

## STEP-BY-STEP ASSEMBLY (continued):

5

**STEP 5:** Insert the boundary rails into the holes on the top of the platform. The longer rails go on the outside (longer side) of the podium and the smaller rails go on the ends (smaller side) of the podium (see the image below for placement).



6

**STEP 6:** Attach the adhesive tread tape to the ladder steps of the podium.

For assistance with assembly, please contact  
Director's Showcase International Customer Care Center  
1-800-893-8171

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**Director's Showcase  
International**

**ITEM NAME:** 6' Command Center Podium

**ITEM SKU:** PD72 / PD72B



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ITEMS INCLUDED IN THE BOX:

- 6' Command Center Podium [ qty: 1 ]
- Boundary Rail - Large [ qty: 2 ]
- Boundary Rail - Small [ qty: 2 ]
- Wheel bracket assembly - Left [ qty: 1 ]
- Wheel bracket assembly - Right [ qty: 1 ]
- 5/16" x 3" Hex Head Bolt [ qty: 4 ]
- 7/8" O.D. Flat Washer [ qty: 4 ]
- 5/16" Nylon Insert Lock Nut [ qty: 4 ]
- Adhesive Tread Tape [ qty: 10 ]

TOOLS NEEDED:

- The following additional tools are required for assembly (not included):
- Two 1/2" wrenches/sockets (for 5/16" nuts and bolts)

IMPORTANT PRODUCT INFORMATION:



THIS PACKAGE MAY CONTAIN SMALL ITEMS WHICH SHOULD BE KEPT AWAY FROM CHILDREN

Maximum load: 550 lbs.

Maximum occupancy: 3 people

NOTE: The podium may be moved while in the upright position for distances of less than 50 feet. However, it should be pulled, not pushed, at a normal walking pace. If the podium needs to be moved more than 50 feet, it should be done in the collapsed position.

STEP-BY-STEP ASSEMBLY:

1

**STEP 1:** With the podium in the collapsed position, tip the podium onto its side by lifting one of the longer sides of the platform up 90 degrees so the podium legs can swing out from under the platform.

2

**STEP 2:** Pull the podium legs out until the hinges are completely straight and insert the steel pins into the holes in the hinge. Repeat this process for all four hinges (see photo on the right).



3

**STEP 3:** Stand the podium upright (two adults are recommended for this step).

4

**STEP 4:** Attach the wheel bracket assembly to the podium using the two 5/16" x 3" hex bolts, two 7/8" O.D. flat washers and two 5/16" nylon insert lock nuts. The bolts should be inserted through the uprights first, then the wheel brackets. The washers should be placed against the inside of the upright before the nuts are put on. Tighten the entire assembly securely (see photos below).

