



"We Rent for Any Event!"

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Calgary, Alberta T2C 0A3

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403-347-7733

#101, McKenzie Drive

Red Deer, Alberta T4S 2H4

### REGINA

306-992-2211

230 4 Ave East

Regina, Saskatchewan S4N 4Z6

# 20 X 30 SES RATCHET CANOPY

## REQUIREMENTS

Tools for set up (can be rented through Special Event Rentals upon inquiry):

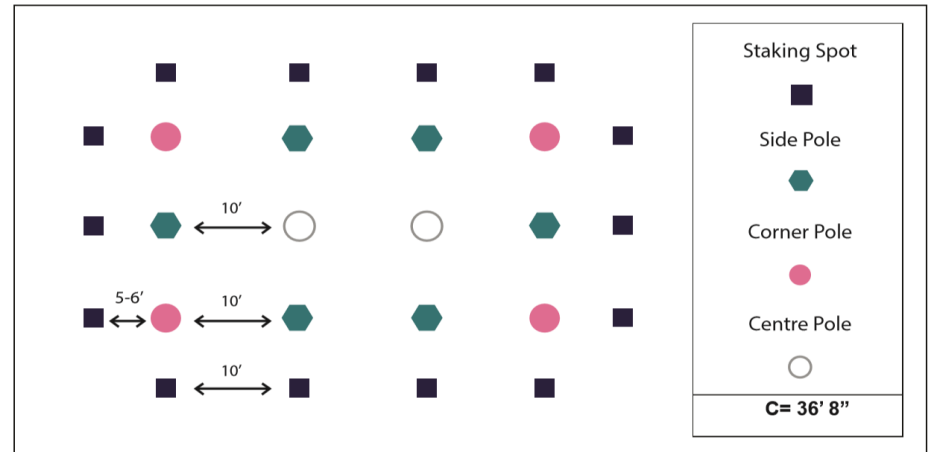
Required: Sledgehammer(s)

Recommended: Stake Puller, Measuring Tape (x'), Marking Paint

**We highly recommend wearing gloves and steel toe boots. 3 people are required for this install.**

### Canopy Parts: (Included with rentals)

- 2 Centre poles (2 pieces)
- 10 Side poles (Corner poles are identical)
- 16 Wall nails (4 per wall)
- 14 ratchet ropes
- 1 Canopy top canvas
- \*\*Walls are not included in package. Inquire for additional costs of sides



## HOW TO SET UP

1. Ensure you have a 35' x 45' area of grass and have all underground water, power and gas lines that may be in the setup area located and marked prior to set up. Stay at least 5' away from any marked line for your personal safety and to avoid damage to property.
2. Measure out a 20' by 30' rectangular space, marking all side poles and the center pole with marking paint. We also recommend spraying out all staking spots 5-6' away from each side pole. Corner poles will have two staking spots.
3. Roll out the top ensuring that the rope along the side of the tent is on the bottom of the canvas since this rope will later be holding up the walls. Ensure all four corners of the canvas are as close as possible to the previously marked corners on the grass.
4. Start anchoring the ratchets to the ground with stakes at the marked staking spots. Hammer in the stakes at a 10 - 15 degree angle away from the tent for a stronger resisting force of the stakes. Then distribute all side and corner poles

- Connect all ratchets to the buckles on the side of the top canvas. Make sure ratchets are not twisted and then lock ratchets to avoid them coming undone in the next step.
- Have 1 person feed the first side pole into the hole of the first corner. The pole should be standing on the corner mark and almost vertical. The other people will then start tightening the two ratchets for this corner. Watch out not to over crank the ratchets. In no case should a side or corner pole be leaning away from the center of the tent. Complete this same step with all 4 corners.
- Now the team can go around the tent individually, stand up all side poles onto the mark and tighten the ratchets. All side poles should still be leaning slightly towards the center of the tent.
- Assemble the center pole (2 pieces) and feed it through the center pole basket towards the center of the tent, using 2 people to guide the pole and help move the pole into place. Make sure the peak of the pole does not catch on any canvas on the other side of the hole.
- Now tighten all outside ratchets until all poles are vertical and the top canvas is tight. Lock all ratchets and fold the extra straps into the ratchet buckle.
- Every side and corner pole tent should have a small rope attached to the canvas. Make sure to feed it through the inside of the tent and tie it around the side poles to avoid the top canvas lifting off the poles. Complete the same procedure with the long ropes coming down at the center pole.
- If you ordered walls, clip them on from the inside of the tent starting in one corner. If you use multiple walls, they will overlap allowing you to connect the click buckles on the inside and outside of the tent. Use the nails provided to secure the bottom of the walls to the ground.
- Make a final walk around to ensure all stakes are securely in the ground and all ratchets are tightened and locked.

## TAKE DOWN

- Remove any tables, chairs or other equipment that may be under or within the immediate area of the tent.
- Remove all nails holding down the walls and collect them immediately. Then unclip all walls and lay flat on the grass. Fold them in half until they are about 2 feet wide, then fold in half the other direction.
- Undo all ropes that were tied to every side, corner and center pole.
- Partially loosen all side pole ratchets before putting them back into the locked position and ensure that all side poles are still in a standing position.
- Now remove the center pole by lifting it up and pulling it towards the outside of the tent. This step should be happening fast as the canvas will be collapsing as soon as the pole gets removed.
- Fully loosen all ratchets so the canvas falls back to the ground. Use a stake puller to remove all stakes from the ground and unhook all ratchets from the canvas. Collect all poles, stakes and ratchets. Place all ratchets in the locked position before rolling them up. Fold tent according to the drawing and place back into its bag. Go through a count of all items to ensure nothing is left behind before returning back to Special Event Rentals.

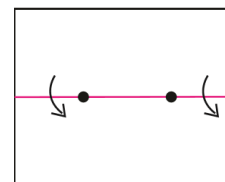
## CAUTION

Be aware that this tent is only a temporary structure. This tent should be taken down prior to very inclement weather conditions. DO NOT attempt to setup or take down tent during heavy wind or rain. The tent and its vicinity should be fully evacuated during heavy storm or wind.

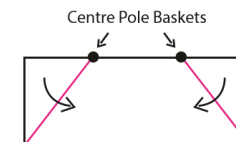
## TROUBLESHOOTING

PROBLEM	QUICK FIX
Center pole can't be stood vertical as tent top seems too tight	<ul style="list-style-type: none"> <li>Slightly loosen all ratchets so the side poles slightly lean towards the inside of the tent. This will give the top more slack and makes it easier to fully raise the center pole.</li> <li>More than 1 center pole: stand up one center pole as far as possible and hold it with two people. Grab a second center pole with two additional people and fully rise. As most of the canvas weight is on the first center pole, it makes it much easier to raise the second.</li> </ul>
Walls flapping	<ul style="list-style-type: none"> <li>Ensure all clips at the top are spread out evenly preventing any slack throughout the wall.</li> <li>Use nails to anchor the small loops at the bottom of each wall.</li> <li>Walls should always be going along the outside of each side pole and corner pole. When walls join at the pole, enclose the pole with the overlapping portion and connect with click buckles</li> </ul>

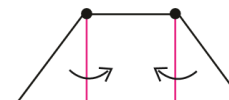
## HOW TO FOLD 20X30 CANOPY TOP



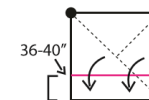
1 Fold tent in half.



2 Fold in sides diagonally up until centrepole baskets.



3 Fold in sides again to make a rectangle.



4 Fold tent, so that the overlapping section be 36-40" wide. Continue folding back and forth until the whole tent measures approximately 36-40".



5 Roll up tent as tight as possible.