Assembly Instructions

Free Standing Curtain With Backing Panel Full Height

Delivery Check

1. Check all Packaging for damage
2. Packages delivered: 1 x Blue Poly Case, 1 X Large Green Duffle Bag
3. Check that you have the Curtain Kit in the Blue Poly Case:
    - 1 Pair Dark Blue Curtains
    - 1 Dark Blue Valance
    - 1 Mounting Panel / Curtain Track and hanger
4. Check that you have In the Green Duffle Bag:
    - 2 base plates (with spigots in Black case)
    - 2 lower poles (with spigots)
    - 2 upper poles (with caps)
    - 2 Rails (in Draw string bag)
    - 1 Set of Metric Allen keys
    - 1 Extension Plate
    - 4 Backing Panels
    - 1 plaque channel with 4 poly bolts and nuts
    - 1 bag of spare curtain hooks
    - 1 bag of spare curtain guides
    - 1 Roll Hook Velcro Tape
    - 1 Roll Loop Velcro Tape
    - Packing Foam
    - Rental Agreement
    - Assembly Instructions
    - Packing Instructions

Assembly Instructions Full Height con'd:

Step 1 Layout Bases and use one of the rails as a spacer to help locate position	**Step 2** Twist and Lock Bottom Poles into Position. Bottom Poles have the male Spigot on top
Step 3 Twist and lock Top Poles onto Bottom Poles Top Poles have a cap on top	**Step 4** Remove Top Pole caps and Insert Bottom Rail into Post slot. Once positioned, with clamp head located in slot, tighten the screw (clockwise rotation), repeat on the other post – adjust height to suit backing board
Step 5 Attach support rail to backing panel pieces and insert onto Bottom Rail	**Step 6** Attach upper Rail to posts and align to top of backing panel
Step 7 Loosen Rail Screws and adjust rails and Backing panel to top of Top Poles, insert caps to top poles, tighten Rail scres	**Step 8** Hook Curtain assembly over the top rail

 Step 8 Cont'd Back view of the Curtain Rail Hook -	 **Step 9** Mount Plaque onto Channel and against Backing Panel .- Apply a 100mm strip of self adhesive Velcro Loop tape to the back of your plaque, then apply a 100 mm strip of Velcro Hook tape onto the Loop Tape, Insert Plaque into Channel and attach velcro hook tape to Backing Panel
 Step 10 Straighten Curtain, Clean Plaque and your ready to go- Draw string is on the right hand side	

Client		**Date**	
Description		**Invoice Address**	
Order No			
Invoice No			
Price		**Delivery Address**	
Delivery Date			
Contact Name			
Contact Tel. No.			

1. Only Curtain Kit in the Blue Poly Case:

- 1 Pair Dark Blue Curtains
- 1 Dark Blue Valance
- 1 Mounting Panel / Curtain Track and hanger

2. Check that you have In the Green Duffle Bag:

- 2 base plates (with spigots in Black case)
- 2 lower poles (with spigots)
- 2 upper poles with caps)
- 2 Rails
- 1 Set of Metric Allen keys
- 1 Extension Plate
- 4 Backing Panels
- 1 plaque channel with 4 poly bolts and nuts
- 1 bag of spare curtain hooks
- 1 bag of spare curtain guides
- 1 Roll Hook Velcro Tape
- 1 Roll Loop Velcro Tape
- Packing Foam
- Rental Agreement
- Assembly Instructions
- Packing Instructions

Received By……Signature

………

Packing Instructions

1. Disassemble Opening Ceremony Curtain
2. Check all components against Delivery Note check list
3. Lay the curtain out on a clean surface, from the rail end roll the curtain up and pack in the Blue Poly Case, Close lid
4. Place all components in Draw string bags, ensure "Corflute" separator is between the 2 Backing Panel pieces
5. Place Base Plates in Base plate Bag
6. Place all components inside Green Duffle Bag ensure no metal to metal contact to avoid damage in transport
7. Pack out bag with Sponge foam packing supplied
8. Zip up bag
9. Address Duffle bag and Blue Poly Case and organise Courier return to

Premier Awards

Unit 10 254 Miperra Rd

Milperra

NSW 2214

Ph 02 9771 3666

Assembly Instructions

Free Standing Curtain With Backing Panel Half Height

Delivery Check

5. Check all Packaging for damage
6. Packages delivered: 1 x Blue Poly Case, 1 X Large Green Duffle Bag
7. Check that you have the Curtain Kit in the Blue Poly Case:

    - 1 Pair Dark Blue Curtains
    - 1 Dark Blue Valance
    - 1 Mounting Panel / Curtain Track and hanger

8. Check that you have In the Green Duffle Bag:

    - 2 base plates (with spigots in Black case)
    - 2 lower poles (with spigots) **Not required for this Half Height assembly**
    - 2 upper poles (with caps)
    - 2 Rails (in Draw string bag)
    - 1 Set of Metric Allen keys
    - 1 Extension Plate
    - 4 Backing Panels
    - 1 plaque channel with 4 poly bolts and nuts
    - 1 bag of spare curtain hooks
    - 1 bag of spare curtain guides
    - 1 Roll Hook Velcro Tape
    - 1 Roll Loop Velcro Tape
    - Packing Foam
    - Rental Agreement
    - Assembly Instructions
    - Packing Instructions

Assembly Instructions Half Height cont'd:

Step 1 Layout Bases and use one of the rails as a spacer to help locate position

Step 2 Twist and lock Top Poles onto Bottom Poles Top Poles have a cap on top

Step 3 Remove Top Pole caps and Insert Bottom Rail into Post slot. Once positioned, with clamp head located in slot, tighten the screw (clockwise rotation), repeat on the other post – adjust height to suit backing board

Step 4 Attach support rail to backing panel pieces and insert onto Bottom Rail

Step 5 Attach upper Rail to posts and align to top of backing panel

Step 6 Loosen Rail Screws and adjust rails and Backing panel to top of Top Poles, insert caps to top poles, tighten Rail screws

Step 7 Hook Curtain assembly over the top rail

Step 7 Cont'd Back view of the Curtain Rail Hook -

Step 8 Mount Plaque onto Channel and against Backing Panel .- Apply a 100mm strip of self adhesive Velcro Loop tape to the back of your plaque, then apply a 100 mm strip of Velcro Hook tape onto the Loop Tape, Insert Plaque into Channel and attach velcro hook tape to Backing Panel

Step 9 Straighten Curtain, Clean Plaque and your ready to go- Draw string is on the right hand side