



888 322-5606 (toll free)

Assembly Instructions

**STANDARD
POLE TENTS
(WEEKENDER)**

20'x20'

20'x30'

20'x40'

WARNING

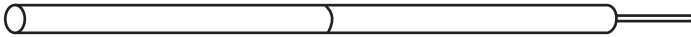
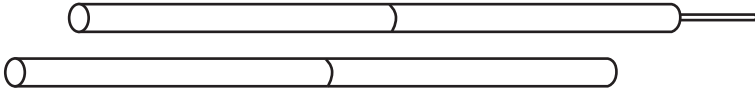


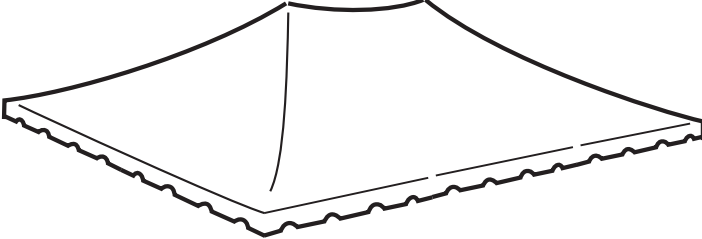
Tent products are manufactured for use as temporary structure and do not meet structural code, unless specified. Since weather is unpredictable, the customer must incorporate their own good judgment, common sense & knowledge of local conditions with the installation instruction guidelines.

The customer is responsible to anticipate weather severity for proper time and method of construction.

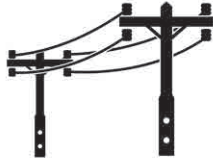
'BEFORE YOU DIG' (hammer stakes)

By Law you are required to contact your local "Call before you dig" number before you plan to dig. After calling, your local utility company will mark the location of underground utility lines. Laws from state to state vary on how far in advance you must call.

Planning ahead and checking with your state's program is always a smart idea. Failure to obtain a line location before digging can result in a substantial fine. Please find your local "call before your dig number" by going to call811.com.

STEP 1. CHECK ITEM LIST			
Item	Illustration (all parts available for replacement)	Tent Size	Quantity
Side Poles- 7' (assembly- 2 pc)	 <p style="text-align: right;">SKU: BT-ECO-7SIDE-2A</p>	20 x 20 20 x 30 20 x 40	8 10 12
Center Pole- 12.5' (assembly- 4 pc)	 <p style="text-align: right;">SKU: BT-ECO-12CENTER-4A</p>	20 x 20 20 x 30 20 x 40	1 2 3
Steel Stakes- 18"	 <p style="text-align: right;">SKU: BT-18-12HSTK-10</p>	20 x 20 20 x 30 20 x 40	12 14 16
Guy Ropes (attached to canopy)		20 x 20 20 x 30 20 x 40	12 14 16
Tent Top (one piece)		All sizes (see appendix A for more info)	1

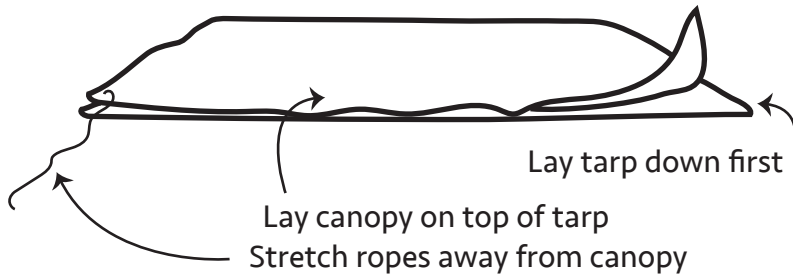
STEP 2. SAFETY CHECK LIST



- When building or assembling anything above shoulder height, wear a hard hat
- Steel toe boots are recommended
- Inspect the site, look for overhead and underground obstructions—such as utilities
- Call your local utility to have utility lines marked (call 3–5 days ahead)—**call811.com** is a good resource—'click' 811 in Your State
- Inspect all ropes and tie lines
- Inspect poles, making sure there are no bends or breaks
- Replace or repair any items in poor condition

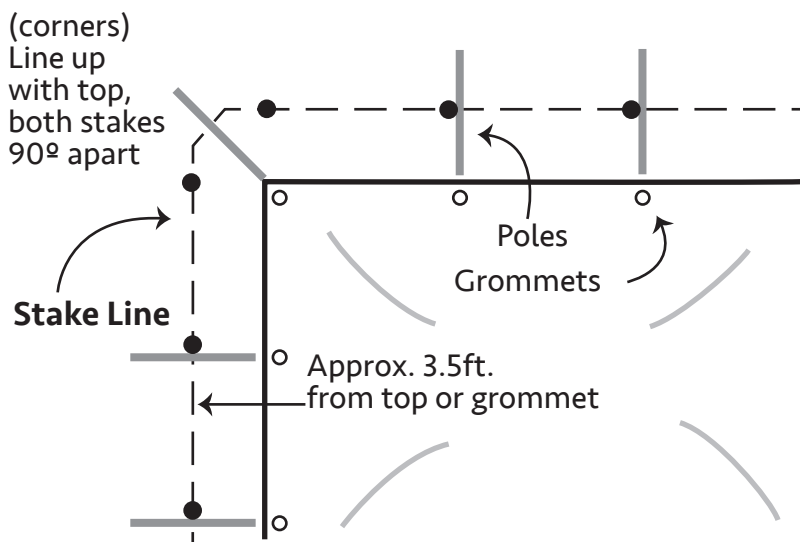
STEP 3. LAY OUT TENT

Position tarp and tent in the exact position desired



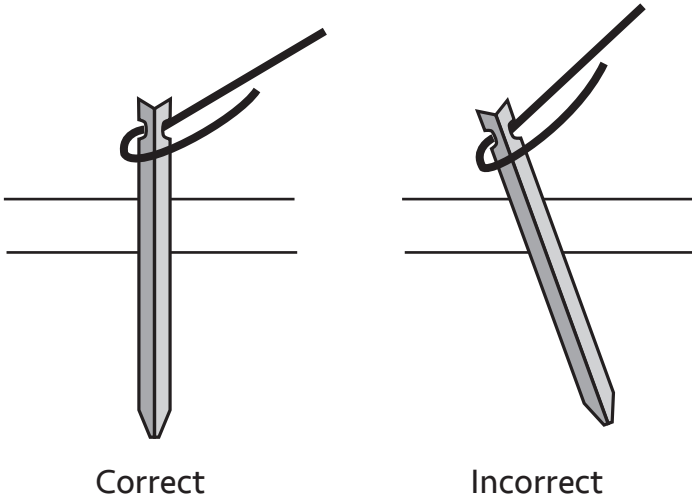
- Spread tarps (sold separately)
- Unload poles and tent canopy
- Lay canopy over tarp
- Remove slack
- Square the canopy, measure from corner to corner— measurement should be the same for second set of corners
- Pull the perimeter of the tent as tight as possible, the center of the tent top will not be tight or lay flat due to the peak of the tent
- All guy ropes—should be pulled to the ground, away from canopy—stretch out to their full length

STEP 4. STAKE LINE



- Assemble the two piece side poles— lay them next to the grommets
- Poles should be perpendicular to tent (except corner poles)
- Double check that poles are touching edge of grommet— see (**appendix A**) for pole locations
- Using poles as a guide, measure 3.5 feet *in* from edge of canopy top— (notice corner stakes are lined up with edge of tent top and are 90 degrees apart)
- Hammer the stakes, leaving 6" showing above the ground, see (**step 5**) (sledge hammer required)

STEP 5. HAMMERING STAKES

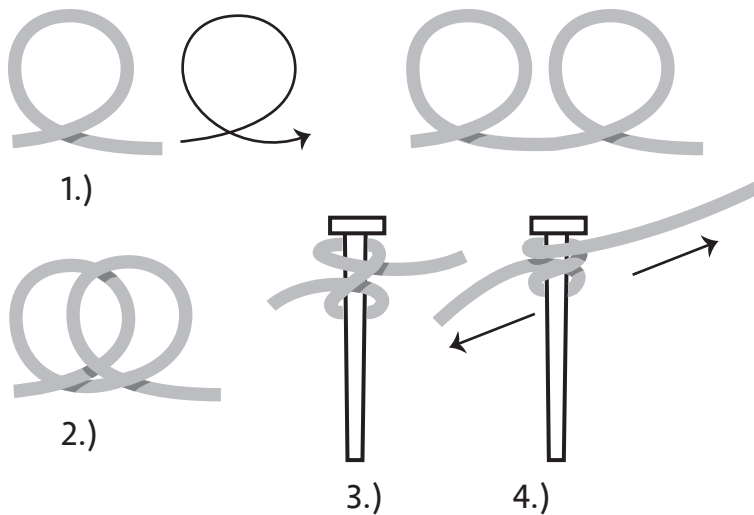


- Drive all anchoring stakes vertically into the ground
- Leave 6 inches of the stake exposed
- Loop the guy rope around the hook stake while the tent top is laying on the ground —use a clove-hitch knot see **(figure A)**
- Leave slack in the rope and tighten later

Note: Other size stakes available for different soil conditions— also, hook stakes can be used for replacement

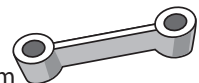
Refer to TentandTable.com

FIGURE A. CLOVE-HITCH KNOT

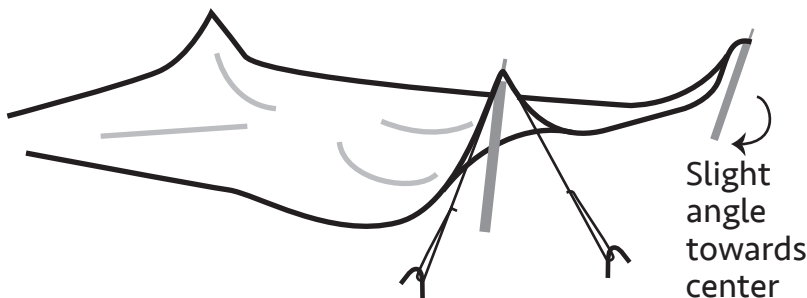


- A commonly used knot for securing a rope to stake is the *clove-hitch*
- 1.) Make two loops
- 2.) Cross loops by placing second loop over the first
- 3.) Place the combined loops over stake
Option: loops can be form directly on stake
- 4.) Pull on both ends to tighten rope
Note: outward force tightens and inward force loosens the knot—when making adjustments
- 5.) Excess line should be pulled half-way up the rope and tied off— or use a tensioner

Sold on TentandTable.com



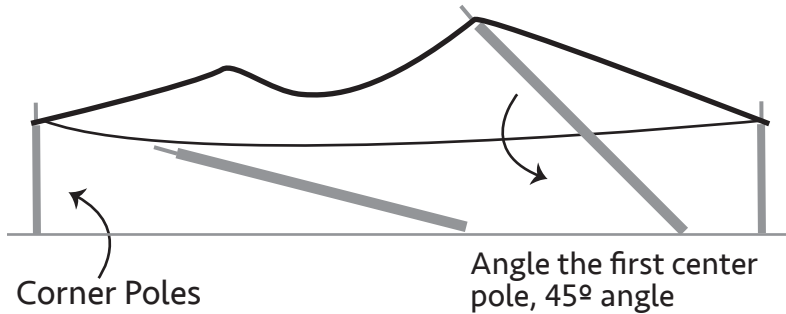
STEP 6. RAISING CORNER POLES



- Locate metal grommet holes, on the underside of the canopy
- Insert the pole pin through the metal double D-ring and the brass grommet (very important that the pin goes through both holes)
- Start with corner poles on same side
- All four corner poles should be installed **FIRST**
- Stand poles up—this is done in steps, a slight angle is require, for each corner pole—then vertical, after all corner poles are installed
- Tighten guy ropes

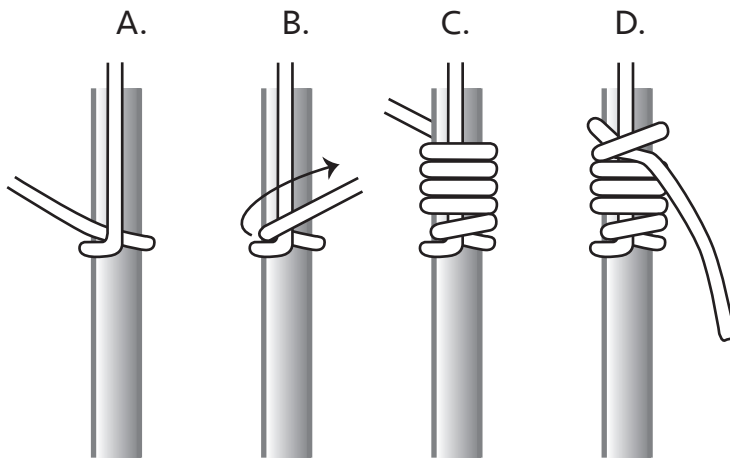
STEP 7. INSTALLING CENTER POLE(S)

(cutaway view— showing inside of canopy)
If your tent is 30ft. or longer start with one center pole



- Grab center pole(s) walk under canopy (two people required)
- Insert center pole pin through metal "O" plate and grommet, at center of canopy—make sure that the pin is not caught on any part of the tent top
- For multiple poles; Insert first pole (as above), keep angle at 45 degrees to allow more stability, as you work on the other pole(s)
- Install next center pole the same way
- The last pole gets installed in its vertical position—then, go back, lift and adjust other center poles to vertical

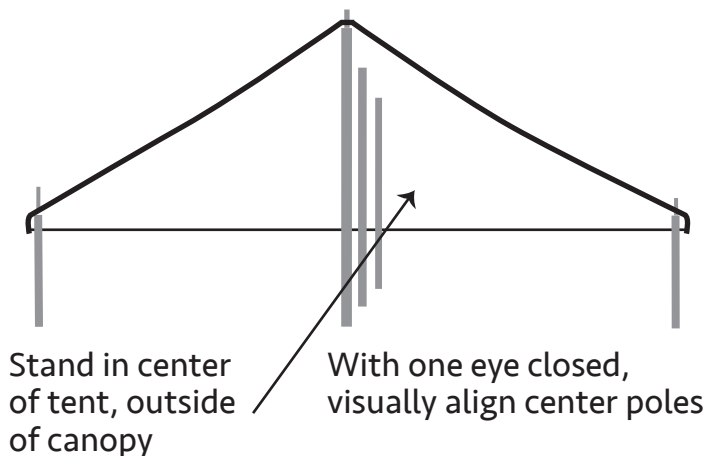
STEP 8. SECURE CENTER POLES



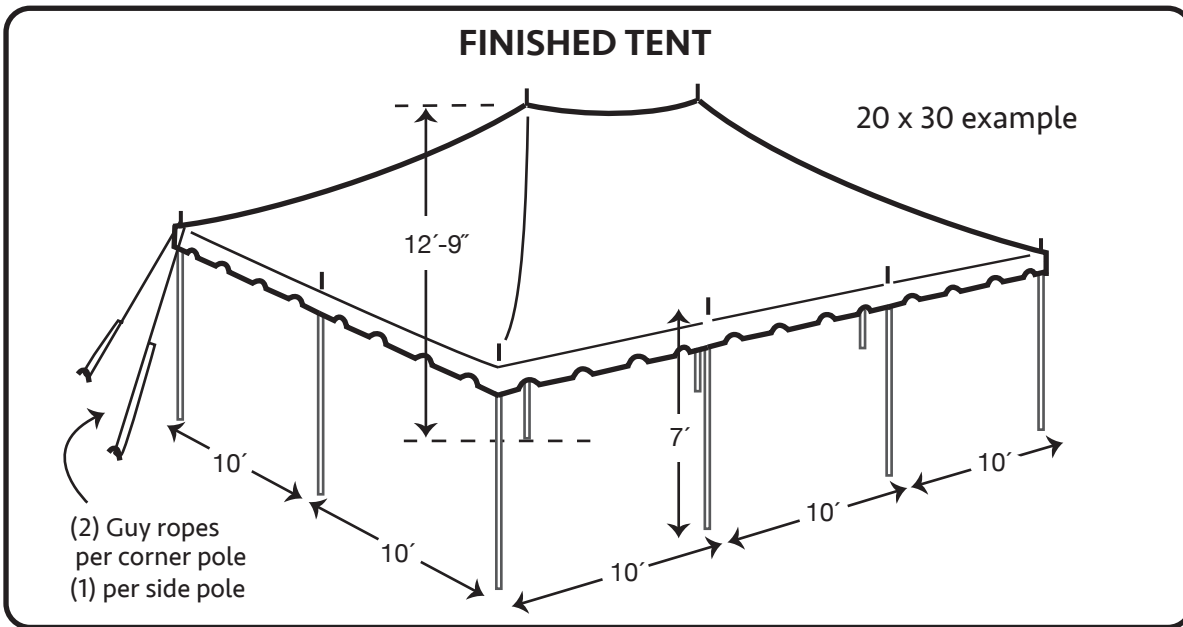
- Secure center poles with jump ropes—to prevent strong winds from detaching canopy from the pole pins— If this occurs the tent would collapse
- A.) Pull tie rope down about 6 ft. begin first loop
- B.) Then, pull it back taut, to create a locked tension
- C.) Wrap the rope around the pole 4x, to create a tight coil
- D.) Lastly, pull the end of the rope through the top loop

STEP 9. STRAIGHTENING POLES

(cutaway view— showing all center poles)



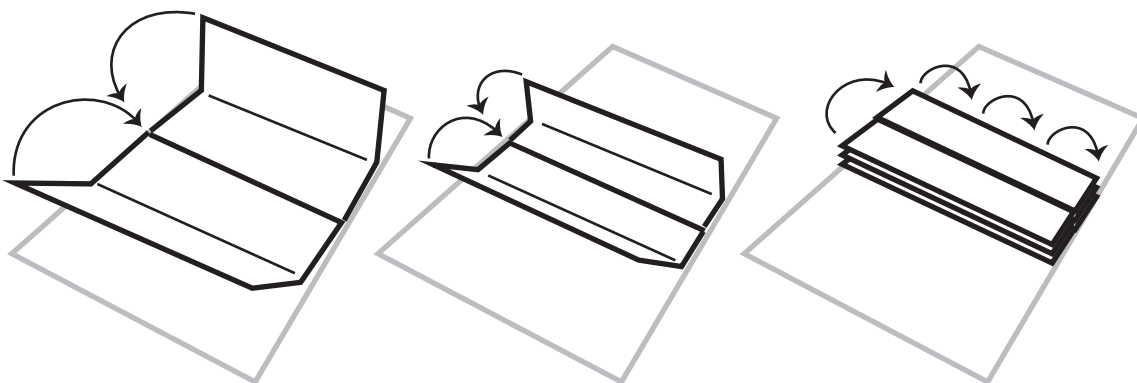
- After center poles are installed, go around the tent and raise all side poles—now, at a vertical angle
- Adjust corner poles (exactly vertical) and tighten ropes before finishing the side poles
- 3 people needed for this next step: have one person stand at the outside, center of tent— Visually check center pole alignment, as it relates to horizontal center
- Two others should be adjusting and straightening center poles
- Next, readjust side poles— tighten ropes
- Tighten guy ropes accordingly, to correct any lean at top of tent



STRIKE PROCEDURE (basically, reverse of assembly)

- 1.) Loosen side pole ropes, remove side poles
- 2.) Untie jump ropes, remove extra center pole(s)— leave one
- 3.) Roll out tarp, part way under tent
- 4.) Remove side poles
- 5.) Remove last center pole
- 6.) Completely roll out tarp
- 7.) Remove corner poles
- 8.) Flatten canopy and stretch it out
- 9.) Fold canopy top, see (figure B)
- 10.) Bag the canopy top

FIGURE B.



• Fold to center

• Fold those halves to center—for a 40' tent, fold to center once more

• Fold one side over
• Roll tightly

TENT CARE, CLEANING AND STORAGE

For maximum life of Tent and Table fabrics, Tent and Table recommends regular cleaning with the use of a soft brush with neutral soaps or cleaners, such as a Tent and Table approved cleaner, Ivory dish soap, or warm water. Thorough rinsing and drying is required before storing them.

Things that will cause premature degradation and reduced life expectancy of your tents:

- Multiple uses of the tent without cleaning
- Accumulation of dirt on the vinyl surface will promote the growth of mold and mildew and premature wear.
- **Storage of vinyl that has not been dried thoroughly!**
- Even a slightly damp product can promote the growth of mildew when folded and stored. Mold and/or mildew may require harsh cleaners to remove, which may cause premature wear. The best solution is to take every precaution to keep mold and mildew from growing in the first place.
- Harsh Detergents and Cleaners, which contain a Solvent or Bleach
- The longer the exposure of PVC vinyl to these products, the more it will reduce the life of the PVC vinyl. If you or your customer decides to use a product containing a solvent or bleach, it is very important to remove it as quickly as possible, rinsing thoroughly and drying.
- High Abrasive Cleaners, including Wire Brushes, Power Washers and/or Commercial Washing Machines will result in premature wear and deterioration of tent fabrics.
- During installation/dismantling tents or canopies improper handling such as on a rough surface can create pinholes and abrasions.
- Strong winds will also damage the tent.

VINYL CLEANER

First impressions are important; therefore, make your tents shine with vinyl cleaning products. Many rental companies rely on referrals to increase their business so make sure your tent is clean and mildew free for your next event.

VINYL REPAIR

Avoid an embarrassing situation by being prepared for small accidents that can happen in the field during tent installations. Tent and Table's repair products provide a quick and easy applicable solution to small tears and puncture holes when there is no time to spare. Our repair kits are equipped with multiple colors for versatility in the field.

Please visit www.tentandtable.com for more information on our vinyl repair products.

Appendix A.

- Plans— showing tent sizes and pole location

