

# Universal Commercial Sign Frame

## Assembly Instructions

Universal Commercial Sign frames will hold 1 or 2 sided signs, signs made of various materials up to ½ inch thick, and signs up to 6 feet wide and 5 ½ feet tall. The printed area of the sign should start no less 3 ½ inches in from the top and bottom edges of the sign and 1 ½ inches in on both sides.

### REQUIRED TOOLS:

A marking pencil. A drill. A square #2 robertson screwdriver bit. A saw to cut the vinyl rails, the U-channel, and the posts if necessary (either hand or power operated saws will work, preferably the saw will have finer teeth). Please follow manufacturers safety and operating instructions when using hand and power tools. Other items you may need: A square to make sure the sign frame is square. If you are mounting the sign frame to wooden feet you will also need some lumber (qty 2 - of either 2x4s or 4x4s) and some lag bolts (qty 4) or other means to fasten the steel post to the wood.

**1. Cut the rails to the proper length.** With a saw, cut the top and bottom rails ¼ inch longer than the width of the sign. Eg. If your sign is 48" wide the top and bottom rail should be 48 ¼". After the rails are cut Insert the sign into the top and bottom rails.

**2. Determine where to attach the vinyl brackets to the vinyl posts.** To determine the location of the bottom and top brackets on each post, measure the height of the sign with the top and bottom rails attached and then add 3/8". Or you can use your sign (with the top and bottom rails attached) as a template. The Vinyl brackets are 1/8" thick each, you will need to allow enough room for them plus approximately 1/8" for expansion and contraction.

**3. Mount or install the steel posts.** This step will vary depending on the type of steel posts you purchased. The optional plated steel posts can be mounted to a flat surface (such as a floor) or to wood feet (not included). The regular posts can be driven into the ground or you can dig a hole in the ground and tamp them in or set them in cement. The distance between the steel posts should be the width of the sign plus 5 ½" inches

**4. Attach the Post Sockets to each Steel Post.** Using a drill attach 2 Post Sockets to each Steel Post with self tapping screws. Place the Post Sockets approximately 6 to 12 inches from each end of the steel Post.

**5. Slide the vinyl posts over the steel posts.**

**6. Attach the vinyl brackets to the vinyl posts.** Screw the brackets to the posts. Optional: Rivets (not included) could be used here instead of screws. Additionally, if you need to frequently remove the vinyl posts from the steel posts you may want to glue the brackets to the vinyl posts (screws or rivets will prevent this).

**7. Attach the vinyl U-channel.** Measure and cut each U-channel to fit between the brackets on each vinyl post. Glue a vinyl U-channel to each vinyl post.

**8. Attach the sign to the vinyl posts.** Insert the sign with the top and bottom rails attached into the vinyl brackets on each post. Make sure the frame is square. Glue or put screws (if you don't mind the screws being visible) through the sides of the brackets into the rails to fasten. Attach the vinyl caps to the vinyl posts.

Congratulations, now you are done!

