

# POP UP TENT ASSEMBLY INSTRUCTIONS

## How to fit the canopy - best with 2 persons

1. NOTE: the canopy only has to be fitted for the first use. Normally it stays on the frame after being fitted for the first time
2. Remove the frame from the carton or pallet, and unpack the canopy from its box
3. Open out the frame to approx 50%
4. Trying to keep the new canopy off the ground, open it out so that you can locate a pelmet section, if a 4.5x3 or 6x3m tent, locate the longer pelmets
5. Pull the appropriate pelmet over the top of the frame clearing the kinpost(s) and locate all 4 corners of the canopy on to the velcros at the top of each leg
6. Pull the frame open to approx 70%, get under the canopy and attach the fixing cup(s) on the ridge of the canopy to the top of the king post(s)
7. The tent is now ready to rig but please read the following section first

## Responsibilities of the user - please read before using the tent(s)

### GENERAL

Instant Marquees/ pop up gazebos are lightweight temporary structures and are therefore weather limited.

It is the responsibility of the owner/hirer to ensure that the weather limitations are respected for the entire duration of the period of ownership/hire. Where it looks likely that forthcoming conditions are likely to exceed the stated weather limitations, the owner/hirer must take the marquees down. Instant Marquees Ltd cannot accept any liability for loss, consequential or otherwise, in the event of bad weather or wind strength beyond the recommended limits section below.

**Please note:** *a marquee that blows away can cause serious injury or even death to persons and damage to property, and it is your responsibility to ensure that this does not happen.*

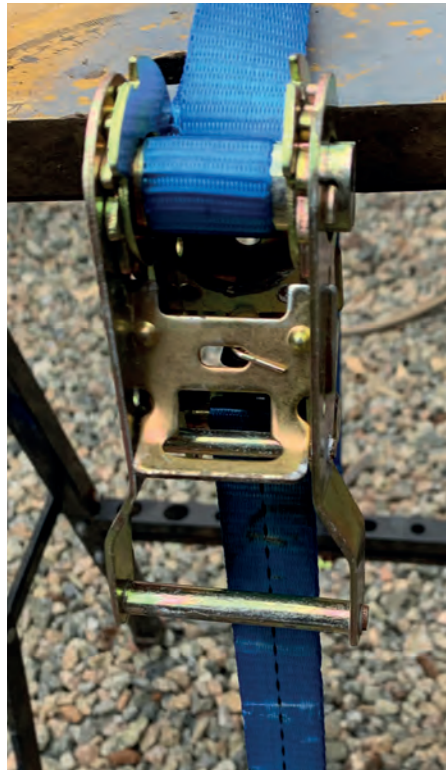
### ERECTING THE MARQUEES CORRECTLY

It is absolutely essential that the owner/hirer follows Instant Marquees' Rigging Instructions to the letter, so please read the instructions carefully. Instructions are printed on the top of the cover, but the best place to get the full picture on rigging safely is either at <https://vimeo.com/30129139> or YouTube: Instant Marquees Rigging Instructions

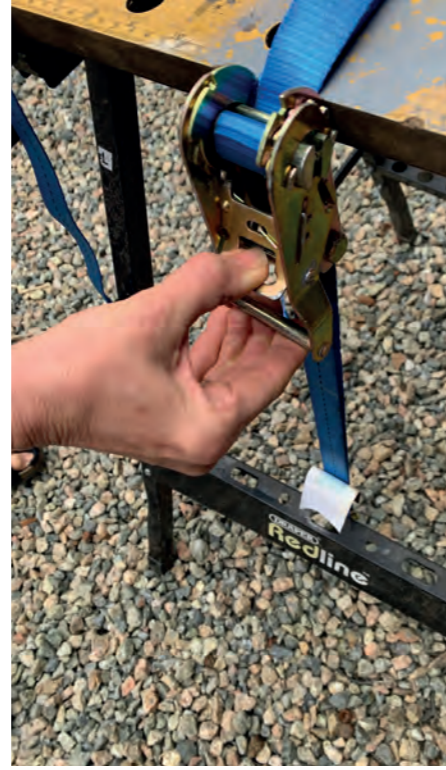
## WIND LIMITS

Tent size & weighting	Max wind without walls	Max wind with walls
3x3 with 4 x 30kgs	22mph	20mph
4.5x3 with 4 x 30kgs	19mph	17mph
6x3 with 6 x 30kgs	22mph	20mph

## STEP 1 - How to remove the Tent from the pallet & how to use a ratchet strap



1) Ratchet strap locked under load



2) Unlock the buckle by pressing the detente down hard with your thumb



3) Whilst holding the detente down, open out the buckle 180° to unlock the ratchet, then ease the buckle along the long part of the strap to the end

1. BEFORE REMOVING THE TENT FROM THE PALLET OR THE BOX, TAKE SOME PHOTOS OF HOW IT WAS PACKED SO YOU CAN SEND BACK THE SAME WAY.
2. Remove cling film packaging
3. Undo all ratchet straps. See photos 1, 2 & 3
4. When unpacked, 2 persons to move tent to the centre of the chosen site

## STEP 2 - Opening out the frame - best with 2 persons



1) Remove the cover & open out the legs sufficiently to allow access to lift the centre V on the scissor frame



2) With 1 person on each side of the tent opposite each other, lift the lower centre Vs sufficiently so that the legs clear the ground and gently pull open the tent



3) Keep pulling the tent open until the leg sliders rise up the legs to just below the canopy, as shown above

The next stage depends on whether you choose to use the rigging tool tube or not. See next page for the two different approaches

### STEP 3a - Erecting the frame to low level with the rigging tool



1) Lift the corner of the tent lightly and insert the rigging tool under the slider



2) Pull down on the top of the frame until...



3) ... the button pin clicks home

Repeat the process on the 3 (or 5 if a 6x3) remaining legs. In the rare event that a button pin does not click home, inspect the slider to check what's happening. If the ball is slightly misaligned with the hole tap the appropriate scissor tube to centralise it until it pops in. If the button pin still does not pop in to place, try changing the rigging tubes to the other side of the slider.

### STEP 3b - Erecting the frame to low level without the rigging tool



When the frame is pulled open as far as possible (as in the photo on the left), one person should continue to hold the scissor tubes to prevent the sliders going back down the legs, whilst the other should get under the canopy and lift the structure by the central scissor bracket under the kingpost.

The second person should then also get under the canopy, and whilst holding the top scissor near the slider bracket in one hand and the bottom scissor in the other should push the slider up until it clicks home. It is important that the other person lifts the centre of the tent so that all 4 legs are off the ground to facilitate this action.

Because it is the tent frame that puts the tension in to the canopy to make it look sharp, this action can sometimes be hard to carry out. If that's the case, two people can do the lifting action of the scissors by standing either side of the leg.

## STEP 4 - Raising the tent to height by extending the legs



1) Lift the legs as shown, with one person on each leg lifting simultaneously

When raising the marquee to height, **great care** should be taken especially in windy conditions:

- This is best done by 2 persons, who should lift both legs at the same time in order to avoid twisting the frame unnecessarily, which could cause damage or premature wear.
- Always lift with the downwind legs first. If you start with the upwind legs there is a danger the tent could fly away
- Use one hand on the upper tube and use the other to push the inner leg down
- Do NOT stand on the footplate whilst attempting to lift the leg
- There are 4 height settings available. Generally speaking use the top setting in calm conditions on soft and the second lowest when using weights in windy conditions
- The leg height adjustments can also be used to level the tent on uneven ground
- In windy conditions it is advisable to insert the pegs and fit the straps BEFORE lifting the tent. If using weights, place them near all 4 legs in preparation for fitting them

## STEP 5 - Fitting the Walls



The walls are fitted in the following sequence:

- First, unwrap the wall keeping it off the ground if possible
- Next locate the 50mm Velcro at the top of the wall and offer the centre of the wall - where the seam is - up to the Velcro on the canopy. Line the centre of wall up with the centre of the reinforcement patch on the canopy
- Repeat for all the walls in use before tackling the flaps
- When standing inside the tent facing the wall, wrap the right hand side flaps of each wall around the leg
- Then, from outside the tent, pull the left hand flaps on to the Velcro on the next wall, or fix it to its own Velcro on the inside if there is not a wall to fix to.
- By paying careful attention to how the Velcro is attached you can make the wall system look very smart indeed. Equally, a haphazard approach will end up the walls looking untidy
- Note that if the tent is set on its highest leg setting, you will need to be 6ft tall to reach the Velcro strip. If you wish to use the tent at full height, you can set the tent at its lowest height to attach the top of the walls to the canopy before finally adjusting the legs to the legs to the desired setting.



Pull the flaps so that they align perfectly with the Velcro. If you find the Velcro will not reach, gently push the bottom leg inwards to fit the wall then pull it back out once the wall is properly fitted



Finally, fit the lower Velcro tabs either inside to its own wall or to the next wall as required

## STEP 6a - Securing the Tent on hard ground with weights



### GENERAL INFORMATION ON SECURING THE TENT

- It is essential to ensure that the tent is secured properly, either using the guying set for soft ground or the weights for hard ground.
- It is ALWAYS best to use straps and pegs on soft ground in preference to weights
- It is a good idea to check the Met Office or [xcweather.co.uk](http://xcweather.co.uk) for the likely wind strength for the duration of your event
- It is the hirer's responsibility to ensure that the tent is adequately secured at all times
- In windy conditions, at least one person should be tasked to hold down the tent on the windward side whilst the other attaches the weights or guying straps
- If you are worried about the stability of the tent when secured, then the first thing to do is to remove the walls immediately
- If the tent still looks over-stressed by the conditions then you should take it down immediately

### USING WEIGHTS TO SECURE THE TENT ON HARD GROUND

- **ALWAYS** Use at least 30kgs per leg, but refer to the Wind Table for weights required for windy conditions
- It is a good idea to check the Met Office or [xcweather.co.uk](http://xcweather.co.uk) for the likely wind strength for the duration of your event
- It is the hirer's responsibility to ensure that the tent is adequately secured at all times
- In windy conditions, at least one person should be tasked to hold down the tent on the windward side whilst the other attaches the weights or guying straps
- If you are worried about the stability of the tent when secured, then the first thing to do is to remove the walls immediately
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Hammer in the heavy pegs approximately 1m from the base of the leg, at 45° to the tent, and attach the hook the long strap to the peg.



Attach the short buckle section of the strap to the scissor frame as shown above



Thread the long strap through the slot in the buckle from the back as shown. Then pull the strap through to take up the slack



Crank up the tension on the ratchet strap buckle till the strap is tight, then fully close the buckle and tie off the end of the long strap

## TAKING THE TENT DOWN

The procedure for taking the tent down is generally speaking the reverse of erecting it, but please observe the following points:

- Take the walls off first, but do try to keep them off the ground in wet conditions so that they do not get dirty unnecessarily. Using 2 persons, fold them in the air
- If windy, leave the weights or guying in place till you are ready to drop the tent to its lower level
- If windy, always drop the upwind end of the tent first or there is a risk it will fly away
- If windy, have one person hold the tent down whilst the other works on the de-rigging process
- When it comes to folding the tent in, take hold of the **upper V** in the centre of the scissors at opposite sides of the tent, then lift and push simultaneously.
- Please always refit the cover
- Do NOT lie the tent down on wet ground if possible

## PACKING THE PALLET SECURELY

The procedure for pallet is generally speaking the reverse of unpacking it, but please observe the following points:

- Never pack the tent on to the pallet without its cover on
- If applicable, put the weights on to the pallet first
- Use the ratchet straps to secure the tent vertically, just as it was when you received it, and check that it cannot fall over
- Make sure that all the accessories are secure on the pallet before the truck arrives

## TRANSPORTING THE TENT IN A VEHICLE

- Where possible (ie in a van), transport the tent upright with its cover on, and tie it securely to the side of the vehicle
- If this is not possible, gently lay the tent on its side for transport, ideally on a foam rubber mat

## STORING THE TENT

- Where possible and only when the tent is dry, store the tent upright with its cover on
- If the tent is wet, **NEVER** put the cover on when storing the tent or mildew will occur
- If wet, open the tent out partially and allow it to dry fully before putting the cover on
- If you have access to an outside drying area, set the tent up at half height (it is stable at this point) and allow the canopy to dry fully before putting the cover on

## MAINTENANCE

- It is a good idea to spray all the button pins with silicon spray from time to time
- You can also spray the upper legs with silicon to make rigging easier
- Keep an eye on all bolts in the scissor frames and tighten if required
- Small holes in the canopy can be fixed using self-adhesive sail cloth cut to size - we can supply this cloth by the square meter

**IN THE EVENT OF PROBLEMS, PLEASE CALL 01840 213063**