

Pipe & Drape Tear Down Instructions

Color Coding System

STEP 1

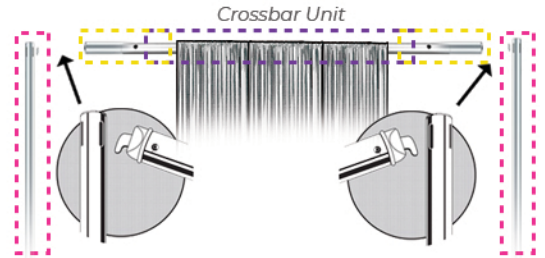
**Push Drapes To Center
Crossbar Connector Pole**



STEP 2

**Remove The Connected
Crossbar Unit**

Disconnect the Crossbar Unit (**Crossbar Connector Pole** + **Crossbar To Upright Pole**) from the **Top Upright Extender Poles**. Once removed, slide off the drapes and fold.



STEP 3

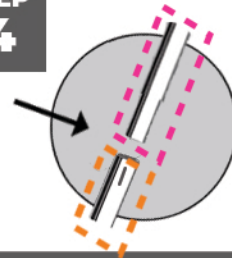
**Disconnect The
Horizontal Crossbar Unit**

Remove the **Crossbar Connector Pole** from the **2 Crossbar to Upright Poles**



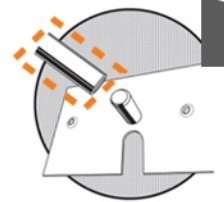
STEP 4

**Disconnect
Top Upright
Extender
From
Bottom Upright
Pole**



STEP 5

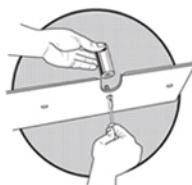
**Remove
Bottom
Upright Pole
from
Base Pin**



STEP 6

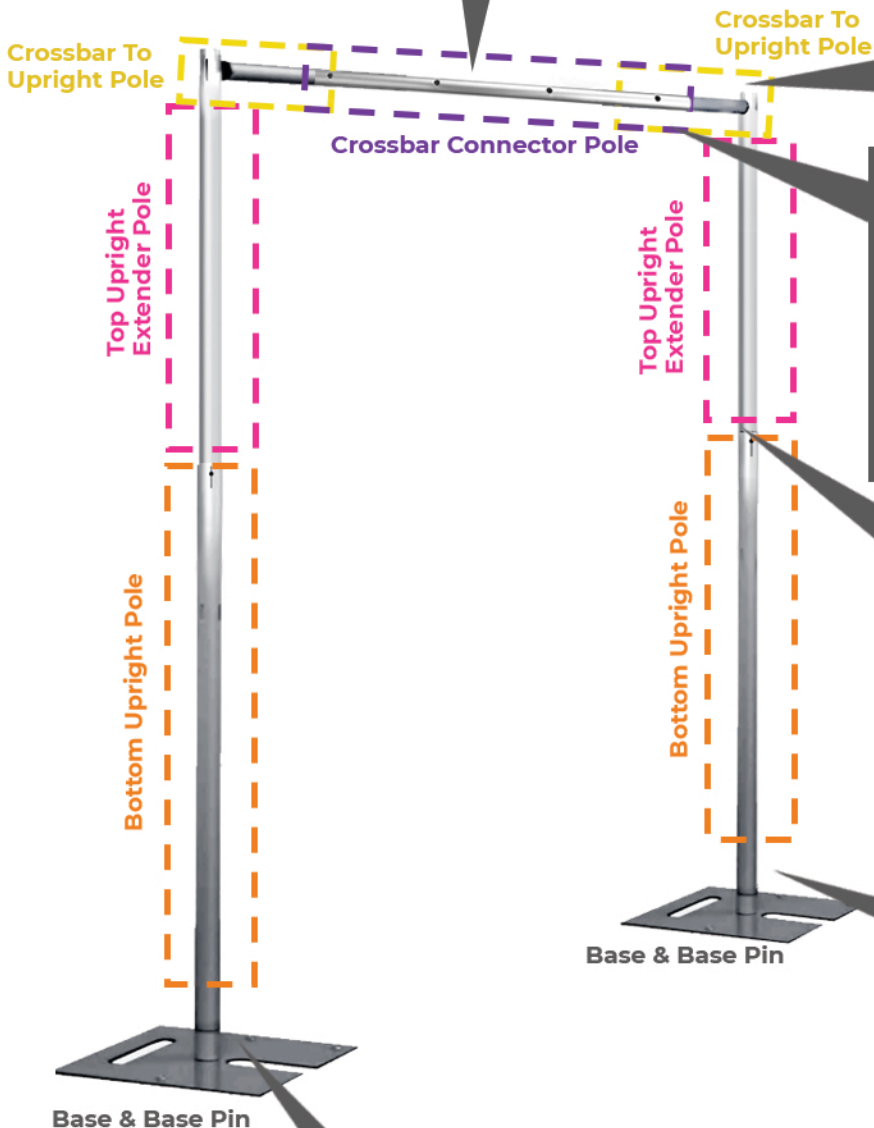
**Remove Screw From Base Pin
And Separate From Base.**

Replace screw in Base Pin so it doesn't get lost. Place Base Pins (with screws) in red tote. Base Plates are stacked on the bottom of the cart that houses the black drape totes.



Important:

Once all steps are complete, place all color-coded poles in the proper quadrant of the cart with matching color label.



Detailed Pipe & Drape Tear Down Instructions

For 8-10 foot Single Booth

STEP-BY-STEP INSTRUCTIONS

Step 1) Push the drapes to the middle of the *Center Crossbar Connector Pole* (**Purple**).

Step 2) Disconnect the *Center Crossbar Connector Pole* (**Purple**) and the *Crossbar to Upright Poles* (**Yellow**) as a unit from the *Upright Extender Poles* (**Pink**).

Step 3) Slide off the drapes and fold. Place in black tote (with yellow lid) labeled “Drapes”.

Step 4) Separate the *Center Crossbar Connector Pole* (**Purple**) from the 2 *Crossbar to Upright Poles* (**Yellow**) by pushing in the locking pins.

Step 5) Remove the *Top Upright Extender Pole* (**Pink**) from the *Bottom Upright Pole* (**Orange**) by pushing the locking pin and sliding the pole out.

Step 6) Slide out and remove the *Bottom Upright Pole* (**Orange**) from the top of the *Base Pin*.

Step 7) Turn over the *Base*. Remove the screw from the *Base Pin*. Separate *Base Pin* and *Base*. Replace screw in *Base Pin* so it doesn't get lost.

Step 8) Once all steps are complete, place the color-coded poles and connectors into the appropriate section of the cart. All color-coded poles are to be placed in the proper quadrant of the cart with matching color label.

Step 9) Place *Base Pins* (with screws) in red tote. *Base Plates* are stacked on the bottom of the cart that houses the black drape totes. Note: This is a separate cart from the color-coded pole cart.