

# How to assemble your latex arch+column kit



Congratulations on your purchase of the arch & column latex 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 ZIP electric latex balloon inflator  
Plastic balloon rings (40)  
Tape tabs

### Column Kit

2 bases  
2 extension poles (4 pcs)  
1 ZIP electric latex balloon inflator  
Plastic balloon rings (20)  
Tape tabs

### Deluxe Arch & Column Kit

4 bases  
4 extension poles (8 pcs)  
1 20-ft. length of arch cord  
1 ZIP electric latex balloon inflator  
Plastic balloon rings (60)  
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.** *Each balloon should be filled to roughly 11 inches in diameter. Hint: If you don't have a balloon sizer box, you can get a consistent size by placing a chair back 11 inches from a wall, over-inflating the balloon and letting out enough air so that it fits between the chair and the wall, or you can use an 11-inch round bucket. 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.*

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## 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 [latex 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: 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. Follow the instructions for inflation that are included with your ZIP electric latex balloon inflator.
3. Inflate your balloons to roughly 11 inches in diameter.
4. Insert inflated balloons into the patented balloon rings. Slip each balloon into the slot on the balloon ring, leaving the knot of the balloon on the inside of the ring. You will need 4 balloons for each ring.

FOR THE COLUMN: Each column requires a total of 33 latex balloons (1 balloon for a topper) and 8 balloon rings.

FOR THE ARCH: The arch requires a total of 128 latex balloons and 32 balloon rings.

*TIP: 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.*

## 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 a balloon ring (make sure the slots on each balloon ring are FACING DOWN) with the 4 attached balloons over the pole. Make sure balloons are snugged into one another. *TIP: For the spiral effect make sure the different colored balloon is rotated one position each time.*
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 (latex or foil) using the included tape tabs.

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5. Once your balloon topper is attached, remove pressure on the balloons and let them rise up to meet the topper. You're done!

*NOTE: If any of the balloons should happen to pop after your column is assembled, you can easily remove the popped balloon and insert a new one in to the balloon ring. You do not have to disassemble the column.*

## 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, please refer to our easy [latex arch measurement guide](#).
4. Assemble the arch rod. Insert each white 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 the balloon rings (with balloons already inserted) until the pole is full. This is typically a total of 3-4 balloon rings per pole. To prevent balloons from coming out of the rings, make sure you have the slots on each balloon ring FACING DOWNWARD. Make sure balloons are snuggled into one another.
6. Thread remaining balloon rings (with balloons already inserted) 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!

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*NOTE: If any of the balloons should happen to pop after your arch is assembled, you can easily remove the popped balloon and insert a new one in to the balloon ring. You do not have to disassemble the arch.*

*ATTENTION: 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 duct tape so that a gust of wind will not lift the balloons and cord out of the poles.*