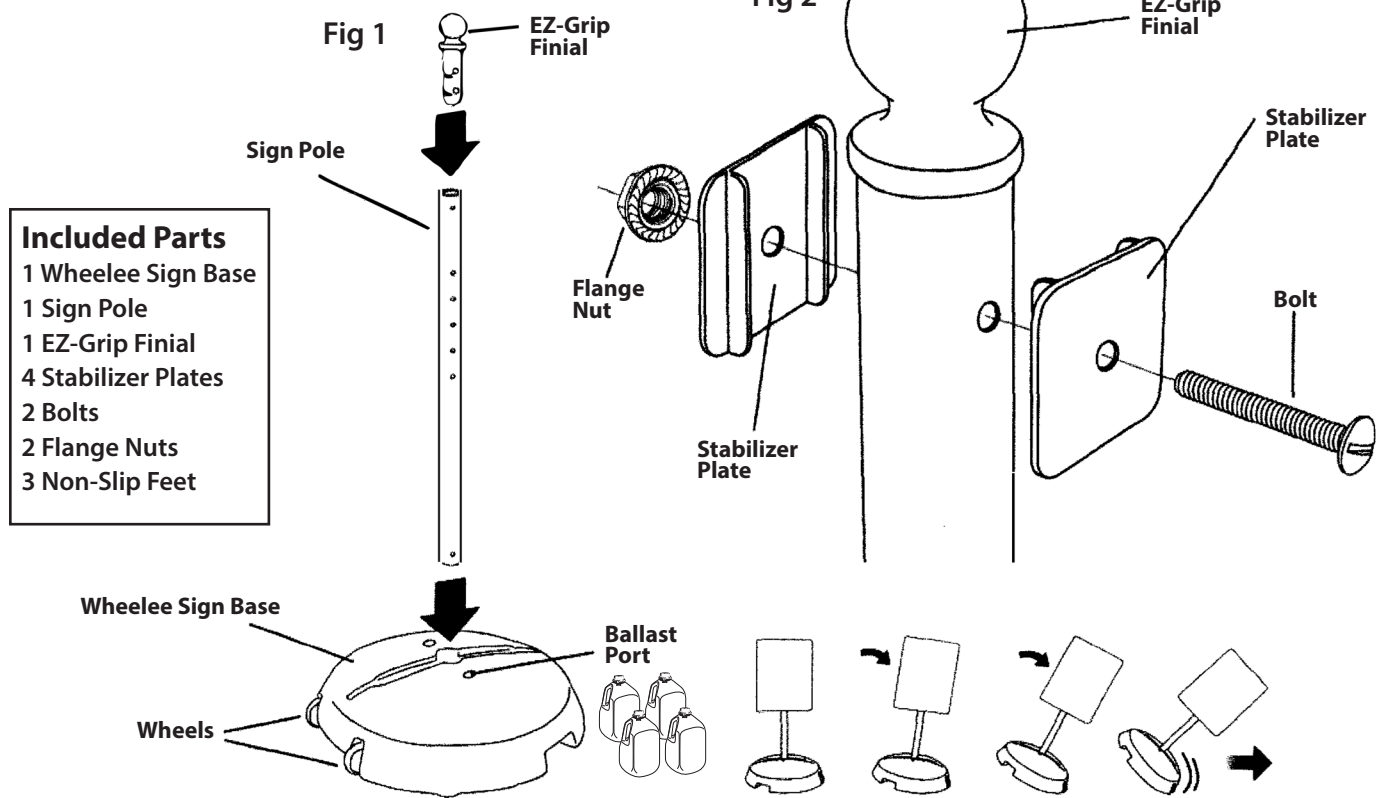




# Tip'n Roll™ Portable Pole Sign User Guide



1. Install the 3 no-mar anti-slip **Feet** into holes on bottom of **Base**, pressing drive pin in completely to lock the foot into the hole.
2. Insert **Sign Pole** into center hole of **Base** using a twisting motion while pressing down. Make sure the end of the pole with the 6 mounting holes is facing up with holes perpendicular to slot, see Fig 1.
3. Remove the **Ballast Port Plug** and add 2½ - 4 gallons of water, for a filled weight of 25-40 lbs. for stability, then reinstall the **Ballast Port Plug**. Do Not exceed 4 gallons of water. Salt or RV antifreeze can be added to prevent freezing. Sand can be added for additional weight.
4. Insert the **EZ-Grip Finial** into the top of the **Sign Pole** and align the holes in the pole with the holes in the **Finial**. Most signs require the **Finial** to be inserted all the way. For signs with the hole 3" from the top of the sign use the bottom hole on the **Finial**.
5. Attach the top of the sign face to the top hole in the **Sign Pole** using the hardware provided. Make sure to place the **Stabilizer Plate** between the back of the sign and the **Sign Pole** with the flat side facing the sign and the rails running along the length of the pole. The **Mounting Bolt** will go through the pole and finial. Attach a **Stabilizer Plate** to the end of the **Mounting Bolt** projecting out of the **Sign Pole** and finger-tighten the **Flange Nut**.
6. Attach the bottom of the sign face to the **Sign Pole** using the hardware provided following the same directions in step 2. You may have to wiggle the sign to align the holes that are 3" on center starting 9" from the top hole.
7. Tighten **Flange Nuts** snugly. Do Not overtighten, crush or distort the **Sign Pole**. The **Flange Nuts** have serrations that will hold tight.
8. For 2-sided signs place the second sign face between the back **Stabilizer Plate** and the **Flange Nut**. For thick sign panels a longer 5/16 bolt may be required.
9. To move the sign simply grip the **EZ-Grip Finial**, tip the sign on its recessed wheels and roll the sign in, out or about.

**NOTE:** The **Tip'n Roll™ Portable Pole Sign** accommodates all stock street, safety, directional and other signs from 9" x 12" to 24" x 24" along with custom shaped sign panels and POP pole signs that attach with zip ties.

**CAUTION:** Tip'n Roll™ Portable Pole Signs are designed to withstand wind up to 30 - 40 mph. In the event of higher winds, bring the sign inside or add more ballast.

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