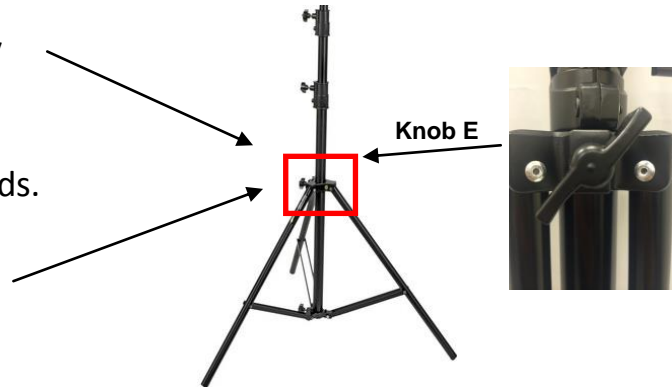


# PIPE & DRAPE BACKDROP SETUP INSTRUCTIONS

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

## SINGLE 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. Locate two crossbar pieces. Connect together until button clicks.



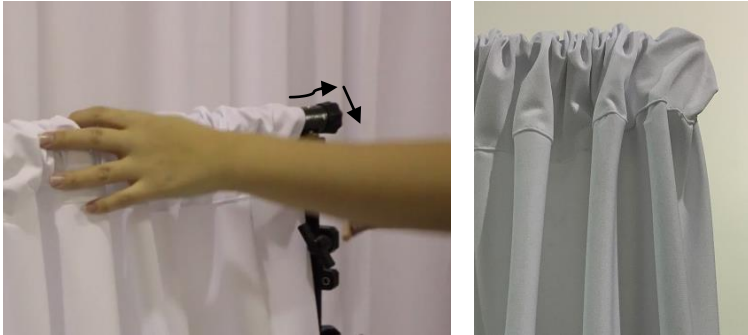
5. Attach crossbar to tripod stands. There are holes on each end of the crossbar that will fit onto the gold screws on top of each stand.



6. Lift up one end of crossbar and add the drapes. Slide 5 drapes onto the crossbar.



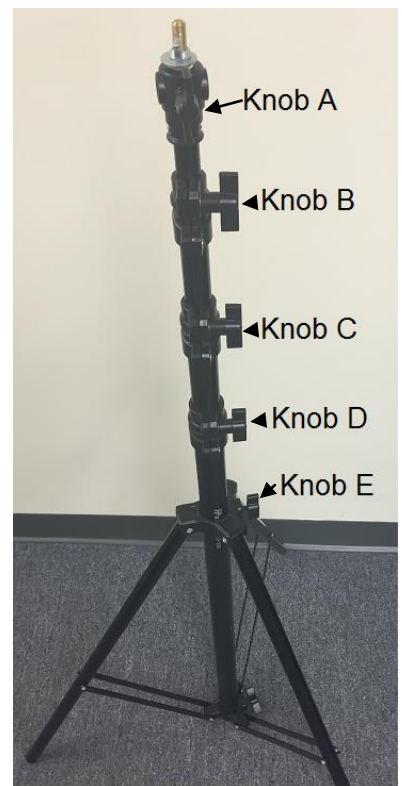
7. Tighten rubber knobs at each end of crossbar to lock in place.
8. Spread out drapes. Pull each end drape over so that it covers the end tips of the crossbar.



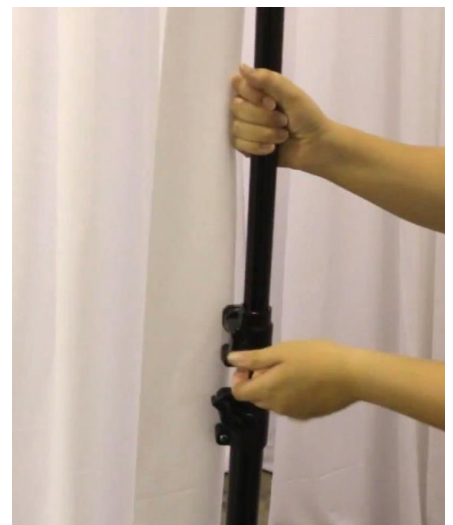
9. Raise tripod stands to desired height.

- 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.

*\*NOTE: You will not use Knob A*



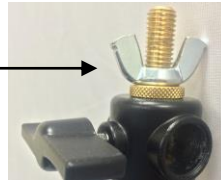
***YOU'RE DONE!***



## CONNECT MULTIPLE BACKDROPS

1. Setup stands and crossbars (*follow Steps 1 – 4 on Single Backdrop Instructions*).

2. Remove silver wingnut from top of stands



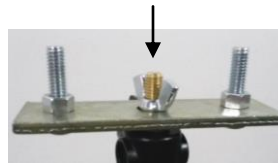
3. Locate connector piece



4. Attach connector piece to tripod stands. The gold screw should fit through the middle hole, and silver screws should be pointing up.



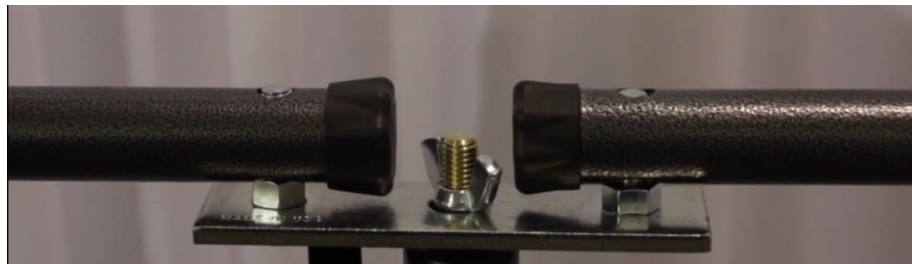
5. Tighten silver wingnut onto gold screw



6. Spread out the tripod stands so that tripods with connector pieces are in the middle



7. Attach crossbars to tripod stands



8. Add drapes and raise stands. (*Follow Steps 6 – 9 on Single Backdrop Instructions*)

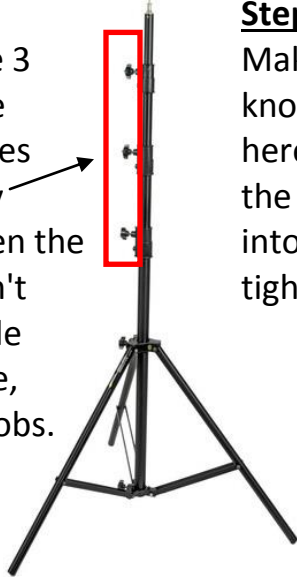
**YOU'RE DONE!**

# RETURN INSTRUCTIONS

## *How to collapse the tripod stand*

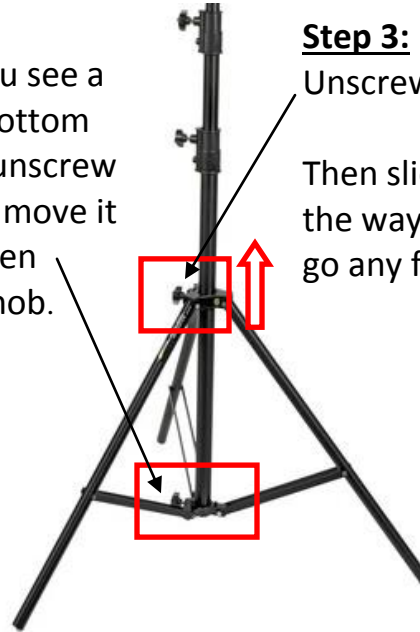
### **Step 1:**

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 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).