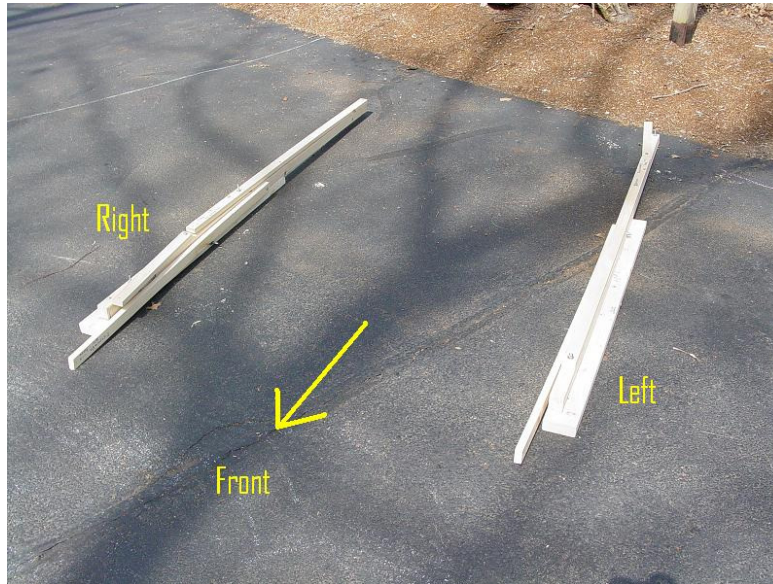


# Sign Stand Assembly/Disassembly Instructions

## TOOL NEEDED: 7/16" wrench

### Assembly

1. Lay out the left and right sections approximately 5 feet apart. "Left" and "Right" are labeled as if you are standing between them, facing out to where the front of the stand will be.



2. Unfold the 2 x 4 from the upright, and swing the diagonal support arm back toward the 5" bolt in the middle of the 2 x 4.



3. Attach the support arm to the bolt, using a single nut and washer. **The stand is designed that any nut which is removed to assemble or disassemble the stand is single; any location where the nuts are not to be removed will have double nuts.** You will need a 7/16" wrench to tighten the nuts; this is the only tool required.



4. All assembly/disassembly points on the units are labeled with A#/D#. These are the assembly/disassembly order numbers. For example, **A1/D6** means assemble the unit starting at this point (A1) and disassemble at this point last (D6).





5. Repeat the process of attaching the diagonal support arm from the upright to the 2 x 4 for the other half of the stand. Set the two halves upright approximately 5 feet apart.



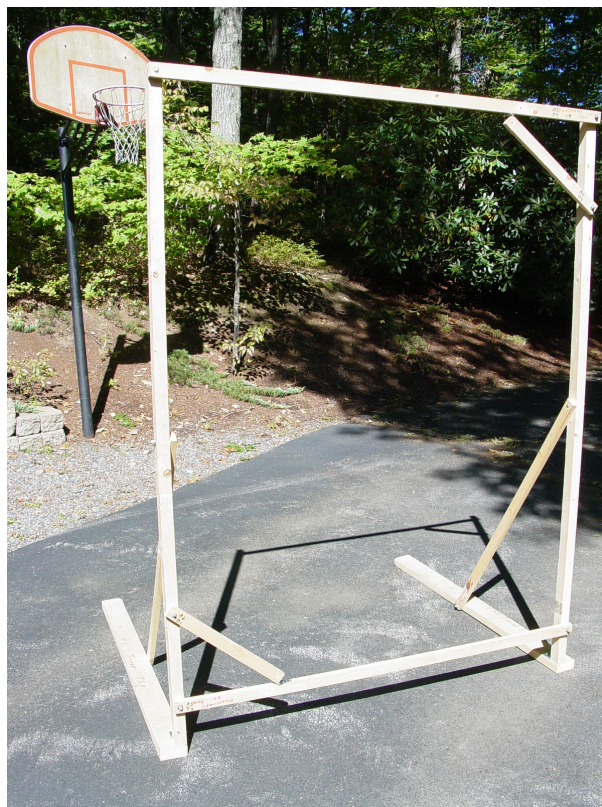
6. Attach the free end of the upper crossbar to the top bolts on the left side of the stand.



7. Attach the free end of the lower crossbar to the bottom bolt on the right side of the stand.



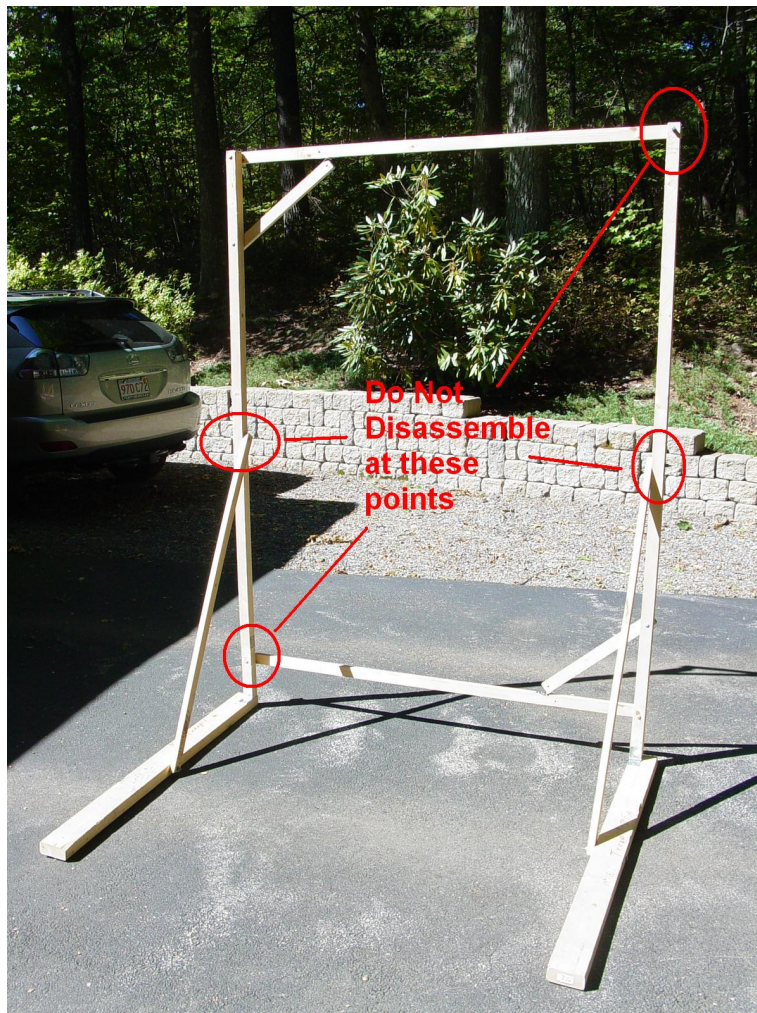
8. Unit is now complete.





## Disassembly

1. There are four nut/bolt combinations which are never disassembled; these are the hinge points for the diagonal braces for the uprights, and the hinge points for the crossbars. All have double nuts on them.



2. Remove the single nut from the attached end of the small diagonal front brace from the lower crossbar (D1). Reattach the nut and washer to the bolt to “store” them. Repeat for the crossbar itself (D2).

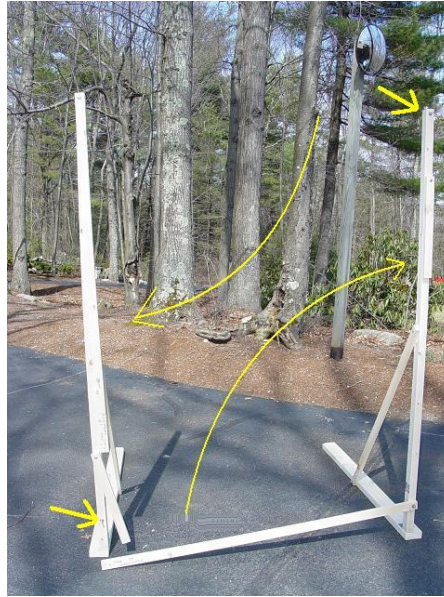


3. Repeat this sequence at the right end of the upper crossbar (D3, D4), and swing the crossbar down to the vertical position.





4. Remove the left end of the lower crossbar from the upright, and swing it vertically in front of the left upright.



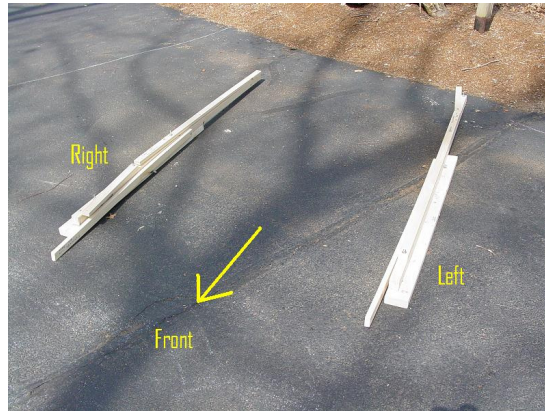
5. Detach either diagonal brace (D5 or D6) from the 2 x 4 base plate. Swing the brace in **FRONT** of the 5" bolt so the brace can pivot forward flush with the upright, and 2 x 4 can hinge flat against the upright.



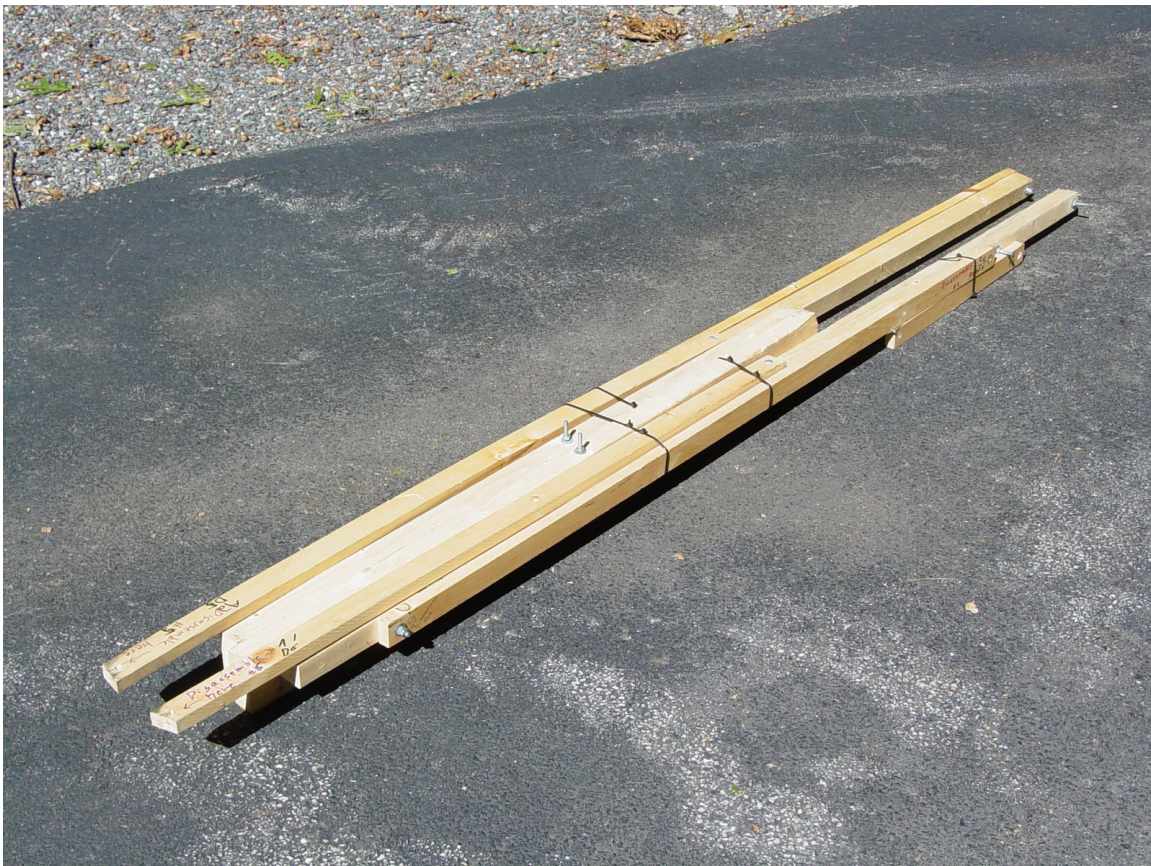


**Storage:**

1. Pair up left and right halves of sign stands. Cable tie each half as needed to hold all the parts in place.



2. Cable tie the two halves together so that units stay “intact”.



3. **Always remember to keep nuts and bolts “in place” in the stands.**