

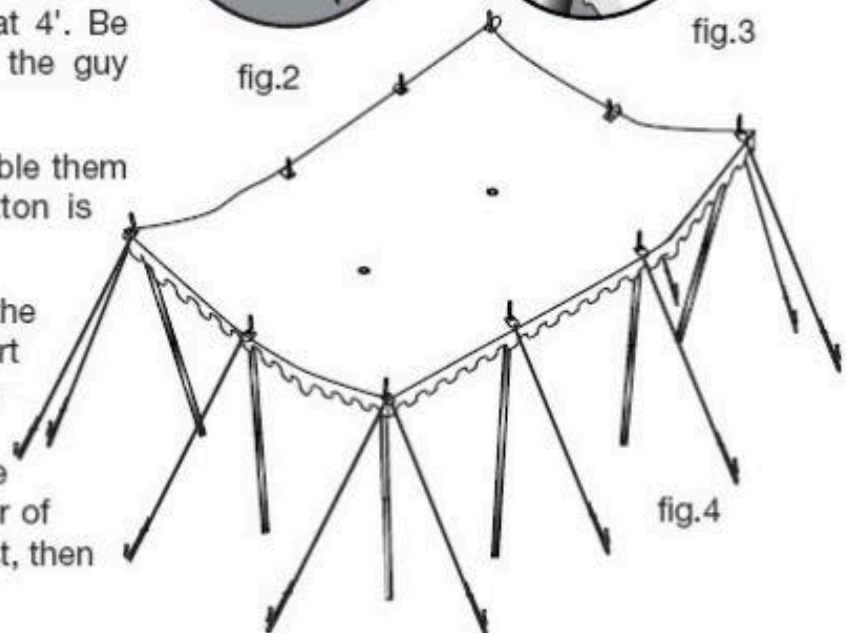
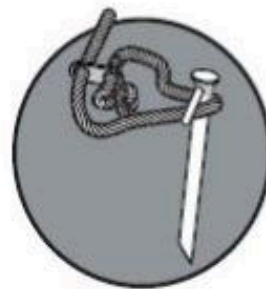
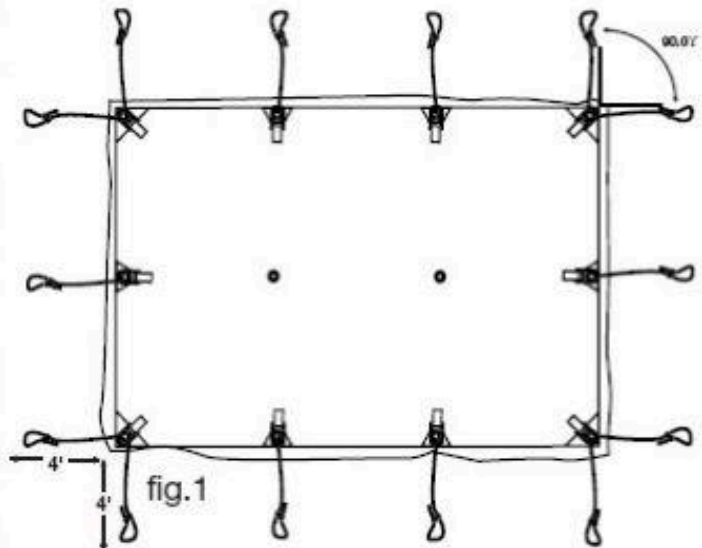
# 20' X 30' Pole Tent Setup

Tents need to be returned dry and clean! If returned dirty and requires cleaning a \$100.00 charge will be assessed.

## *Traditional* one piece party canopy

### ASSEMBLY [ 20'x30' SHOWN ] :

1. Inspect the site and make sure the area is level, free of utilities and overhangs. Unload poles and tent bundles.
2. Lay the canopy out, on a ground cloth, with the top side up. Stretch and square the fabric to remove slack. Pull the ropes out from the canopy. See fig.1.
  - Thread a guy rope through a hole in the rope slider. Thread the rope end through the remaining hole in the rope slider. To work properly, the guy rope must enter the slider from the same side each time- as illustrated. Repeat with remaining guy ropes and sliders. See fig.2.
3. Drive the stakes 4' out and at a slight angle away from the canopy. Stake the corners first, using two stakes placed at 90° from each corner. See fig.1. Continue staking until all guy ropes are at 4'. Be sure to leave enough slack in the guy ropes to raise the poles.
4. If using aluminum poles, assemble them and make sure each snap button is secured.
5. Install the side poles from the underside of the canopy. Insert pole pins up through both the grommet and D-ring. See fig.3. Stand the poles up at a 60° angle with their base toward the center of the tent. Set the corner poles first, then the side poles. See fig.4.



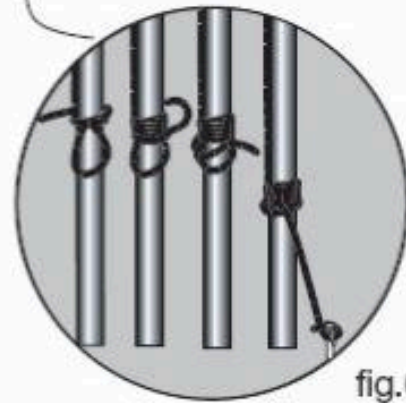
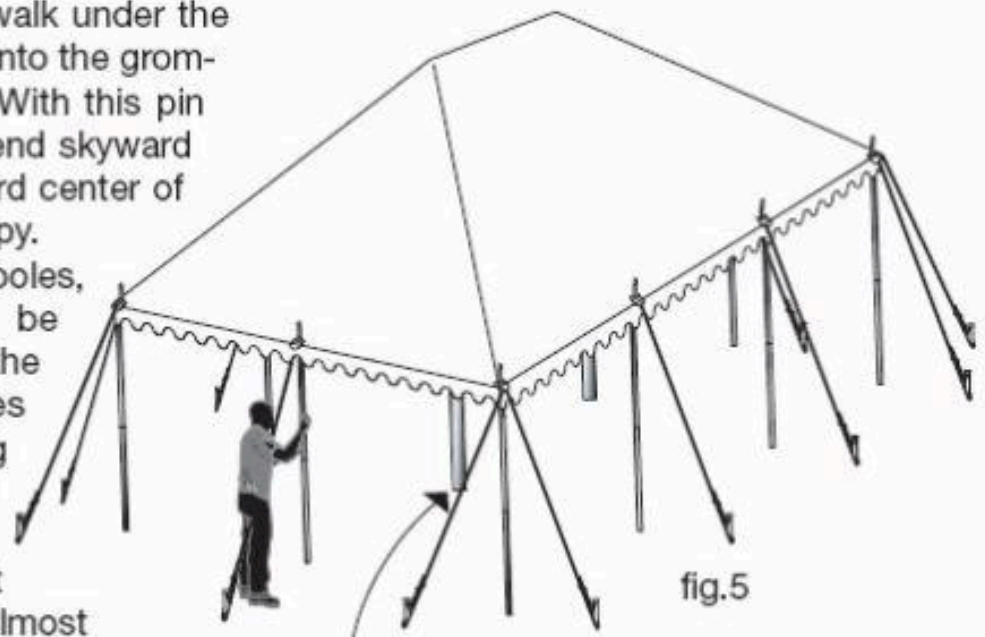
6. With the perimeter poles set, walk under the tent and insert center pole pin into the grommet at the top of the canopy. With this pin in place, lift and push the pin end skyward and the center pole base toward center of tent to raise the pole and canopy.

- If your tent has multiple center poles, the first pole base should be angled at  $45^\circ$  to center. Stake the base of this pole so that it does not slip. Raise the remaining center poles. When you have reached the  $45^\circ$  angles, stake each pole. Return to the first center pole and adjust to almost vertical. Adjust the other poles to almost vertical until all center poles are raised and adjusted.

- With all center poles almost vertical, bring them into line. Have someone stand at one end of the tent. Align each center pole as directed by that person. Then align each center pole from the sides of the tent. See fig.5.

7. If the top of the center pole appears to be leaning toward one end:

- Tighten guy ropes and straighten side poles, at the end opposite the lean, to pull the center pole back to true.
- Then straighten and adjust the guy ropes at the other end. Be careful, do not pull the center pole out of alignment.
- When center poles appear vertical, adjust opposing end side poles simultaneously to avoid drawing the entire tent toward one side or the other. After end side poles are adjusted and guy ropes are secured, repeat down the length of the tent. Again, avoid pulling or drawing entire tent to one side or the other.
- Secure the center pole. Drive a stake into the ground near the base. Tie a jump rope around the center pole and to the stake. See fig. 6.



8. If using sidewalls, clip the sidewalls to the valance rope. Sidewalls overlap approximately 2'. Buckle the ends to insure complete enclosure.

**NOTE:**

Severe weather can damage tents. If severe weather is expected, take down the tent and store in a safe area.

