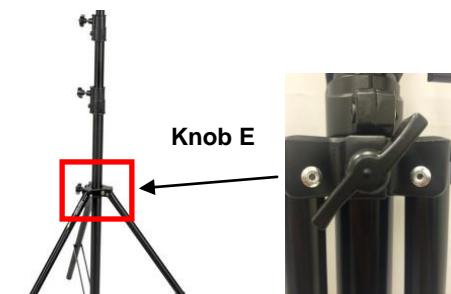


# BACKDROP WITH VALANCE SETUP INSTRUCTIONS

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

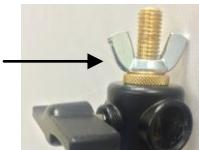
1. Loosen Knob E on tripods (*turn counter-clockwise*).



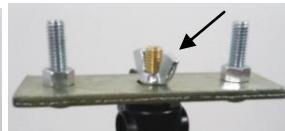
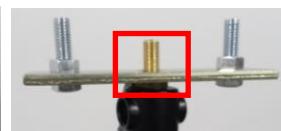
2. Spread out legs. Then tighten Knob E to lock in place.



3. Locate four crossbar pieces. Connect together until silver button clicks.



4. Remove silver wingnut from top of tripod(s)



5. Attach connector piece(s) to tripod(s). The connector piece hole goes onto tripod screw. Then replace wingnut(s) & tighten.



6. 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).

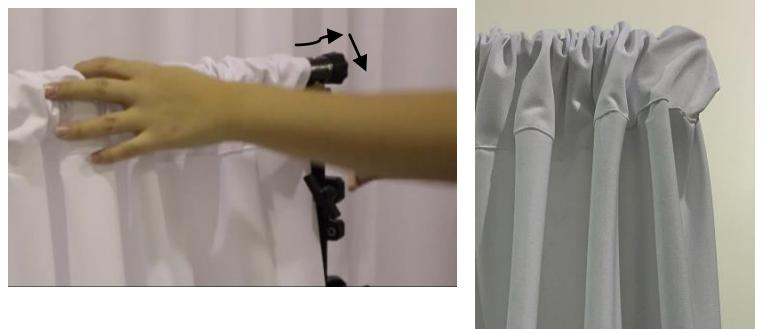


- Lift up one end of crossbar. Slide 3 drapes per crossbar onto back bar(s). Add 5 drapes per crossbar on front bars. Then lock crossbar in place. (*Depending on kit, you will either tighten knob or add wingnut*).

**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.



- Spread out drapes along crossbar. Pull end of drape over end of crossbar so that bar is not visible.



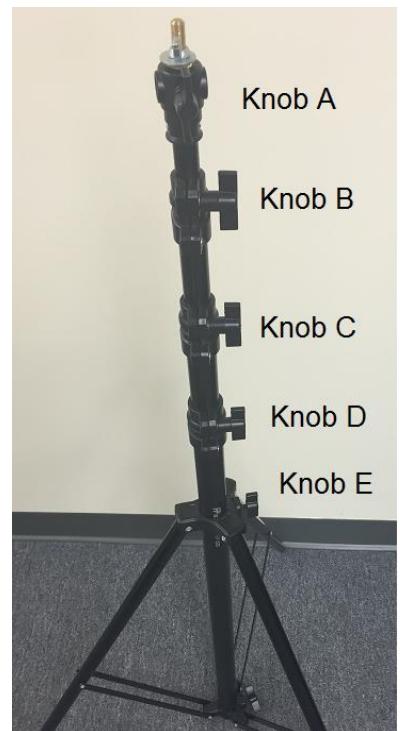
#### 10. Raise tripod stands to desired height.

- Loosen Knob B. Slide pole up. Tighten Knob B.
- Loosen Knob C. Slide pole up. Tighten Knob C.
- Loosen Knob D. Slide pole up. Tighten Knob D.

**YOU'RE DONE!**



\*NOTE: You will not use Knob A



**TIP:** Pull drapes over the sides of the tripod to hide legs.

## 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.



*OPTIONAL: To add string lights, use safety pins to attach to the top seam of the backdrop*



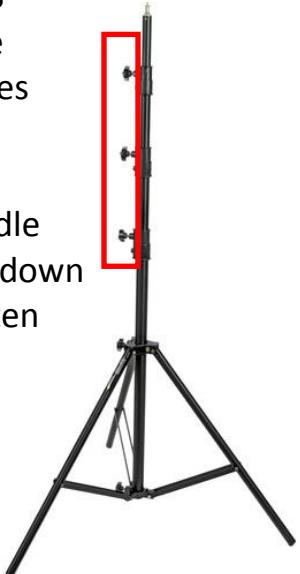
# RETURN INSTRUCTIONS

## *How to collapse the tripod stand*

### Step 1:

Loosen these 3 knobs until the center rod slides down.

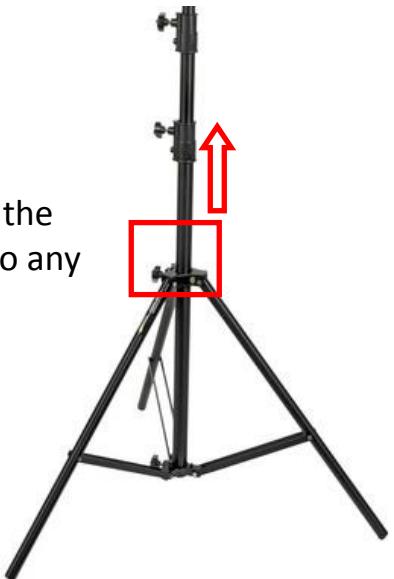
When the middle rod can't slide down anymore, tighten the knobs.



### Step 2:

Unscrew Knob E.

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 all items back in the same shipping boxes.
2. Remove any old labels from the box.
3. Affix the pre-paid return shipping label.
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 [info@rentmywedding.com](mailto:info@rentmywedding.com).