

Arch and Column Kit LATEX BALLOON Assembly Instructions

Read completely before beginning.

**Congratulations on your purchase of the 11' x 9' Arch & 6.5' Column Kit!
You are on your way to creating custom balloon décor that will WOW.**

There are three kits available – ARCH KITS – COLUMN KITS - **DELUXE ARCH & COLUMN KITS**

Remove contents from the box and examine the components. Kits include:

- 2 Bases - 4 Bases with the Deluxe Kit
- 2 Interlocking extension poles – (4 pieces) - 4 Interlocking extension poles with Deluxe Kit
- One 20 ft length of white arch cord (Not included with Column Kits)
- 1 Electric latex balloon inflator
- Plastic Balloon Rings – Qty. 40 for the Arch – Qty. 20 for the columns – Qty. 60 for Deluxe Kit
- Tape Tabs

Assembly is fast and easy. Columns can be built by one person and two people are recommended to build the arch.

1. Remove the pole receptacle from the bottom of each base.
2. Place bases near the location you'll want them to remain in.
3. Fill the bases with sand, marbles, or kitty litter for stability.
4. Insert the pole receptacle into the center of each base and turn to lock.

Note: It is easier to put bases in place and then fill with sand rather than trying to carry filled bases to your location. Filled bases weigh 40 lbs.

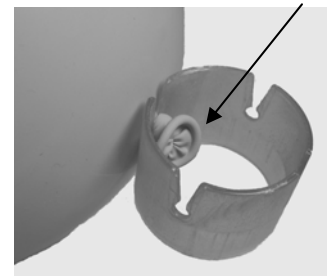
Now it's time to inflate the balloons! The fun part!

For two columns: Inflate 64 eleven inch latex balloons and two Balloon toppers. The Columns require 8 balloon rings each.

For the arch: Inflate 120 eleven inch latex balloons. The arch requires 32 balloon rings.

Save extra balloons for replacements if needed.

1. Plug your electric balloon inflator into a grounded standard outlet. This is best done indoors.
2. Follow the instructions for inflation that come with the "Zip" Latex balloon inflator.
3. For best results, inflate each balloon to a consistent 10-11" diameter. One way to get a uniform size is to place a chair back 11 inches from a wall. Over inflate the balloon and then let out enough air so that the balloon just fits between the chair and the wall. An 11 inch round bucket is also a handy way to get a consistent balloon size. Once sized, tie off the balloon. Repeat this process until desired amount of balloons have been filled.
4. Insert inflated balloons into the patented Balloon Ring. Slip each balloon into the slot on the balloon ring with the knot of the balloon on the inside of the ring. (See photo) You will need 4 balloons for each ring. You can be creative with your balloon and arch design colors by alternating colors on the ring, or using three of one color and one of a contrasting color will give you a spiral effect. A layered effect will be achieved by using all the same color balloons on one ring, and then another color for the next ring.



Now the really fun part!

To Create an Arch: Once your balloons are inflated and inserted in the rings, your bases assembled, and pole receptacle locked:

- Insert half of an extension pole into the pole receiver. Use the pole half that does not have the button mechanism. You will not need the upper halves of the poles for this application. Store in box for future use.
- Turn top of pole receptacle to tighten around pole.

- Place the bases where you intend to display your arch. Place them at least 8-10 feet apart depending on your needs. The closer the bases the higher the arch. The more distance between bases the lower the height of the arch.
- Assemble the bendable arch rod by inserting each white rod into the silver connector between each rod to make one long connected arch cord and lay it on the floor. You will need 20 ft. of space to do this.
- Thread the balloon rings (with balloons inserted) on each extension pole that is mounted to the base until the pole is full. (usually 3 or 4 rings) Make sure the slots on the balloon rings are facing downward. Be sure balloons are snugged into one another.
- Thread remaining balloon rings (with balloons) on the arch cord, and then lift arch cord from both ends. This requires two people to lift at the same time. While lifting and moving the arch cord keep tension on the cord from both ends and be careful not to pull the cord apart.
- **Person one and two:** Lift the arch cord together and slowly bend to create an arch. Again, keeping tension on the cord from the ends.
- **Person one:** Insert one end of the arch cord in to the top of the extension pole and allow it to slide all the way down. Hold base securely until the arch cord is inserted into the other base.
- **Person two:** Slowly bend the arch cord more and insert the other end into the top of the other extension pole and base and allow it to slide all the way down inside the pole.
- **You did it! You assembled a Balloon Arch !!**

To Create a Column: Once your balloons are inflated and inserted into the rings, your bases assembled and filled with sand, and pole receptacle locked:

- Connect both pole pieces to make 2 large extension poles. Make sure the button on one pole aligns with the hole on the other pole and locks into place.
- Insert the 62" pole into the pole receptacle cup in the base & turn the top of the pole receptacle to tighten around the pole for a secure fit.
- One by one, slide a balloon ring with the 4 attached balloons over the pole. Make sure the slots on the balloon ring are facing downward. This keeps the balloons from possibly coming out of the slot. Make sure balloons are snugged into one another. Eight balloon rings are needed for each column. (for the spiral effect make sure the different colored balloon is rotated one position each time)
- Once the balloons are stacked on the pole press down on the top balloons to expose enough of the top portion of the pole to allow you to secure the topper balloon (latex or foil) to the pole with the tape tabs (included)
- Once the balloon topper is attached with the tape, remove pressure on the balloons and let them rise up to meet Balloon Topper. Your Column is now complete!
- **You did it! You assembled a balloon column!**
- If any of the balloons should happen to pop once the arch or column is assembled you can easily remove the popped balloon and insert a new one into the balloon ring without disassembling the arch or column.



This product was created for indoor use. Balloons will be damaged if exposed to water or rain and if placed outdoors additional weight and precautions may be necessary to prevent damage or toppling that can be caused by wind. It may be necessary to secure the arch cord to the pole it is inserted in with tape so that a gust of wind will not lift the balloons and cord out of the poles.