

# ASSEMBLY INSTRUCTIONS FOR 20FT 3-SECTION FLAGPOLE

Villager III (Item# 395)

To view installation video go to: <https://www.youtube.com/user/Anninvideo>

## Tools and Accessories Required (Not included)

Level	Concrete	Wooden shims	19mm wrench or adjustable wrench
Screwdriver - Phillips & Flat head	Shovel	Caulking	

## Foundation Requirement

Dig a hole, 20" by 20" by 26" deep.

Line the bottom 2" of the hole with loose stones for drainage.

Place the ground sleeve upright into the center of the hole and surround with premixed concrete.

**Do not allow concrete to get into or under the sleeve.**

**Use a level to ensure the sleeve remains plumb while filling the hole and preparing the foundation.**

Allow for an inch of ground sleeve to stick above the top of the concrete. Leave concrete to set.

**Please note:** If the ground is soft or sandy, increase the diameter of the hole and concrete used.

## Inspecting your flagpole

Remove the pole sections from their packaging. Join the three sections together, lining up the seam mark and ensure the cleat holes line up correctly.

Optional: If you want to permanently fix your flagpole as one piece and you don't intend to take it apart at a later date you can use the epoxy glue provided. **Please carefully read the application instructions on the side of the glue applicator.**

When mixing the glue please use the cup and spatular supplied.

- Once the glue is mixed you are ready to glue the joints. Gently separate the joints to expose a small section of the male part of each joint.
- Apply a small amount of glue around the male joint and close the joint back up while lining up the seam and cleat holes. Do the same for the next joint. Immediately clean off any excess glue that protrudes out from the joint with a dry cloth. Place to one side for 30 minutes until the glue is fully set.

## Assembling your flagpole

1. Insert the small screw, through the screw cap provided then into the hole on the upper joint and secure. Fold the white screw cap over the head of the screw.
2. The cleat is used, both to secure the halyard, and to fix the bottom joint together.
3. First, insert the 2 rubber anchor nuts into the 2 pre-drilled holes either side of the bottom joint.
4. Then attach the cleat, using the 2 Phillips screws, screwing them tightly into the 2 rubber anchor nuts, compressing the anchor nuts and making for a firmly-fixed bottom joint.
5. Thread halyard through the truck and bring the two loose ends together.
6. Secure the truck to the aluminium ring at the tip of the mast using the set screws, ensuring that the pulley on the truck is in line with the cleat.
7. Leaving the lock nut on the stem of the ball finial, screw the finial into the truck at the top of the pole and tighten the locknut provided to the top of the truck.
8. Bring the butt of the pole to the foundation ground sleeve.
9. Slide the flash collar up the pole to within 2ft from the base.
10. Walk the pole up to the foundation, gently lifting it and sliding it into the ground sleeve.
11. Rotate the pole so that the cleat is turned to the preferred location and secure the pole within the ground sleeve using small wooden shims.
12. We recommend using a small strip of caulking to seal the space between sleeve and pole.
13. Drop the flash collar to cover the foundation detail.

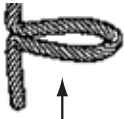
Your pole is now ready to fly your flag. The nylon snap hooks can now be attached to the halyard (see illustration steps A -D) spaced to accommodate the size of your flag. Attach and hoist flag. The halyard may be secured to the cleat in a figure eight fashion.

Proper flag etiquette precludes flying the flag in inclement weather. Furthermore, the flag should not be flown in high winds. It can damage the pole and flag.

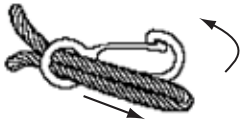
# ASSEMBLY INSTRUCTIONS FOR 20FT 3-SECTION FLAGPOLE (continued)

Villager III (Item# 395)

A



B



C

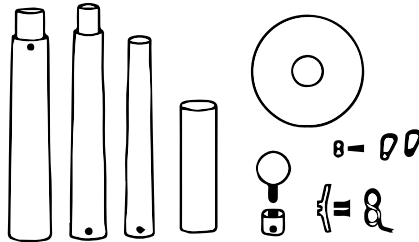


D

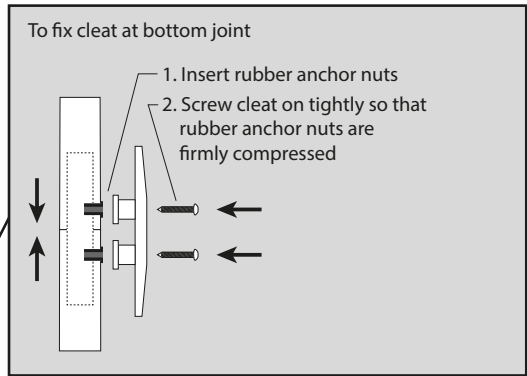
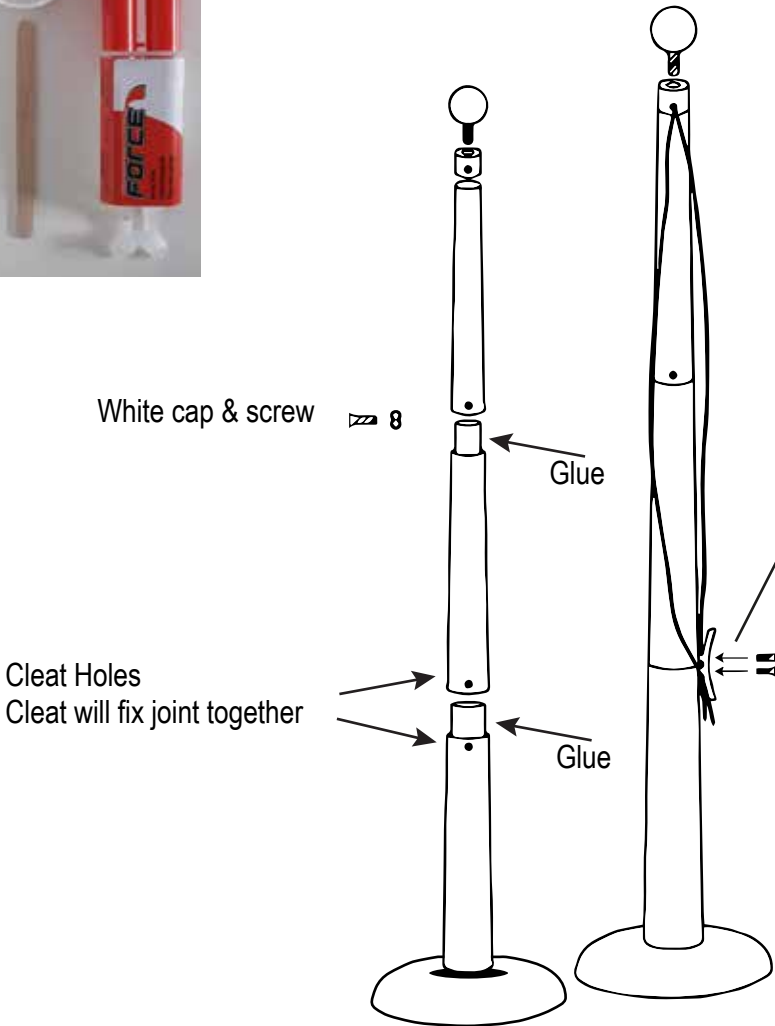


## Assembly of 3 Piece Fiberglass Flagpole

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- 3 Sections of Pole
- 1 Ground Sleeve
- 1 Flash Collar
- 1 Truck
- 1 Ball Finial with locknut
- 1 Cleat & Screw
- 1 Halyard
- 2 Snap Hooks
- 1 Screw and screw cap
- 1 Cup
- 1 Spatular
- 1 Glue Applicator



Flash Collar over base of pole prior to inserting into the ground sleeve.