

ABC RENTALS, INC.

460 East Villaume
South Saint Paul, MN 55075

Mon - Fri 7:30 am- 6 pm
Sat 7:30 am - 5 pm
Sun 9 am - 2 pm

651-451-2264

Party Canopy Set Up Instructions

We take great pride in providing the highest quality and well-maintained, rental equipment to customers like you. Please help us continue to serve you by carefully following the instructions below.

Parts List:

15x15	20 x 20	20 x 30
1 – Canopy w/bag	1 – Canopy w/bag	1 – Canopy w/bag
19 – Piece Pole Set w/bag	20 – Piece Pole Set w/bag	28 – Piece Pole Set w/bag
13 – Stakes	13 – Stakes	16 – Stakes
12 – Ropes	12 – Ropes	14 – Ropes

* Center poles are marked with white stripes. There are 3 center pole pieces for a 15x15 canopy; 4 for a 20x20; and 8 for a 20x30 (2 center poles). Each side pole has 2 equal length pieces. The top piece has a pin and the bottom has a black end cap. Pole and canopy bags are labeled.

WARNING

CALL 811 BEFORE YOU DIG

Call 811 prior to installing your tent and make sure your underground utility lines are marked. It's FREE and helps prevent accidents and/or injury.



**Know what's below.
Call before you dig.**

Site Selection and Preparation

The "turf" should be reasonably flat, and large enough to allow at least 6 feet of space around the perimeter of the canopy, (Ex: a 20' x 20' tent requires an area no less than 26' x 26' to allow for ropes and stakes). Make sure the area is free of underground utilities, overhead obstructions, and has emergency evacuation routes in case of fire or bad weather. PREPARE the area by mowing and bagging the lawn. ***Party canopies CANNOT be set up on driveways or hard surfaces.** Note: Soft soil conditions may require additional stakes.

Step-by-Step Set Up Instructions

1. Lay the canopy out on the drop (ground) cloth, (if provided); top side up. Stretch and square the fabric to remove slack. (Fig. 1)
2. Assemble the sectional aluminum poles, making sure each snap button is secured. (Fig. 2)
3. Starting with the corners, drive stakes into ground at a slight angle, a minimum of 4 feet from the edge of canopy, leaving a 2- inch space between stake and ground for hooking the rope. Continue staking the perimeter. There are 2 at each corner, 90° from corner, and 1 at each additional grommet.

Top view

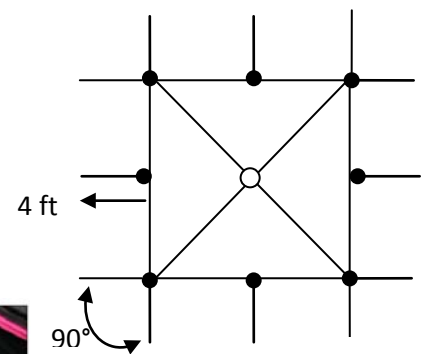


Fig. 1



Fig. 2



Fig. 3

4. Attach slider end of each rope to stakes; looped end to pole. (Fig.3).

5. Starting with the corners, set the poles from the underside of the canopy to each of the four corners by inserting pole pins up through both the grommet and D-ring (Fig. 4). Stand the poles up at a 60° angle with their base toward the center of the tent.



Fig. 4

****Maintain constant rope tension and canopy taught to prevent damage to the canopy & poles.**

6. With the corner poles set, walk under the tent and insert the center pole(s) pin in to 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. Temporarily catch the center pole rope under the center pole base to prevent it from slipping out. If your tent has two center poles, the first pole base should be angled at 45° to center. Raise the remaining center poles. Once all center poles are in place, adjust them each to almost vertical.

NOTE: If the center or sides sink into soft ground, try using small wooden “coasters” under each pole to help prevent it from sinking.

8. Set the side poles. Using the slide adjustment on the ropes pull the canopy top tight and into shape. Finish setting the perimeter stakes until rope/loop is touching the ground.

7. Once all center poles are vertically aligned, wrap the center rope hanging from tent center around the center pole and secure by driving a stake into the ground near the base. ****The center rope must be attached to a stake.**



**** LOWER CANOPY FLAT ON GROUND IN THE EVENT OF HIGH WINDS OR SEVERE STORMS.**

Tent Care

AVOID CANOPY CONTACT WITH:

- FOOD & DRINKS
- LEAVES
- ANIMAL URINE & WASTE
- RECREATIONAL FIRES

ABSOLUTELY NO RECREATIONAL FIRES WHILE CANOPY IS SET, THE FLYING ASH WILL PERMANATELY DAMAMAGE THE CANOPY.

Take Down and Re-Packing Instructions

* PLEASE ENSURE THE CANOPY IS FREE OF LEAVES AND BIRD DROPPINGS BEFORE FOLDING

- Reverse Set Up Steps 1-8.
- Fold canopy in half lengthwise
- Fold in half lengthwise AGAIN
- Fold in half widthwise (when folded, canopy should fit safely into bag)
- Roll up from end
- Please repack poles and canopy top in their respective bags

TRANSPORT STAKES AND ROPES SEPARATELY

