

Lightweight Marquee Instructions

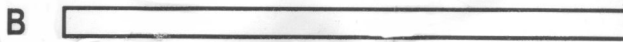
1. Check that the marquee will fit into the space you have identified. The marquee is 8m x 4m (or 13' x 26' if you're a little bit older). The surface for the marquee will need to be earth or grass.

2. Start by separating the poles into three groups:

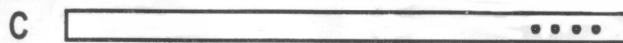
- Type "A" – Shorter than the others, Quantity 10.



- Type "B" – Longer poles without any holes drilled into the side, Quantity 12.



- Type "C" – Longer poles with four holes drilled into one side at the end, Quantity 10.



3. Attach the 10 feet to the ends of the "C" poles. The feet should be attached to the end of the poles with the four drilled holes.

4. Separate out the 3-way and 4-way joints.



- 3-way joint, Quantity 6.



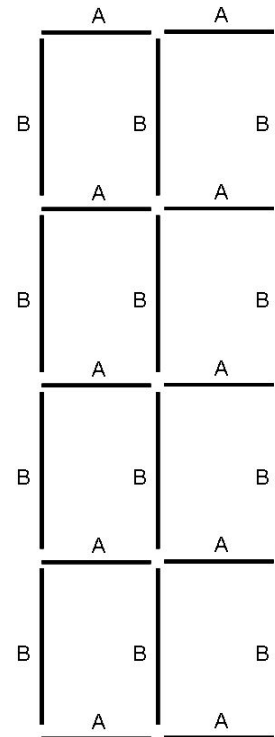
- 4-way joint, Quantity 9.

5. Locate the roof canopy. Leave it folded because this will help you later on.

6. Locate the long side wall sections. They are easy to find because they have windows. The top of each wall is marked by a line of eyelets.

7. Locate the end walls. They have a triangular top section. The top of the end walls also have a line of eyelets.

8. You will first build the roof section of the marquee. The roof structure when assembled is 4 poles long, and 2 poles wide. Each pole is connected by a 3-way or 4-way joint. Imagine that you are standing at one of the narrow ends of the marquee; the “A” poles will be horizontal to your viewpoint, running left to right. The “B” poles will be vertical to your viewpoint, running away from you along the length of the marquee. Lay out the poles on the ground in a grid, as shown.

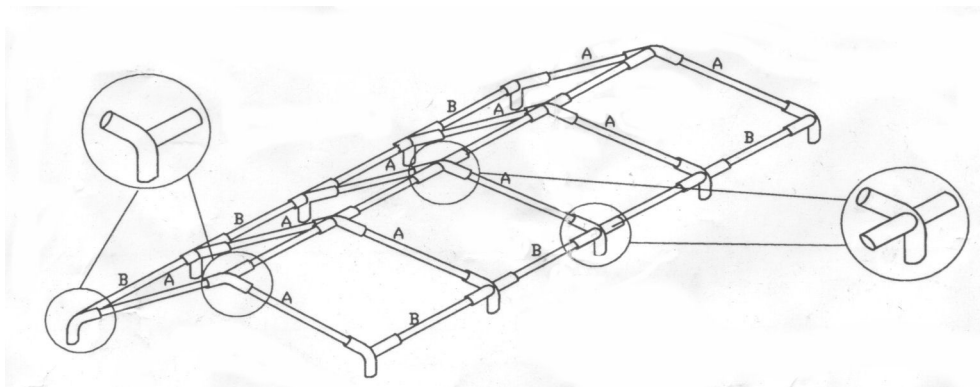


9. Place (but don't connect!) a 3-way joint in the four corners of the grid, and also in the centre of the two narrow ends. Place 4-way joints at the other locations. In each case, an unused opening on the connector should point downwards – this will be used later on for the legs.

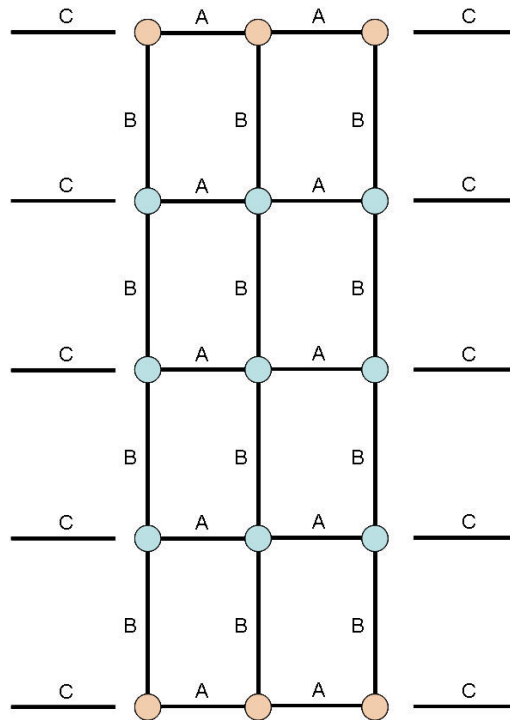
10. Leave the “A” poles alone at this stage. Connect all of the “B” poles to the 3-way and 4-way joints and put them back on the ground in their original locations. You should end up with three long connected tubes running the length of the marquee, and a collection of “A” poles loose on the ground.

11. Starting at one end, connect the three long tubes to the “A” poles. As you connect each section, the marquee will shrink slightly in length. If you don't work from one end to the other in a systematic way, then the joints will fall apart as you go along. Most people ignore this guidance and get rapidly frustrated because the marquee falls apart as fast as they can build it. You have been warned!

12. If you've assembled the roof structure correctly, it will look like a rectangular grid comprising of 8 squares. Please compare what you have built to the diagram shown here.

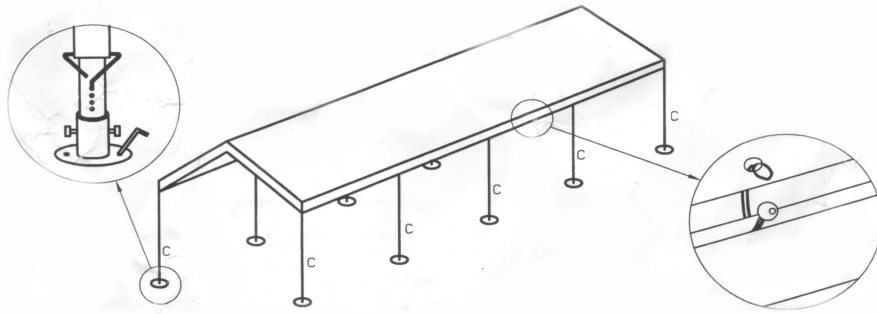


13. Stretch the roof canopy over the frame. Ensure that it fits snugly because once you attach the legs it will be too tall for you to reach it easily. The canopy has four “tails” which hang down at each corner.
14. Lay out the “C” poles on the ground as shown in the diagram. The ends of the “C” poles with the four drilled holes must be furthest away from the roof structure. Do not connect them at this stage.



15. Place one person next to each of the five “C” poles along one side of the marquee. On the count of three, everyone must lift the roof section and connect the “C” pole to the spare opening on the joint. The roof section must be lifted evenly to prevent damage to the marquee. If you don’t have enough people to place one at each pole, please seek more help. DO NOT TRY TO COMPLETE THIS STEP WITH LESS THAN 5 PEOPLE!
16. If you plan to use the two end walls on the marquee, you should attach them at this stage. Yes, we know that you’ve only lifted one side of the marquee, and this has been done for a reason. Once you lift the other side, you will not be able to reach the highest point of the roof to attach the end walls.
17. Using the bungee clips, pass the cord through the eyelet on the wall section, loop it over the roof pole, and then fasten the bungee cord to itself by slipping it over the plastic toggle. Repeat this for all of the eyelets on the end walls.
18. Now lift the other side of the roof, and connect the remaining 5 “C” poles. Be sure to lift the roof evenly as previously described.

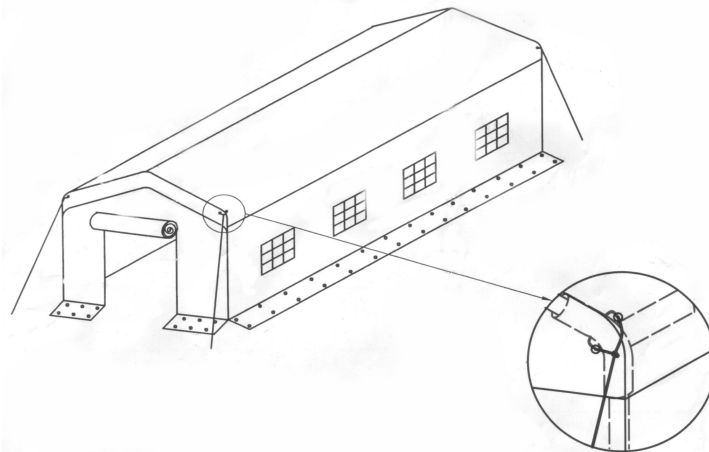
19. Attach the long side walls of the marquee using the bungee clips. You will need to pass the bungee cord through two eyelets before looping it around the pole – one on the roof canopy and one on the wall section.



20. Connect the clips on the four roof “tails” to the corner poles. You have a choice of four drilled holes to adjust the tension of the canopy.

21. Using metal tent pegs, secure the feet at the end of the “C” poles into the ground.

22. Using tent pegs secure the guy ropes from the four corners of the marquee to the ground as shown below.



Marquee Safety

- *Guy ropes and tent pegs are a trip hazard. Children love to run around, so please keep them away from these areas to prevent injury.*
- *The marquee is made from a hard-wearing plastic sheeting, but it can be torn if proper care is not taken. Please keep sharp items away from the canopy, and avoid contact with excessive heat which may melt the surface.*
- *The canopy and walls can be wiped clean if spillages occur. Please do not use any harsh detergents or abrasives.*