



External Halyard Stationary Truck



External Halyard Single Revolving Truck



CARROT-TOP INDUSTRIES inc.
Patriotic, Special Event, and Custom-Made Products.™

GROUND SET EXTERNAL HALYARD FLAGPOLE

Installation Instructions
Covers Carrot-Top's
Majestic™ Commerical,
Majestic™ Architectural,
Majestic™ Extreme, and
Fine-Line Flagpoles

WARNING:

To Prevent Staining
the flagpole must be stored in
a dry place OR all packaging
must be removed immediately
after receiving shipment.



Call Before You Dig!

Dial 811 or visit www.call811.com



FLAGPOLE DELIVERY CHECKLIST:

Use the following checklist when your flagpole arrives for delivery.

Be sure to inspect all sections of the flagpole, ground sleeve and the accessories box for missing parts or damages like scratches, staining or dents prior to signing the paperwork presented by the driver.

If there are damages or missing parts, please have the driver note them directly on the paperwork prior to signing for the delivery. Immediately contact Carrot-Top Industries at (800)628-3524 regarding the concerns and we will be happy to send you replacement parts as needed.

If these concerns are not documented at the time of delivery, Carrot-Top will not be responsible for later installation expenses for missing or damaged parts. To sign the delivery receipt without inspecting the flagpole signifies the acceptance of the product in the condition received.

☒ Flagpole Parts (Included with purchase)

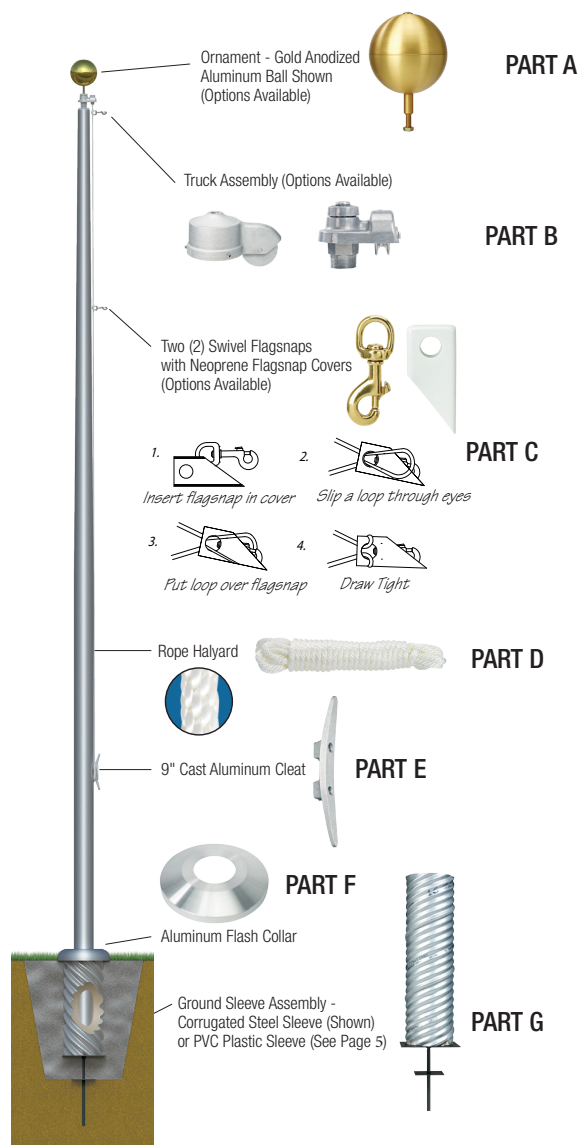
- ☐ Flagpole Shaft (# of sections _____)
- ☐ Finial or Flagpole Ornament (Ball, Eagle, Other) (PART A)
- ☐ (1) Pulley or Truck Assembly (PART B)
- ☐ (1) Flagpole Halyard (PART C)
- ☐ (2) Flag Snaps (PART D)
- ☐ (1) Cleat with (2) cleat screws (PART E)
- ☐ (1) Flash Collar (PART F)
- ☐ (1) Ground Sleeve (PVC or Corrugated Steel) (PART G)
- ☐ (1) Installation Instructions

☒ Products for Installing (not Included)

- ☐ (1) Silicone lubricant or dishwashing liquid or ice
- ☐ (2-3) Wooden wedges
- ☐ Waterproof Cement
- ☐ Dry Sand
- ☐ Leveling tool
- ☐ Sand paper
- ☐ Blocks or sawhorse
- ☐ Silicone caulking (clear or matching finish of pole)

☒ Optional Flagpole Parts (not Included)

- ☐ Flag(s)
- ☐ Additional Flag Snaps (Snap hooks)
- ☐ (1) Cleat Cover
- ☐ (1) Halyard Channel



STORING THE FLAGPOLE PRIOR TO INSTALLATION:

All of our flagpoles are packaged in a shipping tube and paper to protect the finish in transportation. Once you have inspected the flagpole at delivery, it must stored either in a dry area or on blocks off the ground.

If the flagpole gets wet with the packaging still on it, the pole may develop stains as it dries which are difficult to remove and are not covered under the warranty.

INSTALLATION INSTRUCTIONS:

FOR QUICK AND PROFESSIONAL INSTALLATIONS READ ALL INSTRUCTIONS BEFORE PROCEEDING.

WARNING: Do not install your flagpole near overhead power lines and always be aware of anything under the soil. Contact the utility departments to confirm that it is safe to dig in the area where the flagpole is to be installed. Due to various methods of installation used by installers, Carrot-Top Industries cannot be liable for structural damage or injury occurring during the flagpole assembly and installation.

TIP: Any pole over 30' with a 6" diameter base or larger may require some type of lifting device. Following a review of these instructions, the purchaser of the flagpole should determine if they are qualified to perform the installation or should obtain the services of a professional flagpole installation company.

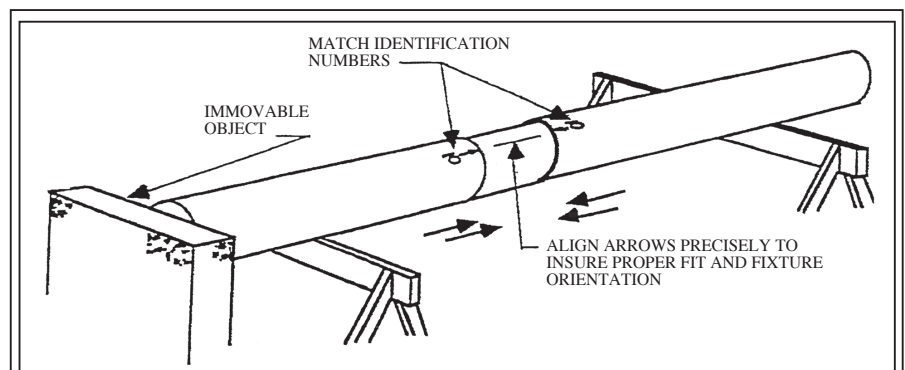
TIP: A pair of cotton gloves worn during the assembly and installation process keeps fingerprints from the flagpole.

STEP 1 – Prepare the foundation hole as detailed in the ground sleeve instructions on the **last page**. Note that these dimensions are considered minimum for an in-ground flagpole in firm dry soil. Set sleeve into hole so that top of tube is 2" above grade. Center the sleeve vertically using a leveling tool and brace so that sleeve will not move while concrete is being poured. Pour concrete and trowel to desired finish. Keep the inside of the sleeve dry and free of debris by covering the opening; allow the concrete to cure for at least 24 hours.

STEP 2A – For SINGLE SECTION flagpoles, skip to STEP 3.

STEP 2B

carefully lay sections out in proper order, grouping flagpole sections with like matchmarks. Sections **MUST BE STRAIGHT & LEVEL** while sliding together. Line up match mark numbers, imprinted at each section, for proper fit.



Cover the jam sleeve and the immediate inner section of the section that it will be going in to with a light layer of liquid soap. Do not use grease, oil or other petroleum products as these lubricants can seep out over time and stain the flagpole. Keep the finished surfaces free of hand prints and excess lubricants.

TIP: Lightly sand away any burrs that may be present on the male section or in the upper section of the joint. A small amount of lubrication (silicone or dish washing liquid – not included) may be applied to the male portion of the joint for easier fitting. Start with the bottom sections and work toward the top. Begin sliding the two sections, rolling the flagpole by 180° with every 2 to 3 inches to facilitate an easier fit.

TIP: If extreme difficulty is found in fitting the first 6 inches together, pull back apart and cool the male section with ice for several minutes. A sledgehammer and block of wood (to protect the flagpole from direct impact) may be necessary on larger poles to complete the assembly of joints. Carrot-Top Industries suggests the use of an epoxy adhesive for all multi-section flagpoles and is mandatory for flagpoles 60' and greater.

STEP 3 – Identify accessories and place them along the flagpole according to the parts diagram in the delivery checklist section.

STEP 4 – Starting with the final ball (*PART A*), screw the ball's spindle into truck (*PART B*). Do not grip ball to tighten, grip spindle/rod with vise grips and tighten. Tighten all nuts and set screws. Do not epoxy spindle on the truck or ball spindle.

STEP 5 – Attach the truck (*PART B*) with ball by screwing into the threaded top of the flagpole. Do not epoxy spindle of truck. If truck (*PART B*) is a stationary truck, finish by securing all setscrews.

STEP 6 - Feed the polypropylene rope (*PART C*), around the pulley of the truck (*PART B*) and down the side of the flagpole to the cleat area. Tie both ends together forming a complete loop. Space the snap hooks (*PART D*) and neoprene covers (not included) at equal distance on either side of the knot to accommodate flag size. Refer to parts diagram for snap hook attachment.

STEP 7 – Using the screws provided, mount the cleat (*Part E*) over the drilled and tapped holes on the shaft. They are located approximately 5' above the tar line. If cleat covers are being used, mount them at the same time using the same screws. Secure the halyard to the cleat.

STEP 8 – Before standing flagpole, slide the flash collar (*PART F*) up from bottom and secure at the location of the cleat holes with tape on underside of flash collar to prevent slipping.

STEP 9 – Stand flagpole into previously installed ground sleeve. This may require the use of a crane or backhoe for larger flagpoles. Always choke multiple section poles below lowest joint as a safety precaution.

TIP: During installation, the flagpole should be assembled as close as possible to the final support point. Professionals experienced in such installations should perform rigging and lifting. During lift, keep clear of the area and reach of the flagpole path. Do not pass flagpole overhead. When installing multi-piece flagpoles, arrange the rigging for the lift in such a way that weight of the flagpole sections is supported from the bottom of the flagpoles so that the flagpole joints are pushed together, not pulled apart, during the lift. Keep clear of power lines.

STEP 10A – For STEEL SLEEVE ground set, after inserting flagpole into ground sleeve (galvanized corrugated 16-gauge steel tube), center flagpole with wooden wedges (*not included*). Fill space between ground sleeve and flagpole with tamped dry sand. Fill ground sleeve 6" to 8" at a time and tamp as you fill. Fill ground sleeve with sand to about 2" from top. Then cap off with waterproof cement (*not included*).

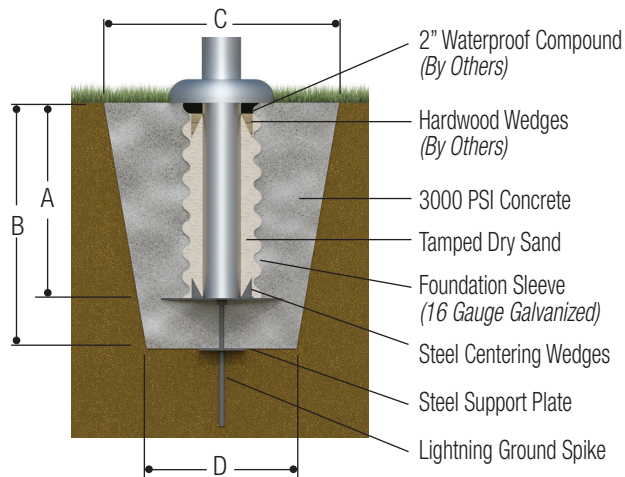
STEP 10B – For PVC SLEEVE ground set, insert flagpole into PVC sleeve and turn to align truck assembly with the wind. With the pole centered, fill space between ground sleeve and flagpole with tamped dry sand to about 2" from the top and then top off with thin layer of waterproof cement or caulking.

STEP 11 – After waterproof cement has dried, slide flash collar (*PART F*) down into position and caulk joint with clear or matching color silicone (not included) to seal the space between the flagpole and flash collar.

GROUND SLEEVE INSTALLATION

NAAMM Minimum Recommended Foundation Measurements
(Structural Engineering Requirements for Foundations Verified By Others.)

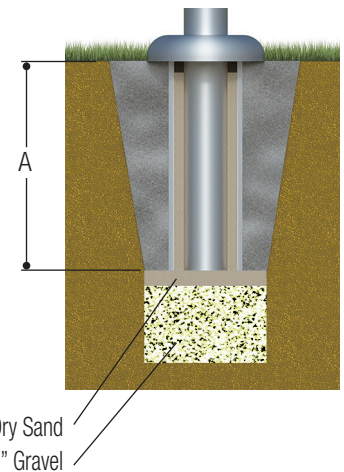
Ground Sleeve with Steel Lighting Spike Installation



Ground Set

EXPOSED MOUNTING HEIGHT	A	B	C	D
20'-0"	2'-0"	2'-6"	30"	24"
25'-0"	2'-6"	3'-0"	36"	24"
30'-0"	3'-0"	3'-6"	36"	24"
35'-0"	3'-6"	4'-0"	36"	30"
40'-0"	4'-0"	4'-6"	45"	36"
45'-0"	4'-6"	5'-0"	45"	36"
50'-0"	5'-0"	5'-6"	50"	42"
60'-0"	6'-0"	6'-6"	60"	48"
70'-0"	7'-0"	7'-6"	60"	48"
80'-0"	8'-0"	8'-6"	72"	48"

PVC Ground Sleeve Installation



*25' flagpoles are modified to fit into pup truck