping flip lever extension). Black soft-sided carrying case included.
 Retractions: 200 retractions
 - 3. Premium Retractable Banner and Stand**
 Banner Material: 11 mil. Opaque No-curl Fabric
 Retractor Stand: Silver aluminum retractor with robust aluminum magnetic end caps feature a shock corded twist-lock telescoping pole that offers adjustable height and easy assembly. Adjustable feet ensures banner stands straight and upright. Black carrying case included.
 Retractions: 300 retractions
 - 4. Premium Plus Retractable Banner and Stand**
 Banner Material: 11 mil. Opaque No-curl Fabric
 Retractor Stand: Champagne or Woodgrain aluminum retractor with robust aluminum magnetic end caps feature a shock corded twist-lock telescoping pole that offers adjustable height and easy assembly. Adjustable feet ensures banner stands straight and upright. Black carrying case included.
 Retractions: 300 retractions
 - 5. Tabletop Retractable Banner and Stand**
 Banner Material: 8 mil. Plastic polypropylene
 Retractor Stand: Silver aluminum retractor with shock-corded poles. Poles fold in to store in the base. Stand has double feet design at the bottom on which it stands upright. Black carrying case included.
 Retractions: 100 retractions
- Production Time:** 2 working days
**Quantities of 25 or more may require additional production time*
- Set-up Charges:** FREE
- Art Charges:** Minor artwork adjustments can be made with no additional fees applied. This would include items such as slight modification to size and/or color, name/text changes, and artwork clean up (i.e. removing spots from scanned artwork). These alterations should take no longer than 10-15 minutes to complete. Additional design/layout/color assistance is available for an hourly rate. This would include items such as color matching or color separation, logo redraw/manipulation or any additional layout design work needed on artwork.

Standard Offering Sizes:

Economy Retractable Banner and Stand				
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Safe Area for Text H" x W"	Finished Size H" x W"	Description
5CN-800	80½" x 34"	77" x 31½"	80" X 33½"	Printed Banner + Retractable Stand
5BN-800	N/A	N/A	N/A	Retractor Stand Hardware Only
5RN-800	80½" x 34"	77" x 31½"	80" X 33½"	Printed Replacement Banner

**Standard Offering Sizes
Continued:**

Standard Retractable Banner and Stand				
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Safe Area for Text H" x W"	Finished Size H" x W"	Description
5CN-803	79" x 36½"	75½" x 34"	78½" x 36"	Printed Banner + Retractable Stand
5BN-803	N/A	N/A	N/A	Retractor Stand Hardware Only
5RN-803	79" x 36½"	75½" x 34"	78½" x 36"	Printed Replacement Banner

Premium Retractable Banner and Stand				
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Safe Area for Text H" x W"	Finished Size H" x W"	Description
5CN-F807	80½" x 36½"	76½" x 34"	80" x 36"	Printed Banner + Retractable Stand
5BN-D807	N/A	N/A	N/A	Retractor Stand Hardware Only
5RN-F809	80½" x 36½"	76½" x 34"	80" x 36"	Printed Replacement Banner

Premium Plus Retractable Banner and Stand				
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Safe Area for Text H" x W"	Finished Size H" x W"	Description
5CN-F808	80½" x 36½"	76½" x 34"	80" x 36"	Printed Banner + Retractable Stand - champagne
5BN-D808	N/A	N/A	N/A	Retractor Stand Hardware Only - champagne
5CN-F809	80½" x 36½"	76½" x 34"	80" x 36"	Printed Banner + Retractable Stand - woodgrain
5BN-D809	N/A	N/A	N/A	Retractor Stand Hardware Only - woodgrain
5RN-F809	80½" x 36½"	76½" x 34"	80" x 36"	Printed Replacement Banner

Tabletop Retractable Banner and Stand				
Item Number	Artwork Size H" x W" <small>¼" bleed on all sides</small>	Safe Area for Text H" x W"	Finished Size H" x W"	Description
5CN-AAKTT	41½" x 24½"	33½" x 22"	41" x 24"	Printed Banner + Retractable Stand
5BN-810	N/A	N/A	N/A	Retractor Stand Hardware Only
5RN-AAKTT	41½" x 24½"	33½" x 22"	41" x 24"	Printed Replacement Banner

Custom Offer Sizes:

Custom sizes are NOT available

Artwork Requirements:

Artwork size should include a ¼" bleed on all sides. NOTE: keep text and other important images at least 3" away from the bottom of the banner; this area gets rolled into the retractor base and will not be visible. Bleed area should always be included in artwork even if design does not bleed. CMYK processed file, Create full color process files with Adobe Acrobat PDF file, **note: if RGB or other non-CMYK colors are used in your files the necessary conversions to CMYK will change the appearance of the colors when printed*
Minimum 300 dpi, 600 dpi is recommended for highest quality output
File formats should be Tiffs, PDFs or Illustrator files with the fonts embedded in the file, **PDF files are preferred*
Do not include any punctuation in the PDF file name and keep the name as short as possible

Order Process:

Electronic or Manual

Proofs:

Emailed Electronic PDF Proofs, add 2 working days to the item production. First proof is free of charge. Additional proofs available for an additional charge. Production time begins after receipt of complete order including proof approval.
Production Samples, physical product proofs are available using customer artwork. These are offered at a % off the one quantity price. Standard production times will apply.
Complimentary Proof may be required for certain orders to ensure satisfaction. Production time will be begin upon approval of the proof.

Packaging:

Standard cardboard box. Banner with stand will come assembled.
Standard cardboard tube box for banner replacement only.
Multiple replacement banners will ship in one shipping container, multiple containers pending quantity.

Changes or Cancellations:

Changes to orders in progress may require additional charges and/or time. Cancellations for orders in progress will require payment for the order.

Economy Retractor

Product Parts

- 1 - Base
- 2 - Banner Rail
- 3 - Shock Cord Pole
- 4 - Pin

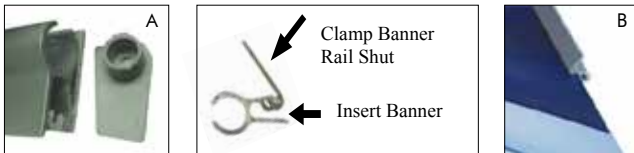
***Do Not Pull Pin Until Directed**



Display Set-Up

Step 1

Remove both End Caps (A) from the Banner Rail (2) and snap it open. Fully insert the top edge of the Banner into the groove of the Banner Rail (2) and snap it shut (B).



Step 2

(A) Lay the banner flat, printed side up and align the banner to the top of the tape leader. (B) On the Base (1) remove the strip of protective paper to expose the adhesive while firmly and evenly pressing the bottom of the banner onto the adhesive. (C) Gently smooth out any bubbles or wrinkles where the banner and tape leader connect.



Step 3

Maintain tension on the banner while slowly removing the Pin (4). Allow the banner to gently roll into the canister.

****Store the Pin on the base for future graphic changes.**



Step 4

Flip the Base (1) upside down and rotate the feet to sit perpendicular to the Base.



Step 5

Insert the Shock Cord Pole (3) into the hole in the center of the base. Ensure the pole is seated completely into the bottom half circle cutout.



Step 6

Stand facing the back of the Base (1) and gently pull the Banner Rail (2) upwards. Clip the Hook into the opening at the top of the Pole.



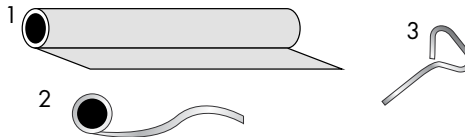
Storage & Care

Place all product parts into Carry Case and store in a cool dry location. To clean, wipe with damp cloth.

Replacement Graphic

What you will need before you start

- 1 - Graphic
- 2 - Two-Sided Banner Tape
- 3 - Tension Pin



* For ease of graphic replacement, the use of a competent partner is recommended but not required.



Prep Instructions

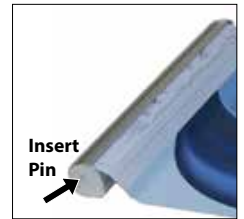
Step 1

Locate the Tension pin on your retractor. It is usually found on the bottom of the base. A two inch finishing nail can substitute for the pin. Hold the base firmly and have your partner carefully pull the banner completely out of the base exposing the leader beyond the original graphic. This is best done laying the unit on its backside.



Step 2

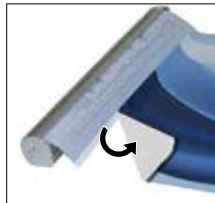
With the leader exposed and tension on the banner, fully insert the tension pin into the hole on the side of the unit preventing the axle from retracting the banner back inside. This may take your partner moving the banner slightly in or out to line the pin in its slot. If done correctly there will not be any tension on the banner and you can begin the graphic change out procedure.



Graphic Replacement

Step 1

Carefully peel the graphic from the leader. You don't want to damage or tear the leader.



Step 2

Remove the plastic end caps from the ends of the snap rail. Snap the rail open. Note how the banner was installed in the rail so you can replicate that with the new graphic.



Step 3

Install the snap rail on the top of the banner. Make sure the banner is all the way inserted in the snap rail. Snap the rail shut and replace the end caps.



Step 4

Adhere the provided banner tape to the end of the leader. Remove backer from the tape and adhere the banner to the leader making sure it's completely straight. You can add a strip of packing tape for added precaution.



Step 5

Have your partner hold the top of the banner taut and then gently pull the tension pin out. Retract the new banner slowly into the base.

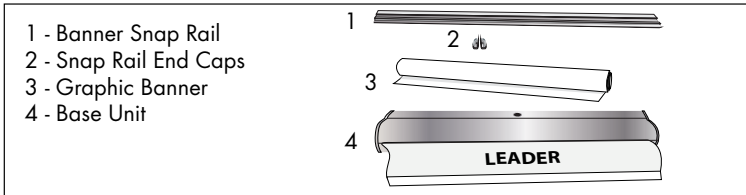


NOTE:

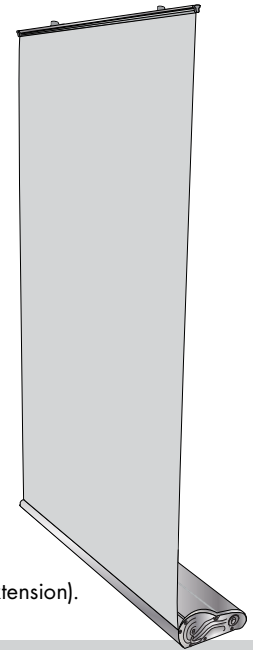
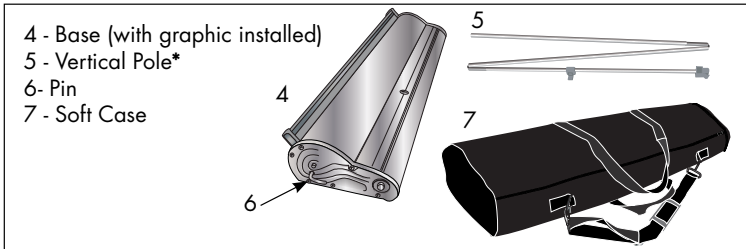
End Caps, Snap Rails, Tension Pins and other hardware may vary from your product, however the concept is the same.

Universal Stratus Retractor

Product Parts for Installing Banner (Steps 1 thru 6)



Product Parts for Display (skip to STEP 7)



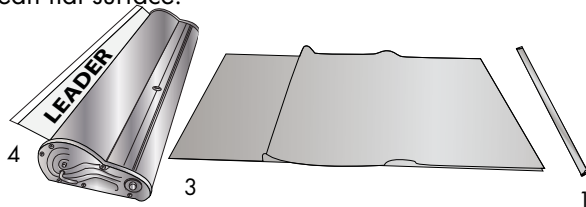
*24" Model is a **four piece pole** (3 sections shock-corded with 1 telescoping flip lever extension).
31.5", 33.5" 36", and **48" models are a **three piece pole** (2 sections shock-corded with 1 telescoping flip lever extension).
**48" model has two poles.

Banner Install

DO NOT REMOVE PIN UNTIL DIRECTED (STEP 4)

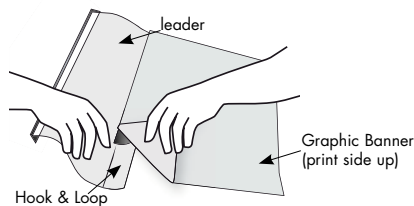
Step 1

Remove all parts from the bag. Place the banner on a clean flat surface.



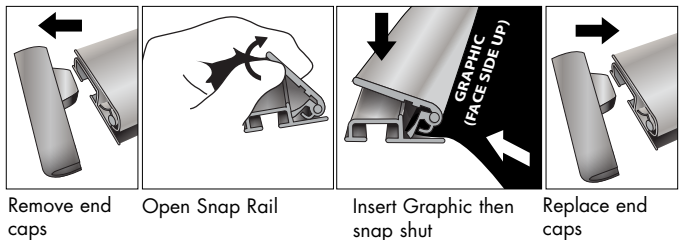
Step 3

Flip Base Unit (4) upside down. Align the Graphic Banner (3) (printed side up) to the edge of the leader from the Base Unit (4). Firmly and evenly press the loop on the bottom of the Graphic Banner (3) onto the hook of the leader.



Step 2

Remove both end caps(2) from the Banner Snap Rail (1) and open. Fully insert the top edge of the Graphic Banner (3) into the groove of the Banner Snap Rail (1). Snap it shut. Replace end caps.

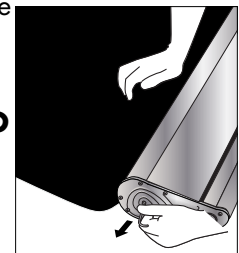


Step 4

With Graphic Banner (3) secured to the Base Unit (4) Leader, HOLD onto the Graphic Banner (3) while slowly removing the Pin (6) from the Base (4).

TENSION HAS NOW BEEN ACTIVATED. DO NOT LET GO OF THE BANNER.

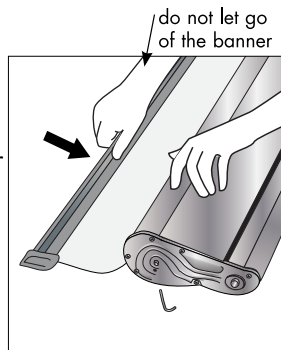
Save Pin for future use.



Banner Install Continued

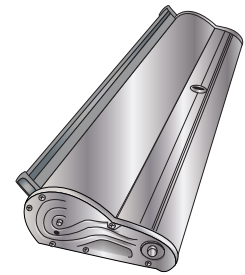
Step 5

Slowly and gently allow the Graphic Banner (3) to roll into the Base (4). **DO NOT** let go and allow the Graphic Banner (3) to retract on its own.



Step 6

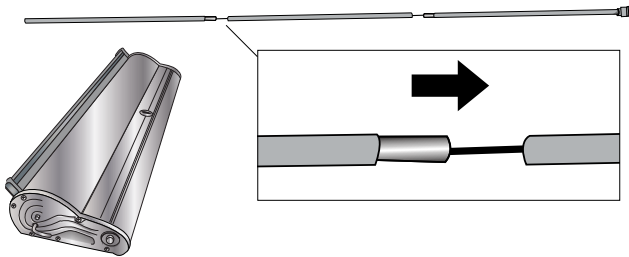
Flip Base Unit (4) back over. You are now ready for Display Set-Up.



Display Set-Up

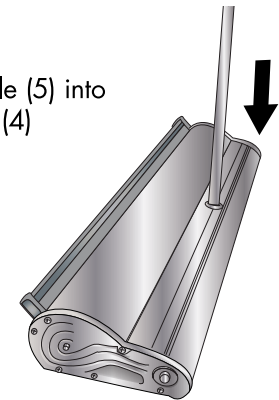
Step 7

With Base Unit (4) placed at your desired location, assemble the Vertical Pole (5).



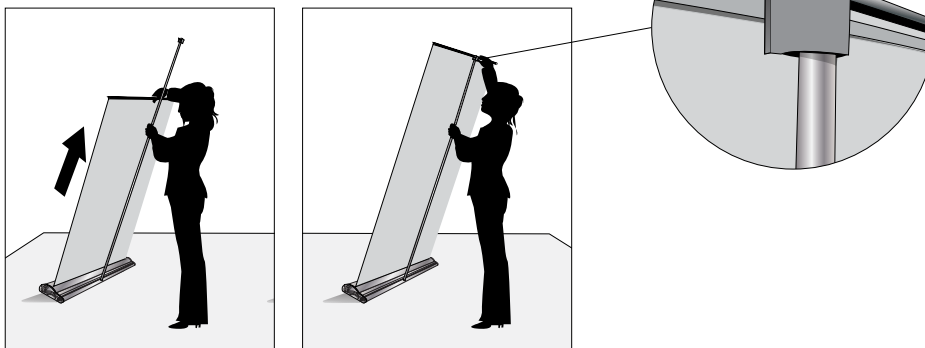
Step 8

Insert the assembled Vertical Pole (5) into the receptacle on the Base Unit (4).



Step 9

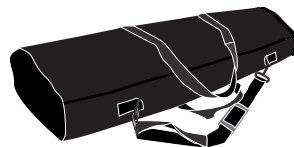
While holding the Vertical Pole (5), gently lift the Banner Snap Rail (1) up. Tilt the Base Unit (4) back and attach the Banner Snap Rail (1) to the top of the Vertical Pole (5).



Storage and Care

Place all product parts into Soft Carry Case (7) and store in a cool dry location.

To clean, wipe with damp cloth.



Premium/Premium Plus Retractors

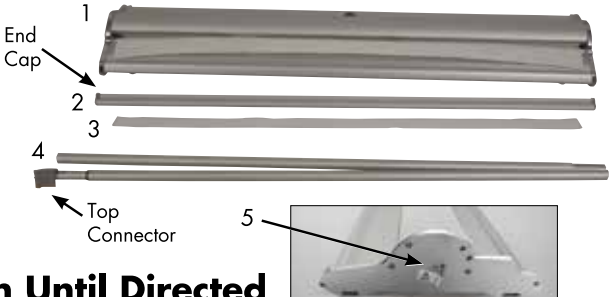
Product Parts

- 1 - Base
- 2 - Snap Banner Rail
- 3 - Loop (x2)
- 4 - Shock Corded Telescoping Pole**
- 5 - Pin

End Cap

Top Connector

***Do Not Pull Pin Until Directed**

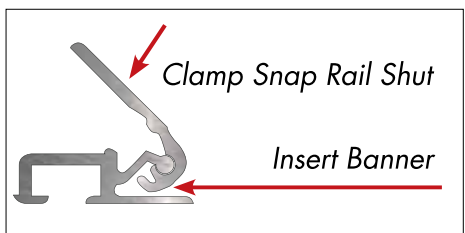


Banner Install

Step 1

Begin by removing all of the parts from the carry case and place them on a clean, flat surface.

Remove both End Caps from the Snap Banner Rail (2) and open the clamp.



Step 2

Fully insert the top edge of your banner into the groove of the Snap Banner Rail (2) and snap shut and replace end caps.



Step 3

Lay the banner flat, printed side down. Firmly and evenly press the bottom of the banner onto the Hook of the leader on the Base (1).



Step 4

Facing the front of the Base (1), Maintain tension on the banner while slowly removing the Pin (5). Allow the banner to gently roll into the canister.

*Store the Pin (5) on the side of the base or adhere it under the base for future graphic changes.



Tabletop Economy Retractor

Product Parts

- 1 - Base
- 2 - Banner Rail
- 3 - Shock Cord Pole
- 4 - Pin



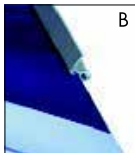
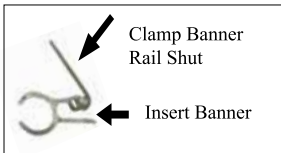
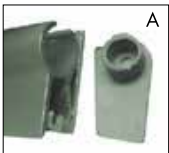
***Do Not Pull Pin Until Directed**



Display Set-Up

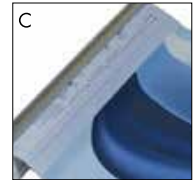
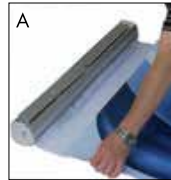
Step 1

Remove both End Caps (A) from the Banner Rail (2) and snap it open. Fully insert the top edge of the Banner into the groove of the Banner Rail (2) and snap it shut (B).



Step 2

(A) Lay the banner flat, printed side up and align the banner to the top of the tape leader. (B) On the Base (1) remove the strip of protective paper to expose the adhesive while firmly and evenly pressing the bottom of the banner onto the adhesive. (C) Gently smooth out any bubbles or wrinkles where the banner and tape leader connect.



Step 3

Maintain tension on the banner while slowly removing the Pin (4). Allow the banner to gently roll into the canister.



****Store the Pin on the base for future graphic changes.**



Step 4

Flip the Base (1) upside down and rotate the feet to sit perpendicular to the Base.



Step 5

Insert the Shock Cord Pole (3) into the hole in the center of the base until it is fully seated.



Step 6

Facing the back of the Base (1), extend the banner upward and towards the top of the pole.



Secure by centering the banner rail (2) receptacle to the arrow sticker and insert it onto the Shock Cord Pole (3).

Storage & Care

Place all product parts into Carry Case and store in a cool dry location. To clean, wipe with damp cloth.