

# PREMIUM POLE TENT

**(SECTIONAL):**

30'x40'

40'x40'

60'x60'

30'x60'

40'x60'

60'x90'

30'x80'

40'x80'

60'x120'

30'x100'

40'x100'

40'x120'

## ASSEMBLY INSTRUCTIONS



## WARNING


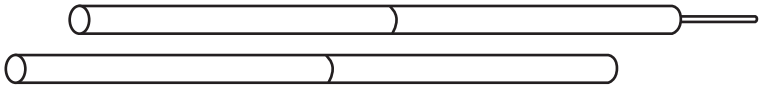


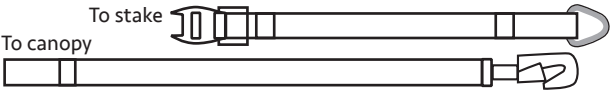
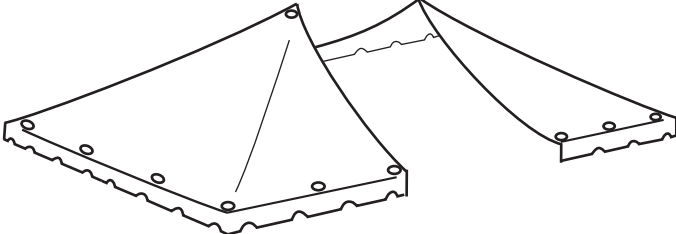
Tent products are manufactured for use as temporary structure and do not meet structural code, unless specified. Since weather is unpredictable, the customer must incorporate their own good judgment, common sense & knowledge of local conditions with the installation instruction guidelines.

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

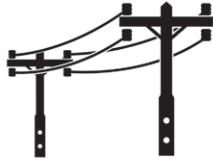
## 'BEFORE YOU DIG' (hammer stakes)

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](http://call811.com).

STEP 1. CHECK ITEM LIST					
Item	Illustration (all parts available for replacement)	Size	Qty.	Size	Qty.
Side Poles- 7'	 SKU: BT-PP7ASP1P (8ft. opt.) SKU: BT-PP8ASP1P	30x40 30x60 30x80 30x100 40x40 40x60 40x80	14 18 22 26 16 20 24	40x100 40x120 60x60 60x90 60x120	28 32 24 30 36
Center Poles (assembly)	 (30 wide tents) 16' pole- SKU: BT-PP16ACP2P (40 wide tents) 19' pole- SKU: BT-PP19ACP2P (60 wide tents) 25' pole- SKU: BT-PP25ACP2P	30x40 30x60 30x80 30x100 40x40 40x60 40x80	1 2 3 4 1 2 3	40x100 40x120 60x60 60x90 60x120	4 5 2 4 6
Single Head Stakes (3/4" x 30") (1" x 40")	 SKU: BT-34SH30 SKU: BT-1SH40	30x40 30x60 30x80 30x100 40x40 40x60 40x80	18 22 26 30 20 24 28	40x100 40x120 60x60 60x90 60x120	32 36 28 34 40
Guy Ropes	 SKU: BT-TAROPE	30x40 30x60 30x80 30x100 40x40	18 22 26 30 20	40x60 40x80 40x100 40x120	24 28 32 36
Ratchet Straps (2" - assembly)	 SKU: BT-TARS2	60x60 60x90 60x120	28 34 40		
Tent Top (canopy)- Sectional (multiple pieces)		30x40 30x60 30x80 30x100 40x40 40x60	2pc 3pc 4pc 5pc 2pc 3pc	40x100 40x120 60x60 60x90 60x120	5pc 6pc 2pc 3pc 4pc
(see appendix for more info)					

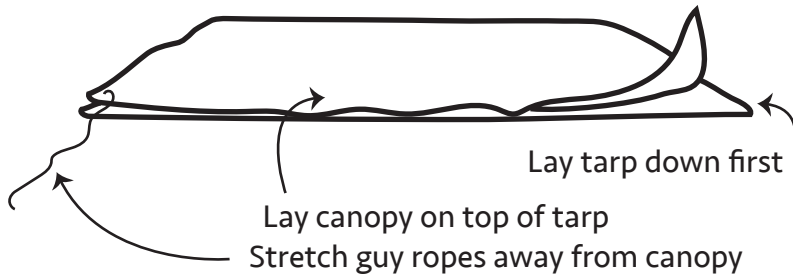
### STEP 2. SAFETY CHECK LIST



- 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

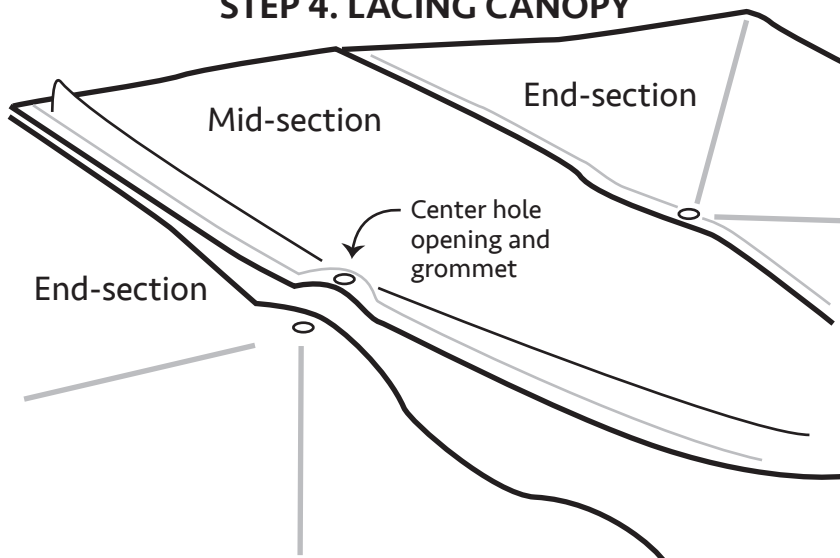
### STEP 3. LAY OUT TENT

Position tarp and tent in the exact position desired



- Spread tarps (sold separately)—approximately same size as tent so, they won't get in the way of stakes
- 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 peaks of the tent
- All guy ropes—should be pulled to the ground, away from canopy

### STEP 4. LACING CANOPY

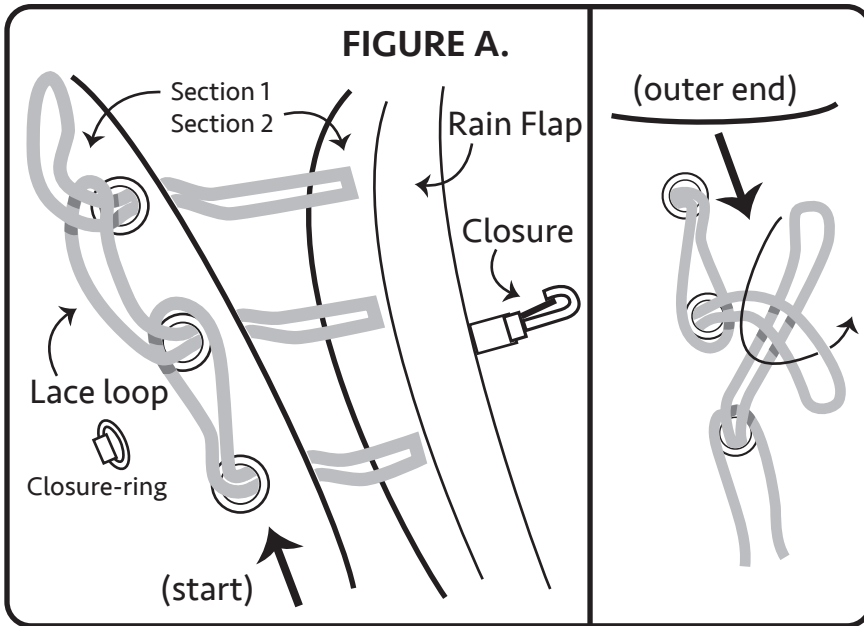


- Lace sections together— start at center and work outward
- A basic 40ft. tent will have two canopy sections—add one canopy section for every additional 20ft of tent
- Lace the loops and snap the closures, See **(figure A)**

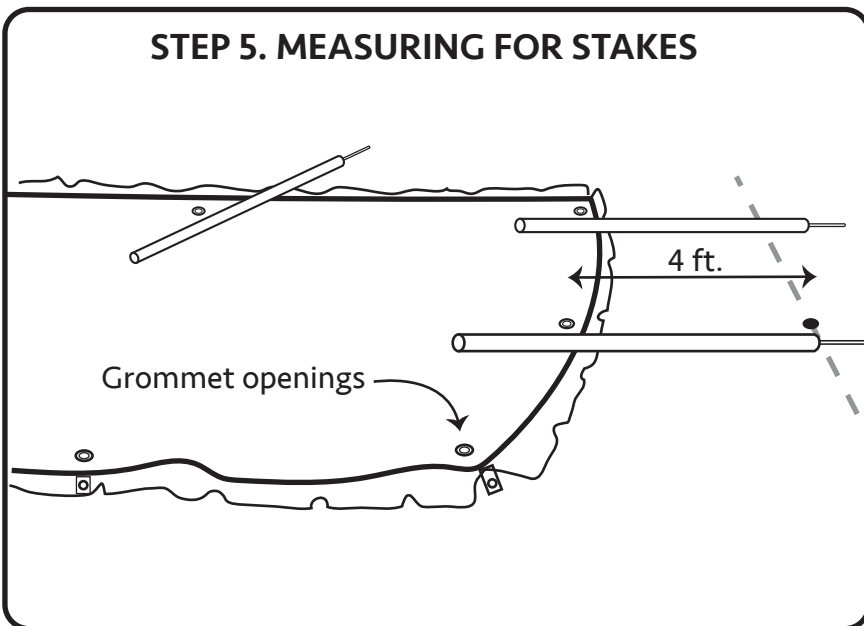
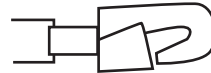
Special note:

- For some tents, a two piece *crown connector* is provided, to help secure the sections together
- Take it up through the center grommets, then cap it with the nut end
- The center pole would then get installed in the *connector*



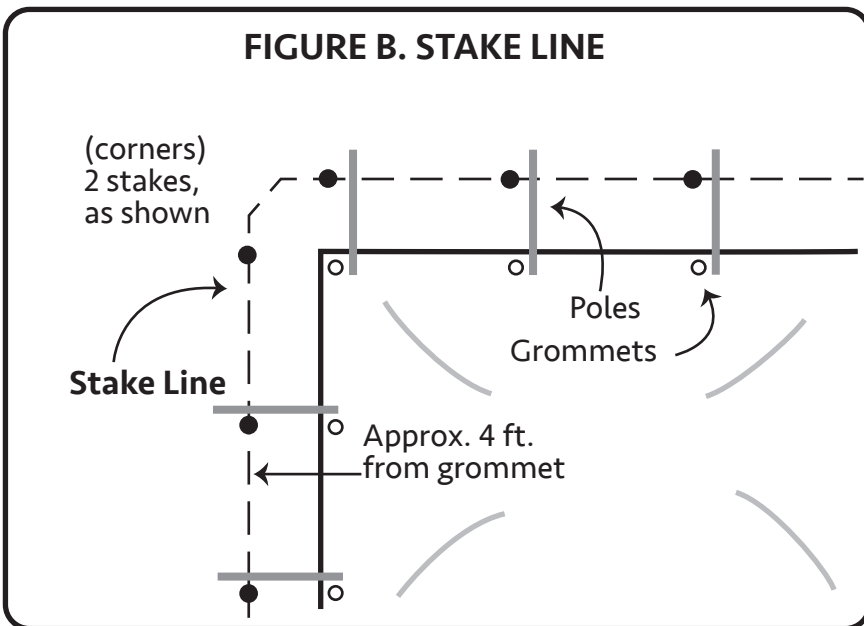


- Starting at Center ridge, push first loop through corresponding grommet
- Continue lacing the loops—pull tight at every loop, as you go
- Snap the closures and close rain flap as you progress outward
- When you get toward the outer end, lace the last two or three loops backwards and tie off the connecting loops
- Last, attach sections using ring and clip



- Measuring for stake position is an important step—here's a quick way to go about this, without a string line
- Place leg poles on canopy, perpendicular to the edge of top—align with grommets
- Using the pole as a guide measure 4 feet out—have another person hammer a stake at that spot
- Move on to the next grommet
- Corners get two stakes each see **(figure B)**

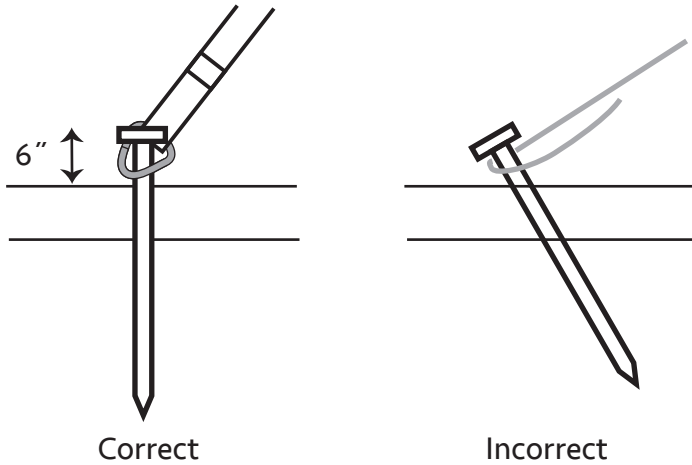
Tip: Place a small object, such as a piece of ply wood, on the ground, under the grommet—this will help position the legs when it is time to do so



- Arrange side poles around canopy—lay them next to the grommets
- Poles should be perpendicular to tent (except corner poles)
- Double check that poles are next to edge of grommet— see **(appendix)** for pole locations
- Using poles as a guide, measure 4 feet *in* from canopy grommets— (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 6)** (sledge hammer required)

*If you prefer, stringing two lines (tent size and stake line) is the other method used*

### STEP 6. HAMMERING STAKES



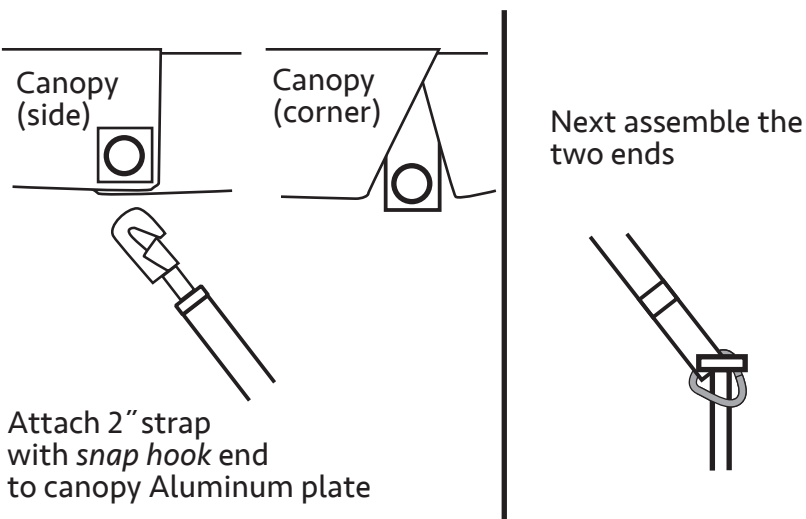
Correct

Incorrect

- Place triangle ring end through stake, before stake goes in the ground
  - Drive all anchoring stakes vertically into the ground
  - Leave 6 inches of the stake exposed
- Note, for smaller tents: Loop the guy rope around the stake while the tent top is laying on the ground—use a clove-hitch knot see **(figure C)**—Leave slack in the rope and tighten later

Tip: Stake drivers are available for rent or purchase, for larger tents  
(Sold on TentandTable.com)

### STEP 7. CONNECTING STRAPS

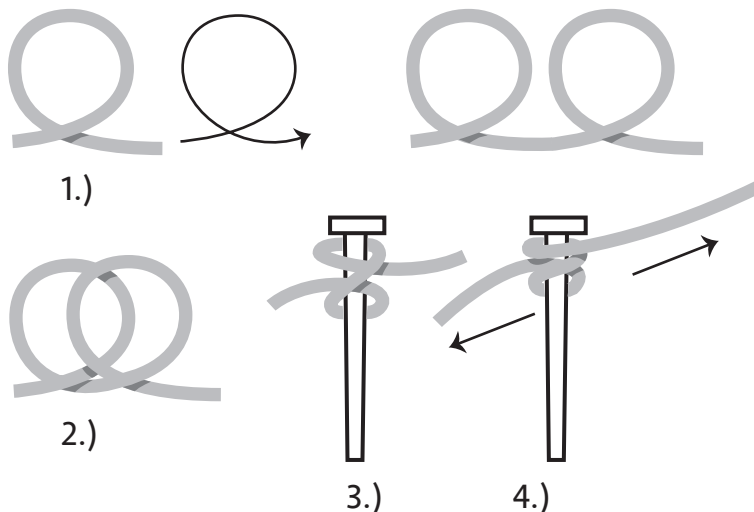


Attach 2" strap with snap hook end to canopy Aluminum plate

- Before corner poles are raised connect ratchet straps to canopy
- Connect snap hook end of strap to canopy "O" rings
- Take second half of assembly (already attached to stake) and complete assembly
- After strap is assembled—keep plenty of slack in the strap so, corner and side poles can be raised easily

Note: Using the ratchet strap (buckle) can be found on **(page 7)**

### FIGURE C. CLOVE-HITCH KNOT



1.)

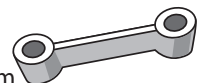
2.)

3.)

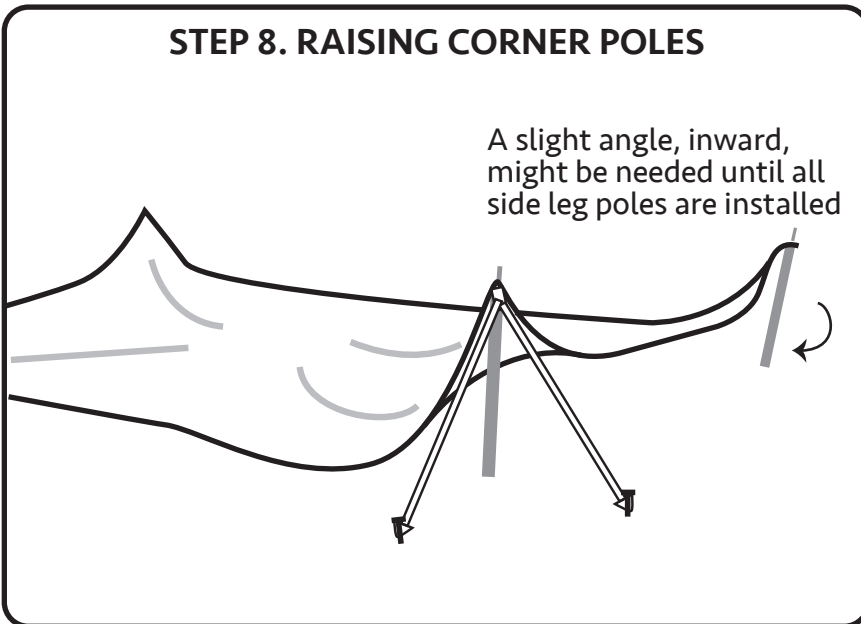
4.)

- 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

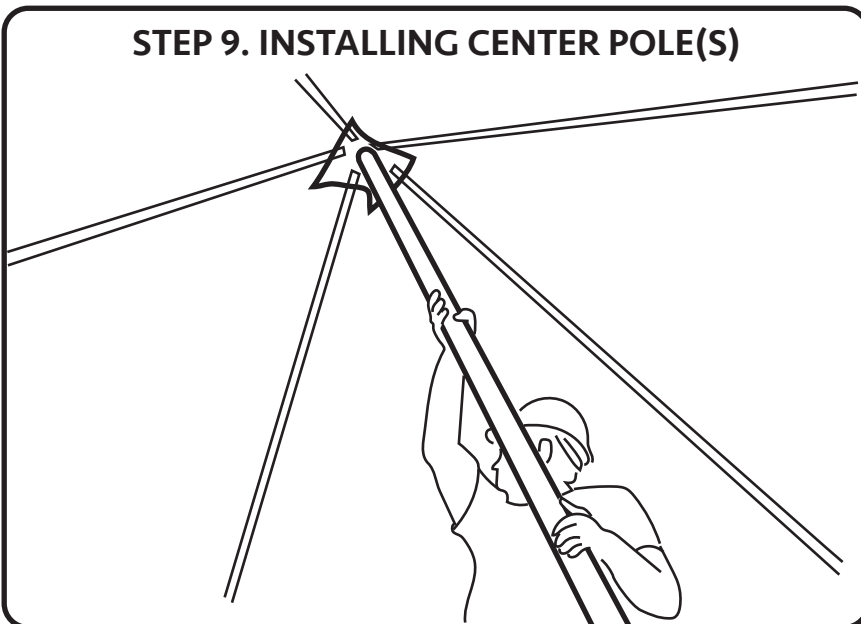


### STEP 8. RAISING CORNER POLES



- Locate metal grommet holes, at corner 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**, before next step
- Stand pole up—this is accomplished with two people—one holds the leg pole vertical and the other tightens the guy ropes
- Raise all four corner leg poles

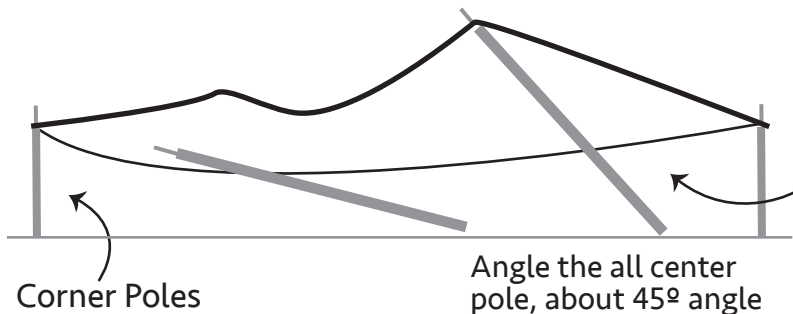
### STEP 9. INSTALLING CENTER POLE(S)



- Center pole(s) next, before side poles
- Assemble center pole, if your tent size requires this
- With two people holding the pole, one near the middle and other at bottom of pole
- Carry pole under the canopy from a short side (start with left or right grommet opening when 3 center poles are involved)
- Raise pole towards grommet opening, at the center of canopy— place pin in metal "O" plate and grommet, see **(figure C.)**
- make sure center poles go clean through grommet holes

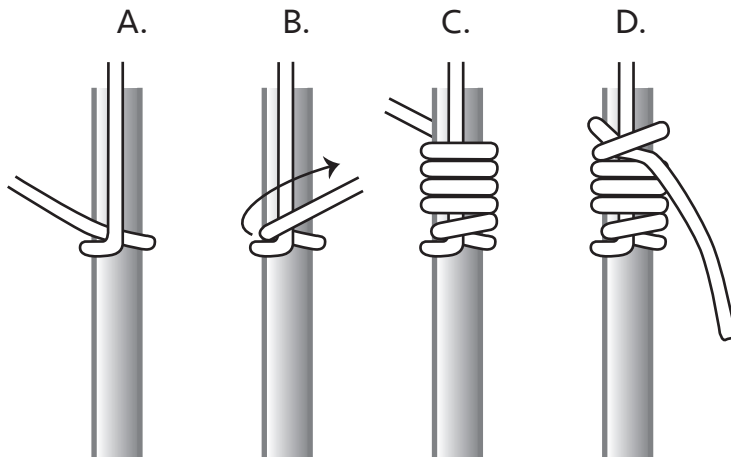
### FIGURE D. MULTIPLE CENTER POLES

(cutaway view— showing inside of canopy)  
If your tent has multiple center poles start with one, at one end—continue down the line



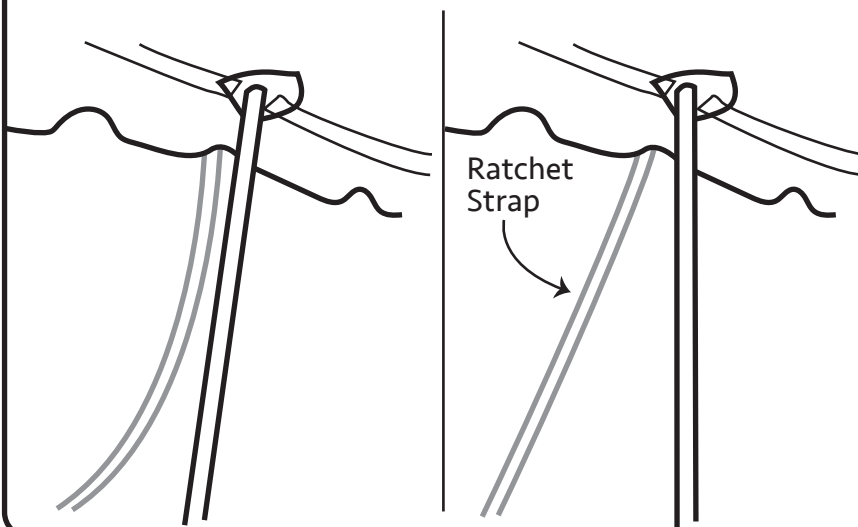
- For a single center pole or multiple poles; Insert first pole, keep at an angle to allow more stability, as you work on the other pole(s)
- Poles will be sitting on top of tarp, at this point
- Install next center pole the same way
- Tie off each center pole with jump rope as you go, see **(step 8.)**
- After last center pole is angled in, remove tarp, as the canopy is off the ground
- Now, go back, lift and adjust other center poles to their vertical position

### STEP 10. SECURE CENTER POLES



- Secure center poles with jump ropes, to help keep poles from falling during setup —also, prevents 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

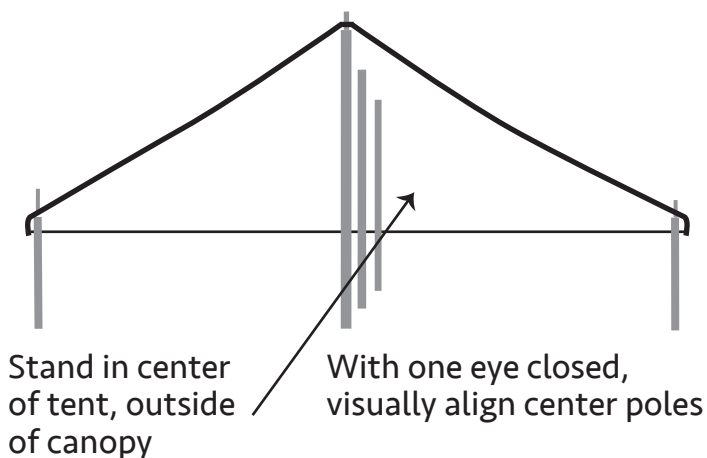
### STEP 11. INSTALLING SIDE POLES



- After center poles are installed, go around the tent and insert all side poles
- Place pole pin through side grommet— let pole lay at a natural angle inward
- Tightening the guy rope will pull the pole vertical
- Install all side poles and tighten each guy rope

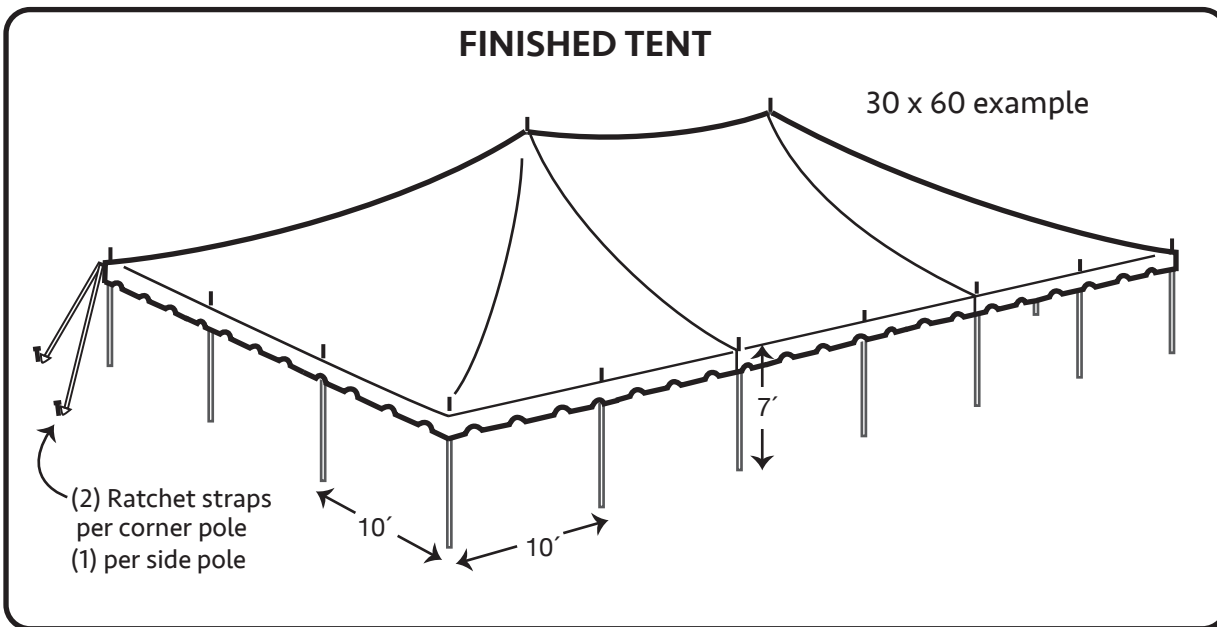
### STEP 12. STRAIGHTENING POLES

(cutaway view— showing all center poles)



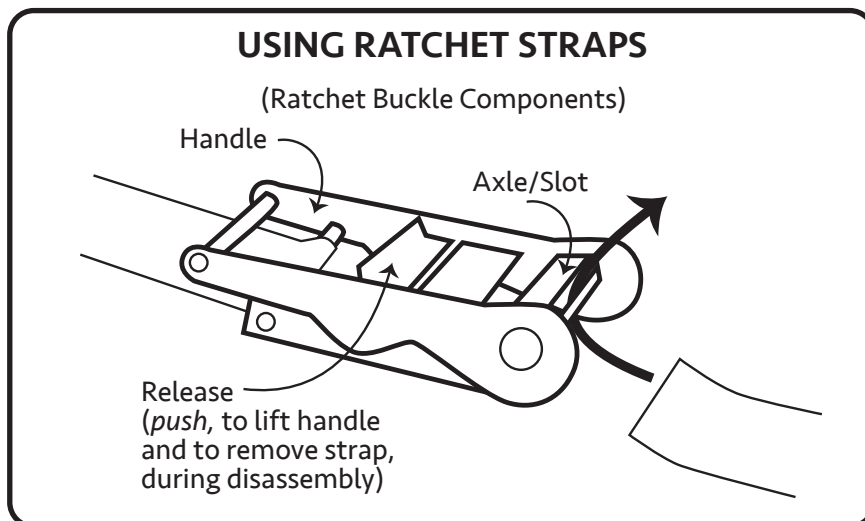
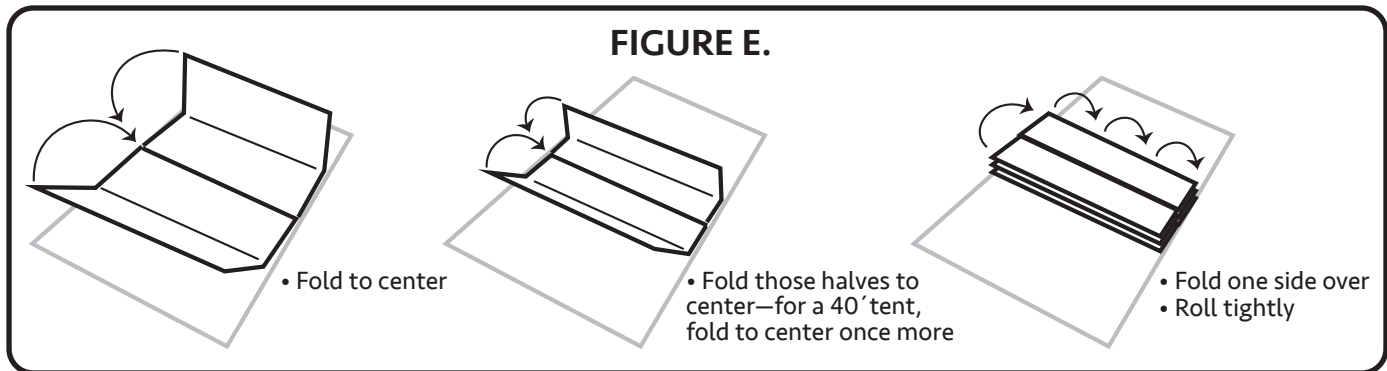
- Adjust corner poles (exactly vertical) and tighten ropes before finishing the side poles
- 3 people needed for this next step: have one person stand at the outside, center of tent— Visually check center pole alignment, as it relates to horizontal center
- Two others should be adjusting and straightening 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 E)
- 10.) Bag the canopy top



- Release handle, crank until slot is pointing up
- Close handle
- Pass strap underneath and through the slot (as shown)
- While holding the whole strap assembly attach both ends (eg. tent to stake)
- Remove slack, before tightening
- Push 'release'— lift handle and tighten ratchet
- Roll-up any excess strap, put under handle
- Close handle



## WIND AND RAIN – IMPORTANT INFORMATION:

### WIND!

Wind can cause the ratchet assemblies and stakes to loosen, or cause the poles to **sink** or shift through constant movement and vibration – the tension of the tent will be negatively altered.

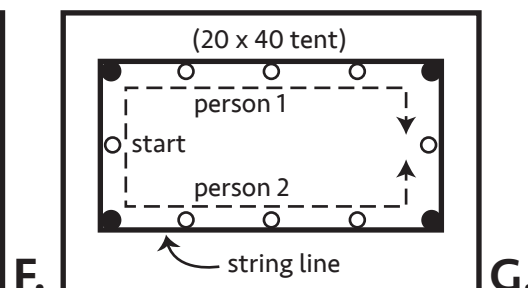
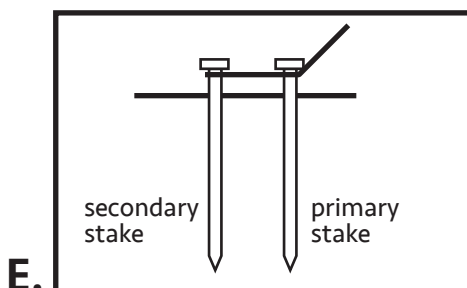
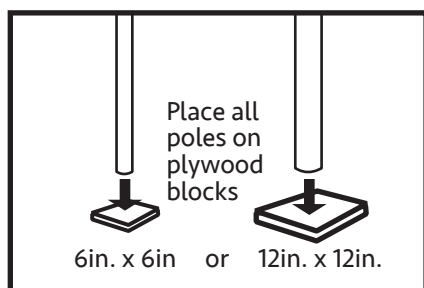
### Follow these steps to provide extra security and safety during windy conditions:

- Very important, do routine maintenance checks – be sure to check proper tension regarding the ratchet assemblies, throughout the day/event. This is critical, if your tent must stay up, in moderate windy conditions.
- Blocking plates must be placed under ALL poles, to prevent the poles from sinking into the ground. This will help insure proper tension is maintained between the tent top and the ratchet straps. 6 in. x 6 in. x 3/4 in. plywood is recommended—(use 12 in. x 12 in. x 3/4 in. for larger tents, see figure E).
- In the case of strong winds, remove any sidewalls. This will allow the wind to pass through the tent, diminishing major upward pressure on the tent top.
- Additional security can be achieved by adding additional stakes and ropes/straps to corners—and to the 'wind side' of the tent.
- When anticipating windy conditions, perform a **soil test** to determine proper staking:
  - 1.) drive a large steel stake approx. 20 in. into soil, vertically
  - 2.) measure the distance from the ground to the top of stake
  - 3.) with a 16lb. sledge hammer, strike stake with an average blow (don't over hit)
  - 4.) measure the **movement**/hold strength: (**0.2in./2500lbs**) (**0.3-.5in./1600lbs**) (**0.6-1.5in./800lbs**) (**1.6-3in./400lbs**) (**3-6in./200lbs**) (**> 6in./100lbs**) Double or triple staking might be necessary, 10in. behind primary stake (see figure F). [search web for: tent.IFAI tent staking handbook for detailed information]
- When SEVERE WEATHER is approaching, the TENT SHOULD BE EVACUATED— and TAKEN DOWN!
- **Proper Setup Note:**

Make sure all poles are vertical and form a 'squared up' rectangle.

30 wide and larger: use a *Mason's string* — attach at the base of one corner pole, go around all 4 corners to form a box. Tighten the string — then align all side poles by having them touch the string. Proceed by bringing these poles vertical and applying proper tension to each strap — start at the middle of one of the short sides (2 people, same speed) and work around the tent, ending with the middle of the other short side (see figure G). **The person on the 'wind side' goes first.**

Lastly, re-check the corner poles.



### RAIN!

When rainwater collects on the tent canopy it causes 'ponding'— occurring in heavy weather conditions. If the tent is not tensioned correctly, this issue will be made worse. Additional weight from the water will cause the tent to sag — this may cause the poles and base plates to sink into the soil. In addition, water saturated soil will cause the stakes to lose their holding power. When you combine loosened stakes, added weight on the canopy and reduced tension on ratchet assemblies, the structure becomes a **safety hazard**. IT IS THE TENT OWNERS RESPONSIBILITY TO ASSURE THE SAFETY OF ALL INVOLVED.

## **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.

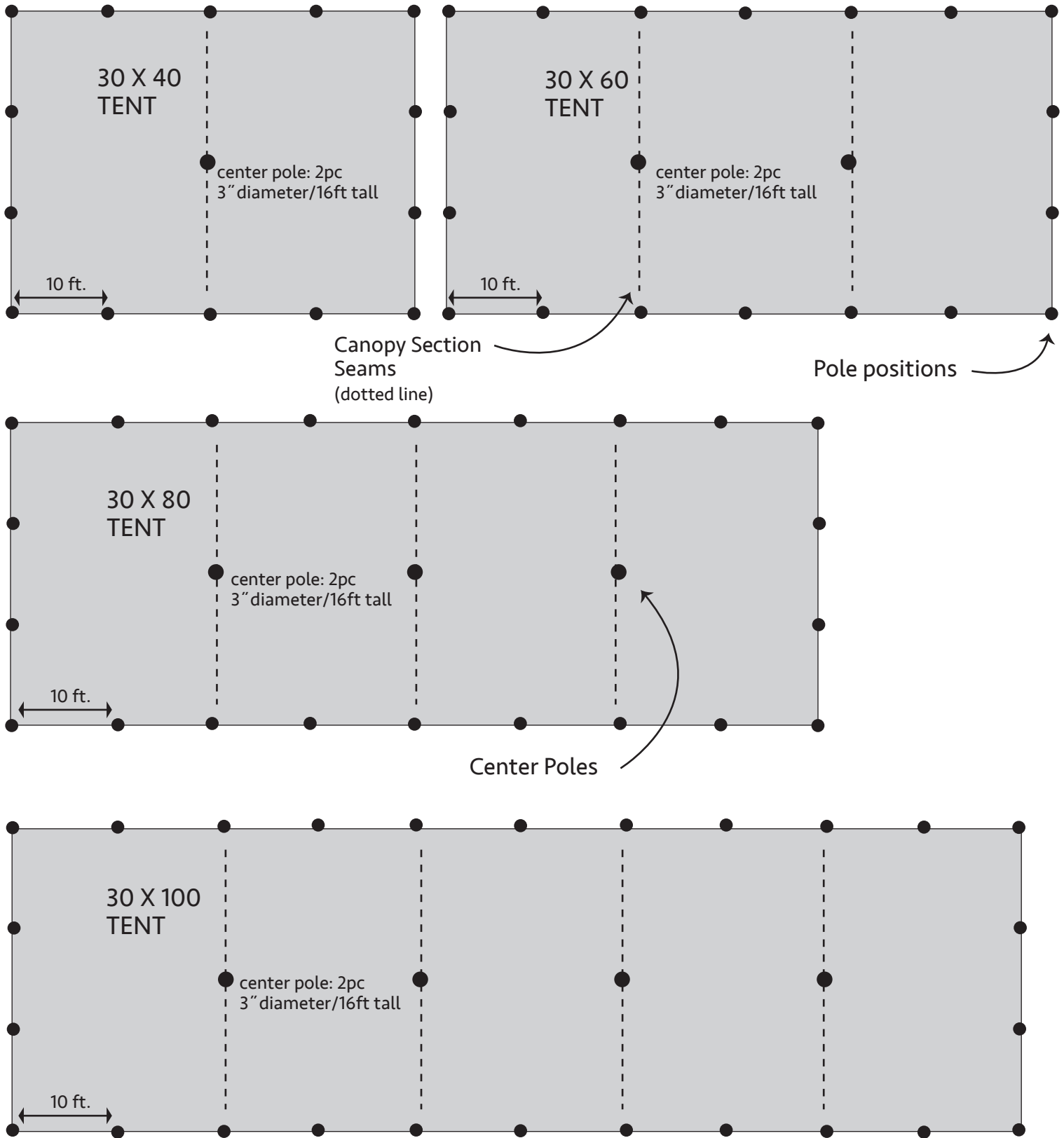
## **VINYL REPAIR**

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](http://www.tentandtable.com) for more information on our vinyl repair products.

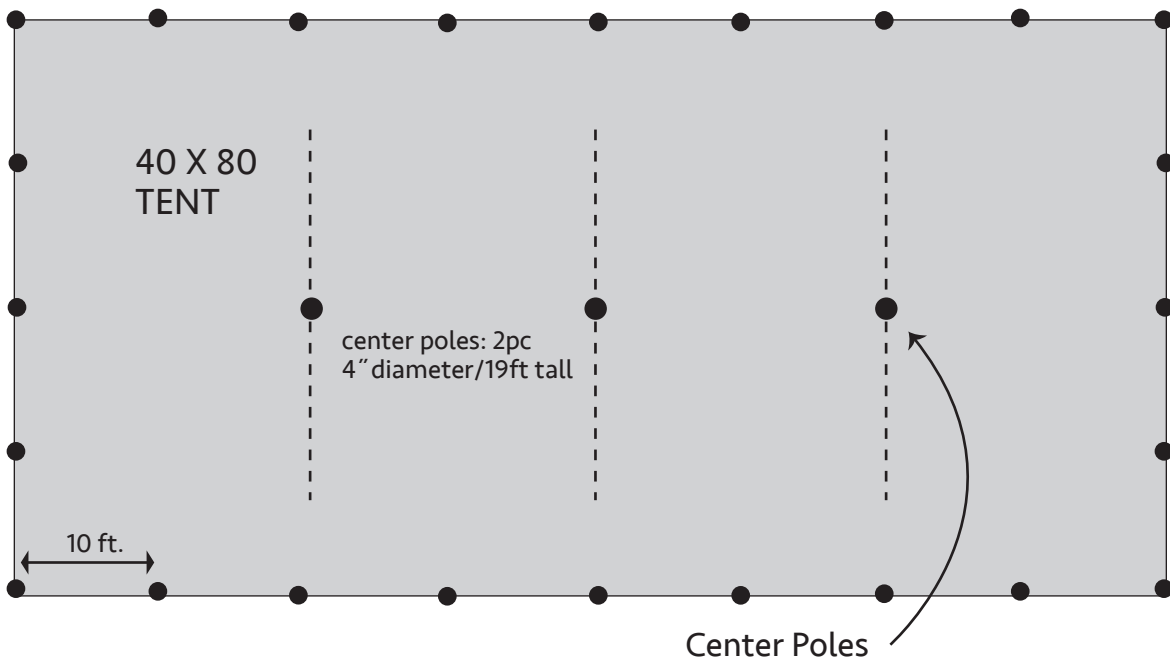
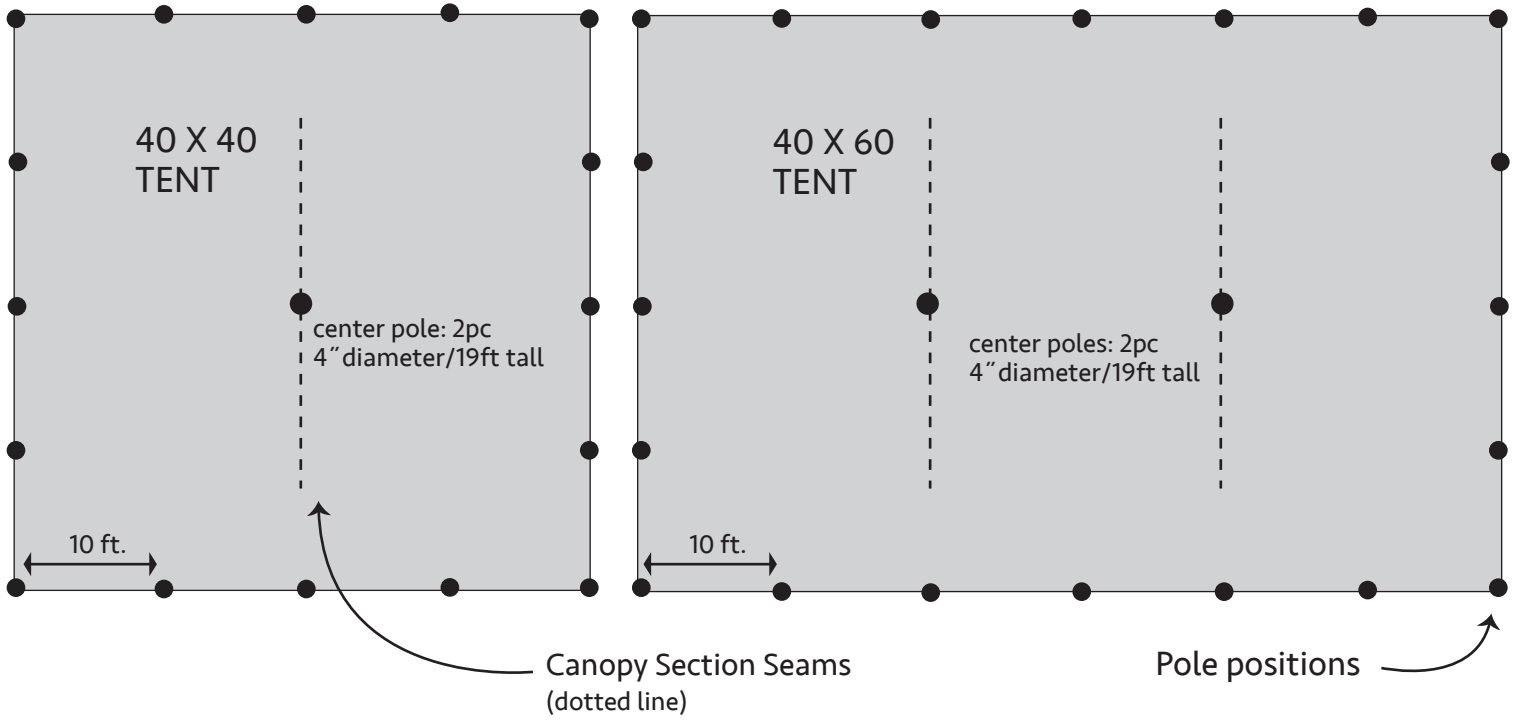
# Appendix A.

- Plans— showing tent sizes and pole location



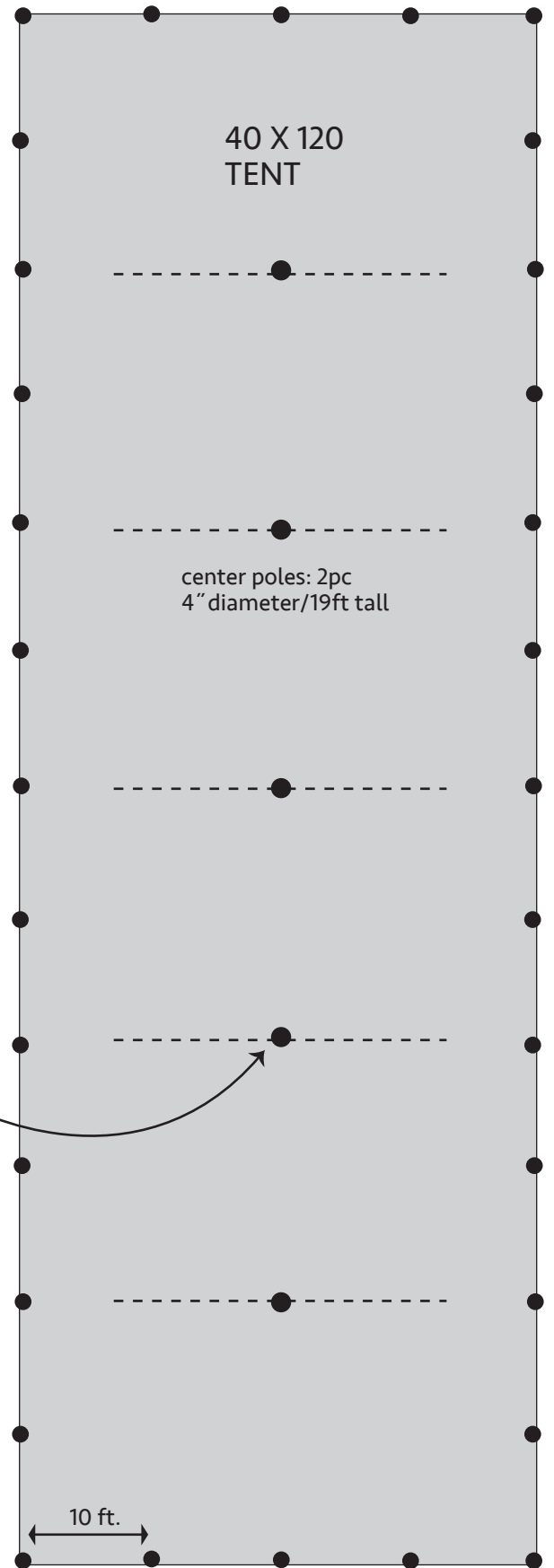
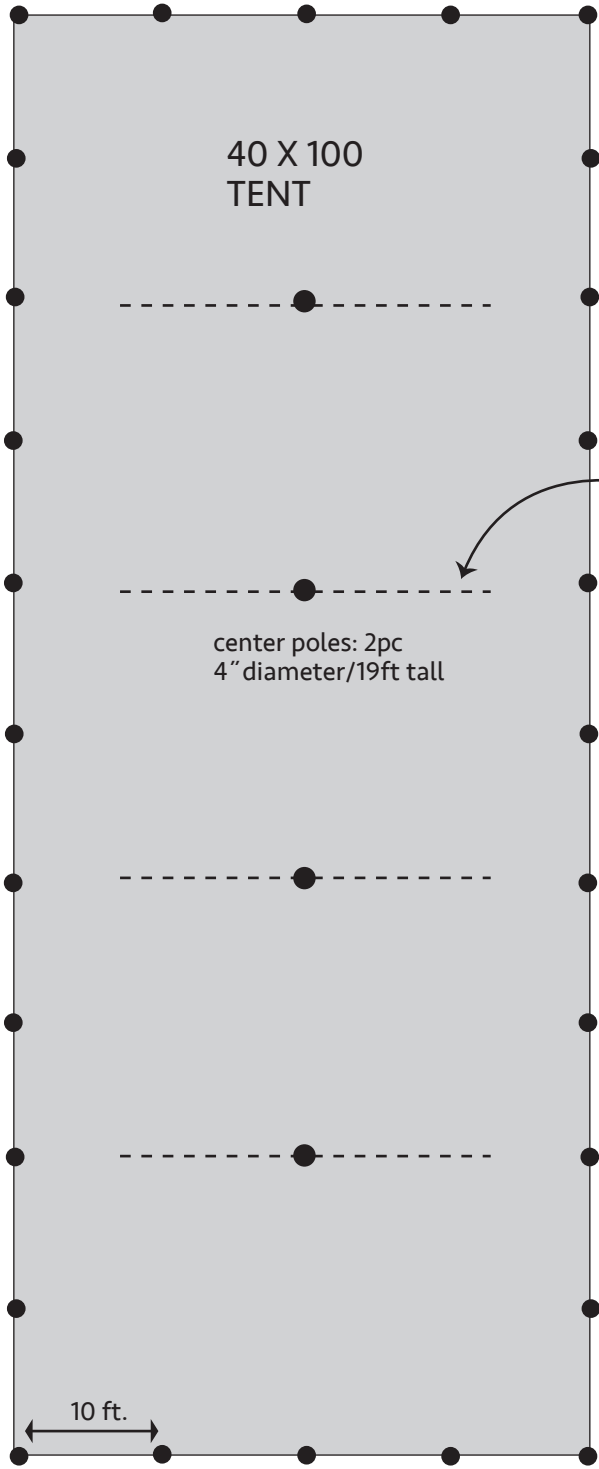
# Appendix B.

- Plans— showing tent sizes and pole location



# Appendix C.

- Plans— showing tent sizes and pole location



# Appendix D.

- Plans— showing tent sizes and pole location

