



## Assembly Instructions

### Series 3000 - Free Standing Signs

#### Important Instructions

Your Arcadia Stanchion arrives in two parts (base plate and vertical member) and requires simple assembly.

Lift end upward and resting it on the shipping container edge as illustrated in Fig. 1.

Remove or peel back the protective wrapping from the open end of the vertical member.

#### Follow these assembly steps:

**1.** Remove base plate from shipping container lid or separate packing. Locate hardware package. Hardware package contains (14 ) sheet metal screws and a #3 Phillips bit.

**2.** Hold the base plate in position while inserting and aligning screws. All screw locations have been pre-tapped at the factory and will have a lubricant wax in each hole.

**3.** Once the base plate is properly aligned, use the #3 Phillips drive bit and variable power drill on slow speed to equally tighten each screw. Be careful **NOT TO CROSS THREAD SCREWS**. If any resistance is noticed, remove screw and (base if necessary) to inspect screw hole for any foreign matter.

Ample pressure should be applied to insure the screws are firmly seated and tightened.

**Note: Be sure to use all the screws supplied as they are the primary structure of the stanchion.**

Stand the unit upright by slowly and carefully lifting the top end. Be mindful that the base is steel and may scar wood or polished floors. Place some protective material under edge of base when lifting.

**Suggestions:** Moving the unit short distances (a couple of feet) on hard floor surfaces is best accomplished by sliding the unit on the glides.

When moving the unit on soft floor surfaces such as carpet, lean the unit forward and rotate right to left so as to "walk" the unit.

A movers dolly (or handtruck) is recommended when moving the unit over long distances.

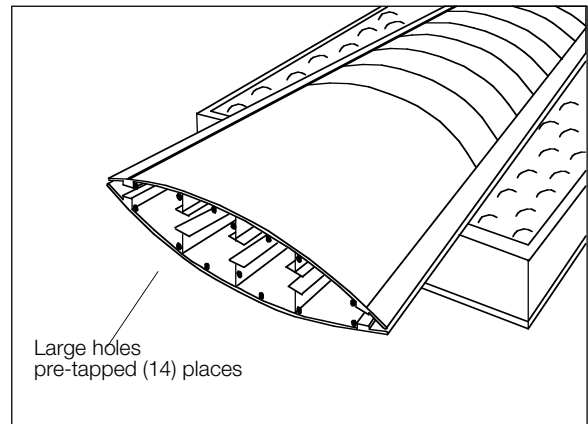


Fig. 1

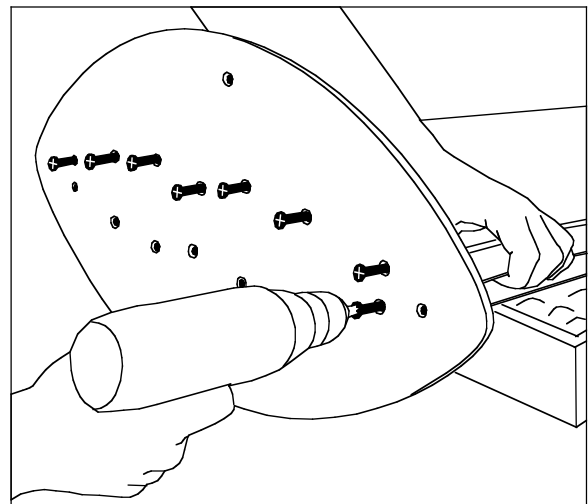
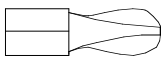


Fig. 2

#### Assembly Hardware



#3 drive bit for #14 FH - Phillips screw  
Quantity: (1)



Flat Head-Phillips - Self Tapping Sheet Metal Screw  
(#14 x 2")  
Quantity: (14)

