

How to assemble your foil arch+column kit



Congratulations on your purchase of the arch & column foil balloon kit!
Please read completely before beginning to build your arch & column.

What's in the box?

Remove all contents from the box and identify the following components for the kit you've purchased:

Arch Kit

2 bases
2 extension poles (4 pcs)
1 20-ft. length of arch cord
1 electric foil balloon inflator
Tape tabs

Column Kit

2 bases
2 extension poles (4 pcs)
1 electric foil balloon inflator
Tape tabs

Deluxe Arch & Column Kit

4 bases
4 extension poles (8 pcs)
1 20-ft. length of arch cord
1 electric foil balloon inflator
Tape tabs

Additional items you will need

- **Sand/Cat Litter/Marbles.** *To fill the bases of the arch and/or column. A filled base will weigh about 40 pounds.*
- **Balloons.** *We recommend Anagram's [MagicArch™ Large Cluster](#) or [Small Cluster](#) (depending on how thick/thin you want your arch and/or column to appear) Balloons, plus Anagram's 18-inch foil balloons for the column topper. How many balloons will you need? Don't guess! Use our easy [Arch/Column balloon calculator](#) to know the exact number you'll need.*
- **Electricity!** *You'll need a place to plug in the electric inflator that comes in your kit.*

Assembly

Please note that while one person can easily build the balloon columns, we recommend two people work together to assemble the arch.

ASSEMBLE THE BASE(S)

1. Remove the pole receptacle bottom of each base.
2. Place bases near the location you'll want them to remain in. *NOTE: For your arch, we recommend you place the bases apart from each other at one of the following 4 distances, depending on how tall you want your arch to be: 11 feet, 10 feet, 9 feet, or 8 feet. The closer together, the taller your arch. For detailed dimensions, please refer to our easy [large cluster balloon](#) or [small cluster balloon arch measurement guide](#).*
3. Fill the bases with your sand, cat litter, or marbles to stabilize them.
4. Insert the pole receptacle into the center of each base and turn to lock.

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INFLATE YOUR BALLOONS

NOTE: The balloons have self sealing valves so there is no need to knot or tie. If, for some reason a balloon did not fill completely, carefully reinsert the inflator tip and re-inflate. Inflate all the balloons necessary to complete your arch or columns. The balloon arch is large and requires 22 feet or more in room length to assemble.

1. Plug your electric balloon inflator into a grounded standard outlet. For your safety this is best done indoors.
2. Insert the tip of the electric balloon inflator fully into the valve cavity on the balloon. On the large balloons, the valve is on the outside edge of the balloon. On the small balloons, the valve is on the inside edge.
3. Look for a thin, white edge on valve opening and place inflator tip going in that direction. Tip needs to be inserted in the correct direction or balloon will not inflate.
4. Turn on the electric foil inflator. Immediately, the balloon will begin to plump and inflate. The foil inflator has an automatic back-flow device so you cannot over-inflate or pop the balloons. Make sure all four sections of the balloon cluster fill completely.
5. Once balloon is fully inflated, remove the tip of the inflator, and turn inflator off.

BUILD YOUR COLUMN

If you have purchased the arch kit only, skip this section and proceed to the next section.

1. Connect the pole pieces to make two large extension poles by aligning the spring button on the male pole with the hole of the female pole. The spring button should pop through this hole, locking the two together.
2. Insert the 62-inch 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.
3. One-by-one, slide the center hole of the cluster balloons over the pole. Make sure balloons are snugged into one another.
4. Once the balloons are stacked on the pole, press down on the top balloon to expose enough of the top portion of the pole to allow you to secure the balloon topper using the included tape tabs.
5. Once your balloon topper is attached, remove pressure on the balloons and let them rise up to meet the topper. You're done!

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BUILD YOUR ARCH

If you have purchased the column kit only, please ignore this section.

1. Using the female pole half that DOES NOT have the button mechanism, insert half of an extension pole into the pole receiver. You will not need the upper halves of the poles for this application. Store in box for future use.
2. Turn the top of the pole receptacle to tighten around pole, securing it in place.
3. Place the bases where you intend to display your arch. *NOTE: We recommend you place the bases apart from each other at one of the following 4 distances, depending on how tall you want your arch to be: 11 feet, 10 feet, 9 feet, or 8 feet. The closer together, the taller your arch. For detailed dimensions, refer to our easy [large cluster balloon](#) or [small cluster balloon arch measurement guide](#).*
4. Assemble the arch rod. Insert each black rod into the silver connector between each rod to make one long, bendable arch cord. Lay this completed arch cord on the floor. *NOTE: You will need 20 feet of open space to do this.*
5. On each extension pole that is mounted to the base, thread your cluster balloons on until the poles are full.
6. Thread remaining balloons on the bendable arch cord. **THIS PART REQUIRES TWO PEOPLE:** Lift arch cord from both ends while keeping gentle tension on the cord from both sides. Too much pressure will pull the cord apart.
7. **PERSON ONE AND TWO:** Maintaining gentle tension on the cord from both ends, lift the arch cord together and slowly bend to create an arch.
8. **PERSON ONE:** Insert one end of the arch cord into 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.
9. **PERSON TWO:** Slowly bend the arch cord and insert the free end into the top of the extension pole in the remaining base. Allow the cord to slide all the way down inside the pole. You're done!

ATTENTION: This product was created for indoor use. Balloons will be damaged if exposed to water or rain. 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 duct tape, so that a gust of wind will not lift the balloons and cord out of the poles.