

# INSTRUCTIONS FOR FRAME ASSEMBLY



**1.**  
1. Remove frame parts from package.



**2.**  
2. Make sure all pieces are included. See packing list.



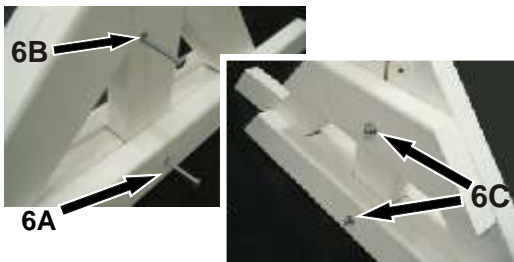
**3.**  
3. Set base units upright facing each other with the longest piece on the outside. See photo above.



**4.**  
4. Insert side post into base units with slot to the inside.



**5.**  
5. Make sure side post goes all the way to the ground.



**6.**  
6. Insert 5.5" carriage bolt (longest bolt included) through outside board all the way through post and inside lower inside cross board. See Diagram 6A in above left photo. Insert 4" carriage bolt (next smaller size included) through side post and inside base upper base cross board. See 6B in above left photo. Using washer and wingnut, loosely tighten both upper and lower bolts. See Diagram 6C in above right photo. Repeat process on other base and side post. (NOTE: DO NOT TIGHTEN WINGNUTS)



**7.**  
7. Select the shortest cross member, as this is the bottom piece. Kneeling in center of frame between post with slot facing up align with the holes marked with the height of sign you are using (ie: 48", 36"etc.). Reaching around side post insert 2" bolt with washer through side post and loosely tighten both bolts. Holding other side up reach around and insert other side bolts and loosely tighten. (AGAIN DO NOT TIGHTEN ALL THE WAY)



**8.**  
8. Take sign and slide into side post making sure it slides in bottom slot all the way. If you are having trouble getting it into the bottom slot, loosen screws on cross member as this will give you some slack to slide frame into bottom slot.



**9.**  
9. Slide top cross member on top of sign from left to right until it lines up with both side post. Using bolts and washers screw down until snug on top. See photo above.



**10.**  
10. Tighten all bolts and wingnuts. Use only a flathead screwdriver. DO NOT overtighten as this could damage the steel inserts in the wood making the bolts not tighten properly.



**11.**  
11. Sign is ready to display. Always put weight on base units to protect from high winds or if setting on dirt or grass use provided spikes and hammer into slanted part of long piece on base.