

# The Up'N Down Banner Hoisting System

## Installation & Operating Instructions

### I) Description of elements composing the system

Each BHS system includes:

#### **Box # 1 contains:**

- upper banner arm with crossbar and steel cable
- 3-section adjustable telescopic connecting shaft
- upper bracket plate with rubber gasket
- lower banner arm
- double lower crossbar with springs
- lower bracket plate with rubber gasket

#### **Box # 2 contains:**

- telescopic removable crank

(Note: number of Box # 2 may be less than the number of BHS systems as one crank can be used for all systems.)

#### **Box # 3 (optional) contains:**

Bracket attachment accessories including:

- 4 square or round U-bolts
- 4 transversal metal plates
- 8 nuts

(Note: installer may choose to use steel bands instead of U-Bolts. *However, only steel bands 5/8" wide of the Band-it type should be used*)

**To facilitate assembly, all screws, bolts, nuts and other parts have been properly mounted on each element and may need to be removed prior to installation.**

### **WARNING**

**There should always be some tension applied to the steel cables when operating the system. Failure to do this could result in the cable getting tangled up in the upper banner arm. Operating the system should always apply the following rule:**

- **Raise the banner by operating the crank in a counter-clock wise direction**
- **Lower the banner by operating the crank in a clock wise direction.**

## II) Installation

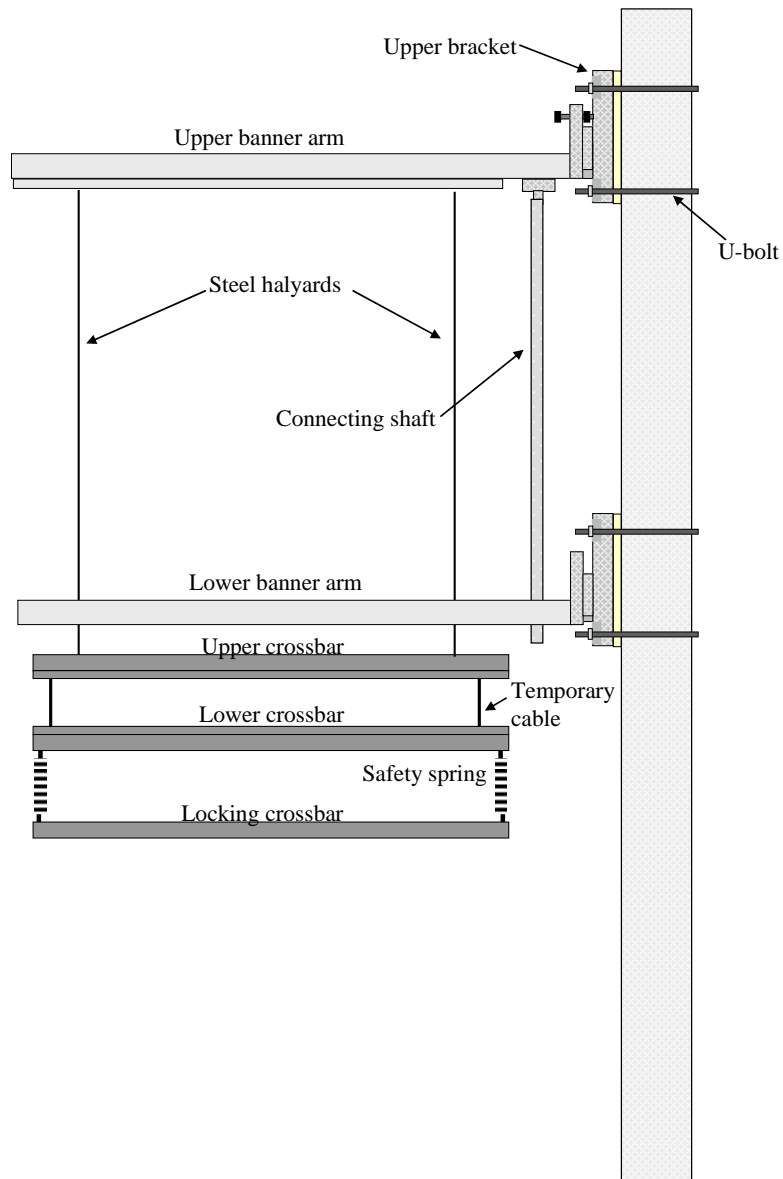
### Step 1: Determine installation height.

Lower banner arm should be:

- at least at 8 feet from the ground, and
- at most at 14 feet from the ground.

Upper banner arm should be:

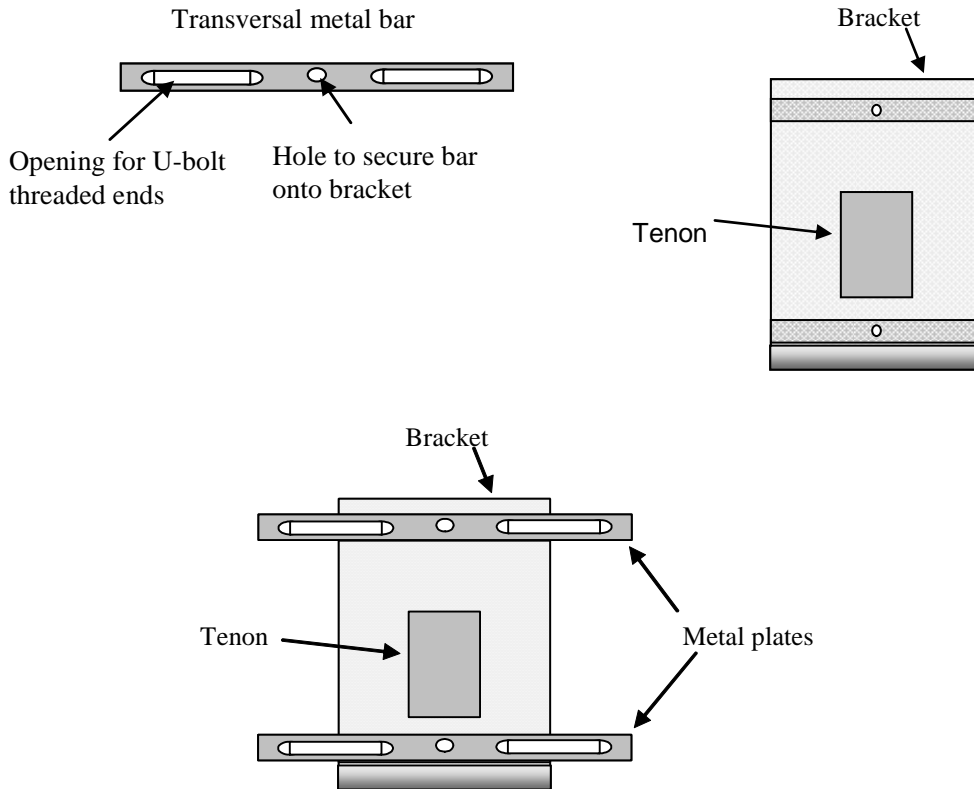
- at least at 12 feet from the ground (lower banner arm at 8 feet), and
- at most at 25 feet from the ground (when lower banner arm at 14 feet)



## Step 2: Install upper banner arm

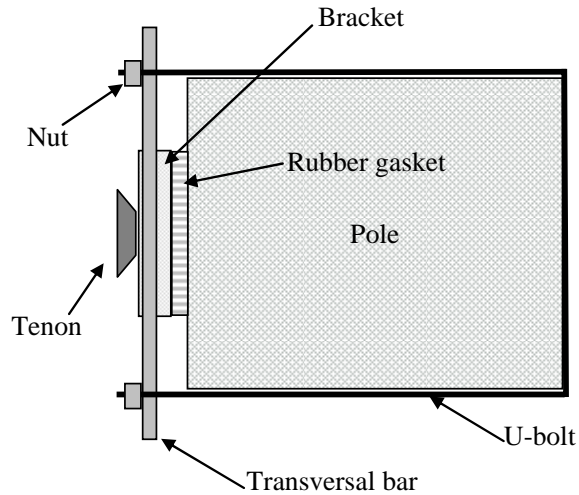
**NOTE:** *The instructions below describe installation using supplied U-bolts and transversal bars; these can be replaced by steel bands. However, only steel bands 5/8" wide of the Band-it type should be used. Do not use Quick-Release, worm-gear or screw-type clamps, or any clamps using a slotted metal band.*

- Assemble two front transversal metal bars on the upper bracket using supplied screws

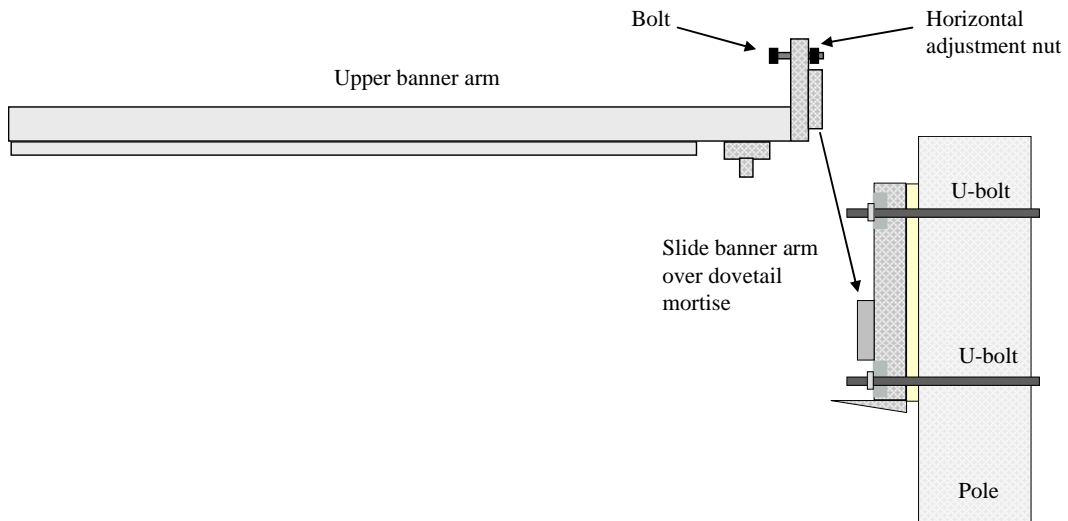


- Slide the first top U-bolt around the pole from the back side of the pole so that the bolt extremities are on the side of the pole where the banner arm will be installed.
- While holding the U-bolt in place, slide the side holes of the bracket's top transversal bar on the bolts extremities, and screw nuts onto the bolts.
- Tighten nuts so that the U-bolt, and the upper bracket and top transversal bar are safely secured together (see top sectional view on next page)

### Top pole and bracket sectional view



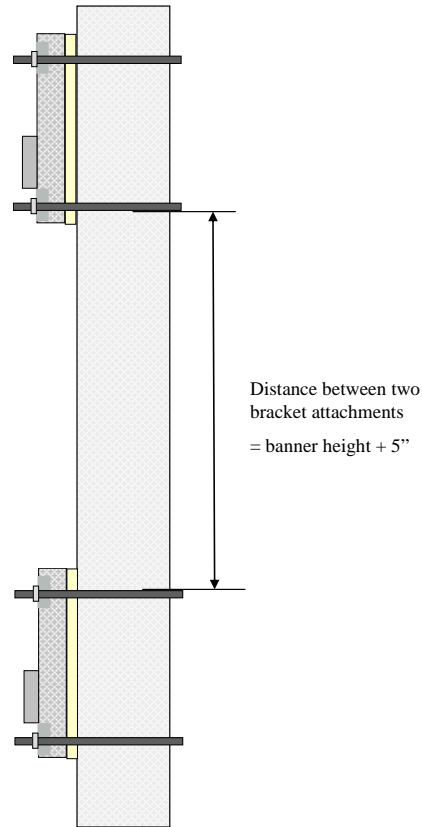
- Repeat operation for the second U-bolt which secures the upper bracket's lower section.
- Once upper bracket has been properly secured, install upper arm by sliding the dovetail mortise of the arm's connector over the bracket's tenon.



- Secure the arm on the bracket with supplied bolt. Screw or unscrew the nut on the bolt if necessary to properly attach arm to the bracket. The nut is solely used to adjust the upper arm's horizontal position.
- Verify that the upper banner arm is horizontal. If necessary, adjust horizontal position by tightening upper or lower sets of U-bolt nuts, and by tightening or loosening the nut on the bolt which holds the banner arm onto the bracket.
- Installation of the upper banner arm is complete

### Step 3: Install lower banner arm

- Measure height at which the U-shaped and bolt ensemble for the lower bracket must be set. Distance should be measured between the upper-arm's lower u-bolt and the lower-arm upper u-bolt; it should be equal to banner height plus 5 inches. We recommend that you mark this distance with either a marker or a piece of tape.



- Once the proper distance has been determined, proceed to install the lower banner arm in the same way as the upper banner arm.

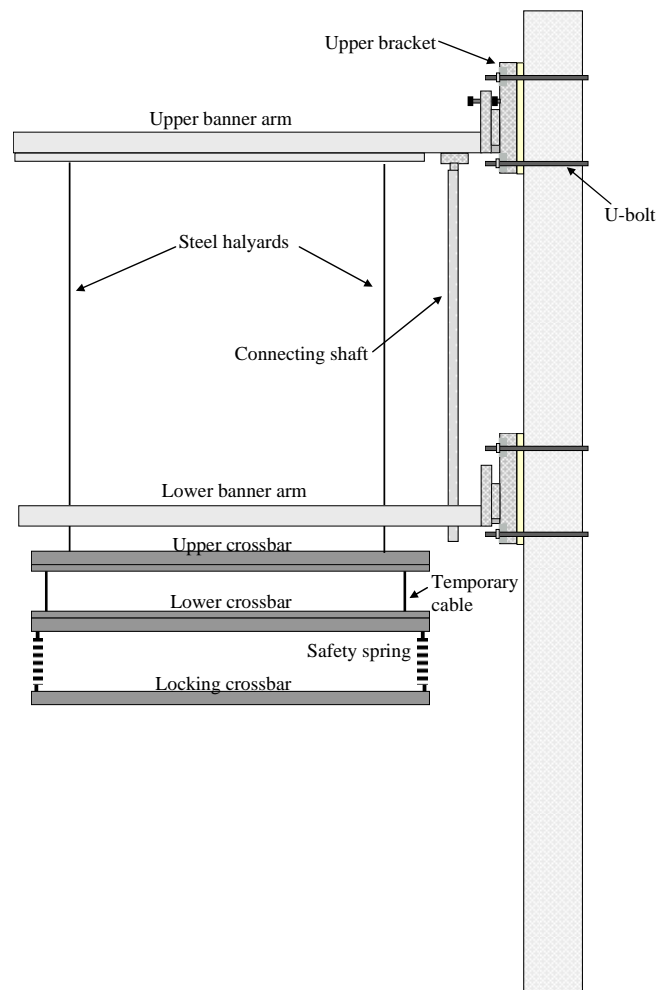
### Step 4: Install connecting shaft

The connecting shaft is composed of 4 aluminum tubes which can be extended to desired lengths. The connecting shaft upper section's extremity has been drilled with a transversal hole for a pin to secure the shaft onto the upper arm's gear box. The lower end of the connecting shaft includes a fixed pin which is used to connect the removable crank to the shaft. The shaft is shipped in two separate segments composed of two sections each.

- First install the upper segment by secure its upper extremity with supplied pin to the upper banner arm's gear box axis.
- Second insert the lower segment, which is equipped with a transversal pin, through the lower banner arms round opening
- Connect the upper and lower segment and adjust the complete connecting shaft to adequate dimension.

### Step 5: Link upper and lower crossbar

- Pull down the upper crossbar while applying an upward pressure on the connecting shaft so as to unlock the safety device in the upper banner arm
- Bring the upper crossbar through the lower banner arm
- Connect the upper crossbar to the lower crossbar using by attaching the two 12-inch metal cable with the eyelets on both extremities to the crossbars end pins
- When on the ground connect handle shaft to connecting shaft to raise the upper crossbar so that the lower crossbar is tightly set in the lower banner arm
- BHS installation is complete and ready for banner installation.



### **III) Street Banner Installation**

- Using the removable crank, lower the crossbars so that the upper crossbar is easily reachable. To lower the crossbars, push the crank upward to unlock the gears and turn the handle counterclockwise.
- Remove the pins at the upper crossbar's extremities to remove the temporary cable and to extract the flexible rod which is located inside the guide.
- Insert the flexible rod in the upper banner sleeve and slide the upper banner sleeve into the guide
- Install the pins at the crossbar's extremities
  
- Repeat process for the lower crossbar
  
- Once the banner has been installed, raise it by pushing the removable crank upward while turning it clockwise.
- The upper crossbar and cable system has been designed to allow for a one extremity moving faster than the other to facilitate passage through the lower arm. Once the upper crossbar has reached the top it will take a horizontal position
- When the crossbar has reached the upper-arm, make sure that it is properly set in its space, and pull the crank downward to lock the gears.
- Remove the crank

Note that the banner and the springs should be taut while not excessively stretching the springs, which would reduce the springs' ability to reduce wind load on the system. Too much slack or too much tension indicates that the distance between both banner arms is inappropriate.

#### **The street banner is now installed**

When removing/changing a street banner in windy condition (not recommended) the banner may act as a sail and not allow the lower crossbar to come down through the lower arm. In this case,

- Let the upper crossbar descend by about 2 feet, then
- Remove the crank and insert the hook at the top of the crank in the eyelet installed below the locking crossbar.
- Pull carefully on the crossbar to help the springs and lower crossbar come through the lower arm
- Once the crossbar has passed through the lower arm, re-connect the crank and unlock the gears by pushing upward. Gravity will allow the banner to resume its descent.