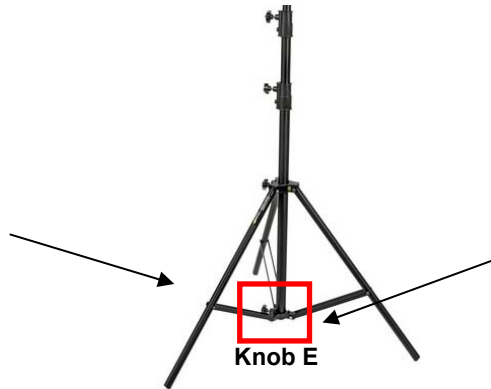


# PIPE & DRAPE WITH VALANCE SET UP INSTRUCTIONS

*\*Keep all packaging materials after opening. Must be returned in same box / packaging.\**

## 1. SETUP BACKDROP

1. Loosen Knob E on tripod stands by turning counter-clockwise
2. Spread out legs on bottom of stands.
3. Tighten Knob E again to lock legs in place.



4. Remove silver wingnut from top of stands



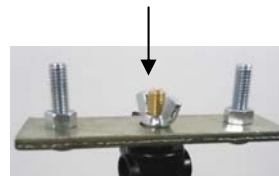
5. Locate connector pieces (*T-connectors only for backdrops more than 12' wide*)



6. Attach 1 connector piece to each tripod. The tripod screw should fit through middle hole on each connector piece.



7. Tighten wingnut onto each tripod screw.



8. Position the tripods about 12 feet apart. (*NOTE: If you rented a backdrop longer than 12 feet wide, the tripods in the middle should have T-shaped connectors, and tripods on each end should have the straight connector pieces*).



9. Locate two crossbar pieces. Connect together until button clicks. Repeat this step to for all crossbar pieces.



10. Attach crossbars to tripods. There are holes on each end of the crossbar that will fit onto the tripod screws.



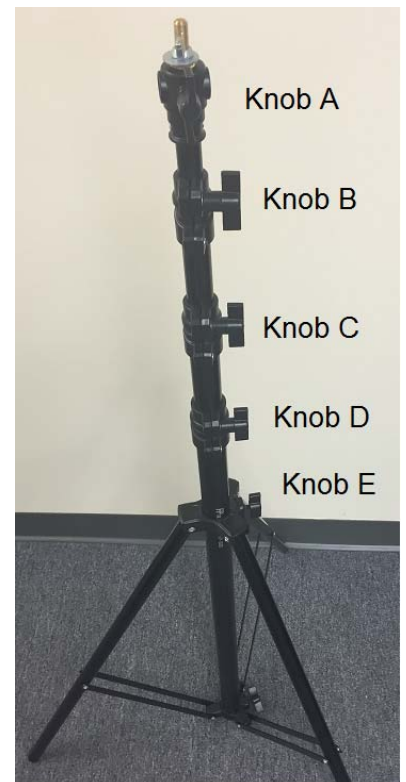
11. Slide 4 drapes per crossbar onto back bar(s). Add 5 drapes per crossbar on front bars.  
*NOTE: If you rented the 8ft tall backdrop, the 8ft drapes should go on front bar.  
 The valance kit provides 10ft drapes which should go on the back bar.*



12. Lock crossbar in place. Depending on your kit:  
 Twist knob to tighten **OR** Attach wingnut (if there is no knob)

13. Raise stands to desired height.

- Loosen Knob B. Slide pole up. Tighten Knob B.
- Loosen Knob C. Slide pole up higher. Tighten Knob C.
- Loosen Knob D. Slide pole up to desired backdrop height. Tighten Knob D.



## 2. STYLE THE VALANCE

1. Pull the back row of drapes up and over to front of backdrop.

*TIP: Lower backdrop for easy access.  
When finished, raise back up.*

2. Gather fabric in front as desired.  
Use velcro straps provided to tie the drapes in place.

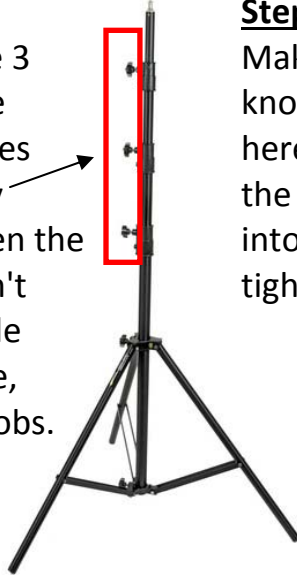


# RETURN INSTRUCTIONS

## How To Collapse Tripod Stands

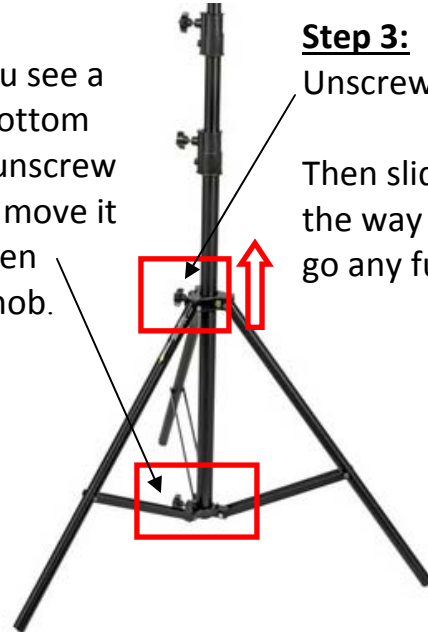
### **Step 1:**

Unscrew these 3 knobs until the center rod slides down and fully collapses. When the middle rod can't collapse or slide down anymore, tighten the knobs.



### **Step 2:**

Make sure you see a knob at the bottom here. If not, unscrew the knob and move it into place. Then tighten the knob.



### **Step 3:**

Unscrew this knob.

Then slide this piece all the way up until it cannot go any further.

### **Step 4:**

Push all 3 legs inward until all the legs are straight.



Then tighten the knob near top.



### **Step 5: Return to FedEx**

1. Put the items back in the same shipping boxes.
2. Remove any old labels from the boxes.
3. Affix the pre-paid return shipping labels.
4. Drop off at any FedEx location.

*NOTE: Get a receipt from FedEx for your records. Package must be dropped off at a FedEx location, NOT a drop box.*

### **RETURN DATE:**

Rentals are due back at any FedEx location two days after your event date. If your return date falls on a Sunday or holiday, you can return the following day.

### **QUESTIONS:**

Need more time for return, or a copy of your pre-paid return label? Just call us at 1-800-465-8020 OR email us at [info@rentmywedding.com](mailto:info@rentmywedding.com).