

01. Undo the buckles on the straps. Remove the top of the wheeled container and the middle section to reveal contents.

02. You should have:

- 1 x Bottom Section of Podium (no wheels)
- 1 x Top Section of Podium (with wheels)
- 1 x Podium Top
- 1 x Branded Material Wrap
- 4 x Metal Poles

03. Lay the bottom section of the podium (the section with no wheels) on the floor.

04. Slide the graphic wrap over the bottom section of the podium and fasten the Velcro underneath the base, ensuring the zip is aligned with the centre of the unit.

05. Lay the base back on to the floor with the holes for the metal poles facing upwards.

06. Place the metal poles into the holes in the base of the podium.

07. Place the top section of the podium on to the metal poles, ensuring that the poles fully locate into each hole.

08. Pull the graphic wrap over the top of the podium and fasten the Velcro together.

09. Place the podium top on to the top of the podium.

