

## I. Installation

### A. Rope

1. Determine the centre-point of where the banner is to be installed. Usually this can be determined by unrolling the banner at ground level and centring it by eye.
2. Secure the top ropes to your mounting surface at a point high enough to compensate for any sag in the banner.
3. Tie one top corner of the banner through a grommet. Do not make a permanent knot yet.
4. Tie the opposite corner and pull the banner tight. Check to see if the banner is centred and adjust accordingly.
5. Pull the first corner tight and tie it off permanently.

### B. Direct to permanent surface

1. Determine the centre-point as per above instructions.
2. Attach a top corner at the proper height and fasten very securely through the grommet. Use washers at all fastening points to increase the hold on the grommets. Move to the next grommet and fasten it in the same manner - move across the top of the banner from one side to the other.
3. On the lower row, use the same method to fasten, but do the outside corners first and work towards the centre to prevent rippling.

A combination of the two methods can be used in accordance with where the banner is to be placed.

**Note:** If the banner is to be hung outdoors in an open area, such as between two poles, the banner *must* have *wind slits*.

## II. Storage

The banner should always be stored rolled up - *not folded*. It should be rolled up with the letters facing outward. This will prevent the letters from separating or bubbling from the banner material.

## III. Cleaning

Keep the banner clean with soap and water or standard, non-abrasive household cleaners.