



888 322-5606 (toll free)

# Assembly Instructions

## PREMIUM POLE TENTS

**20' x 20'**

**20' x 30'**

**20' x 40'**

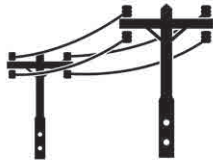
**30' x 30'**

**30' x 40'**





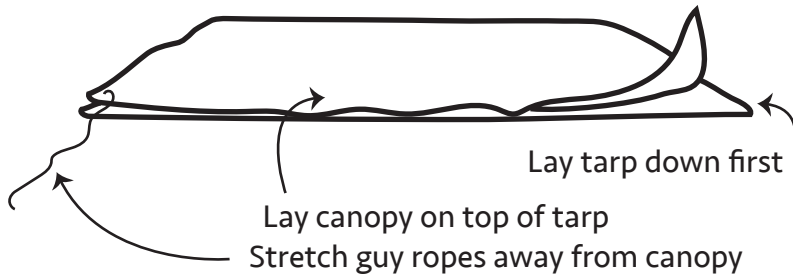
## STEP 2. SAFETY CHECK LIST



- 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

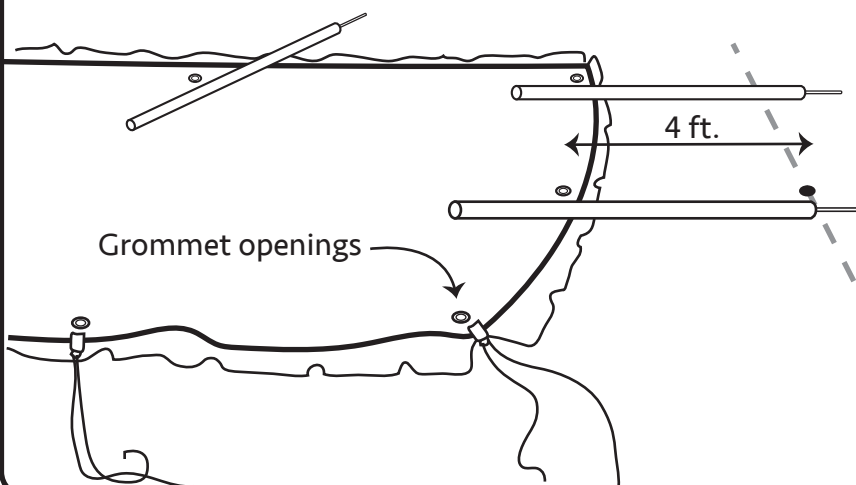
## STEP 3. LAY OUT TENT

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

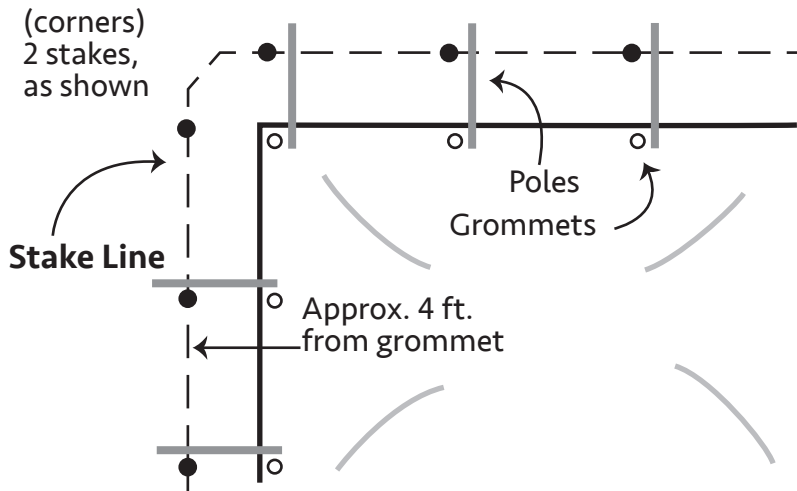
## STEP 4. MEASURING FOR STAKES



- 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 A)**

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

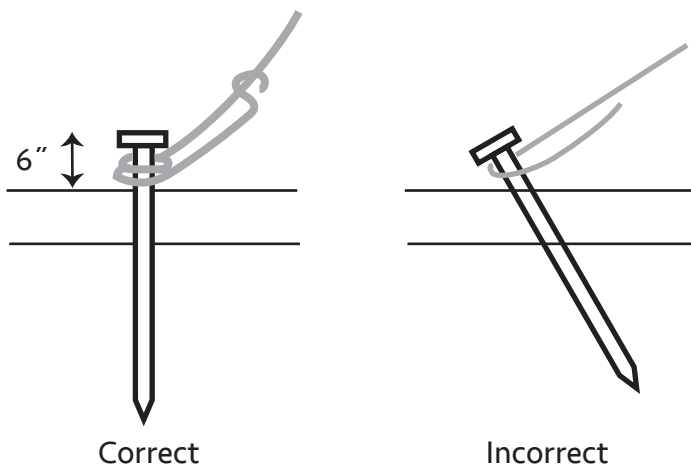
## FIGURE A. STAKE LINE



- 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 5**) (sledge hammer required)

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

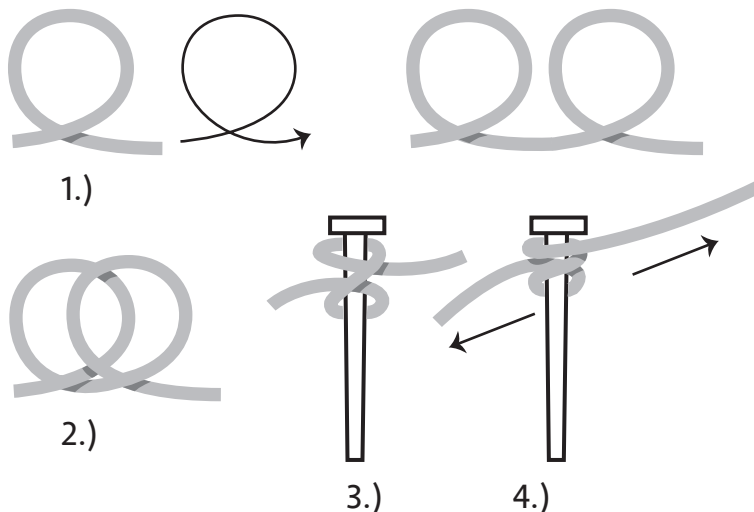
## STEP 5. HAMMERING STAKES



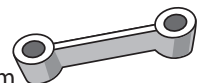
- Drive all anchoring stakes vertically into the ground
- Leave 6 inches of the stake exposed
- Loop the guy rope around the stake while the tent top is laying on the ground —use a clove-hitch knot see (**figure B**)
- Leave slack in the rope and tighten later

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

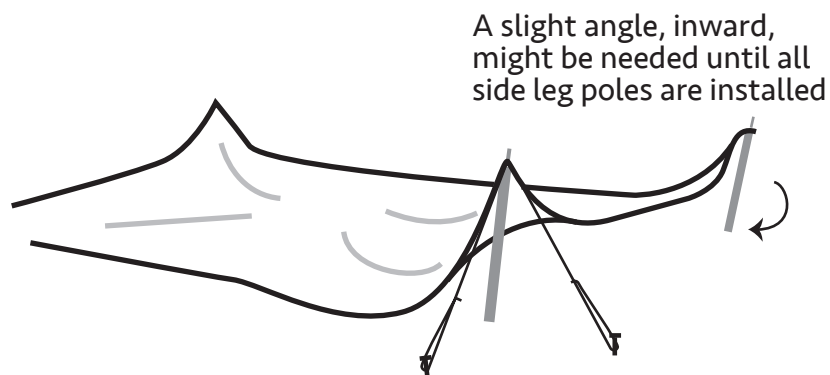
## FIGURE B. CLOVE-HITCH KNOT



- 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

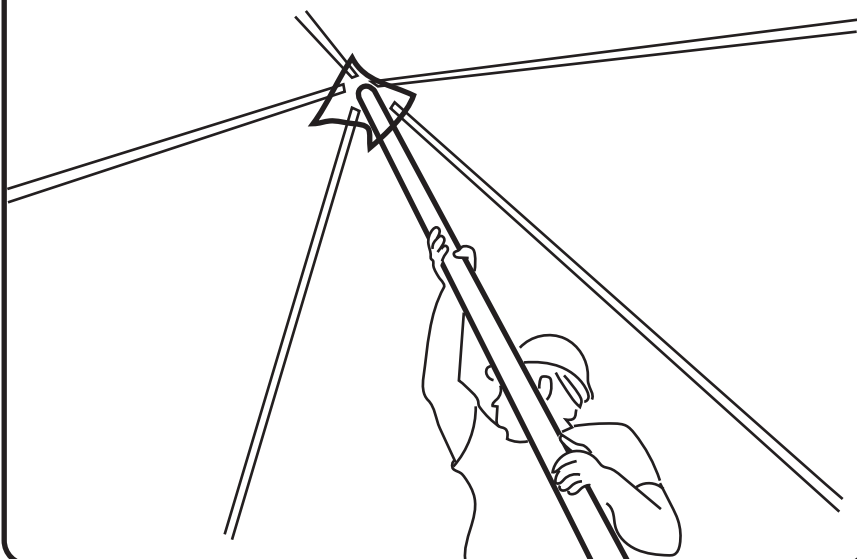


## STEP 6. RAISING CORNER POLES



- 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

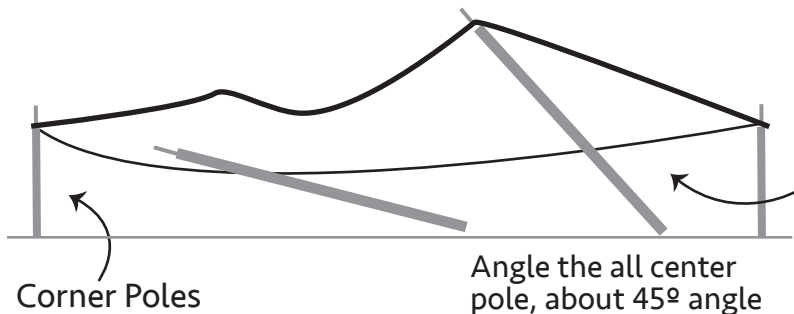
## STEP 7. INSTALLING CENTER POLE(S)



- 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 top and other at bottom of pole
- Carry pole under the canopy from a short side—start with the nearest grommet opening, see **(figure C.)**
- Locate the nearest grommet opening, at the center of canopy— place pin in metal "O" plate and grommet
- make sure center poles go clean through grommet holes

## FIGURE C. MULTIPLE CENTER POLES

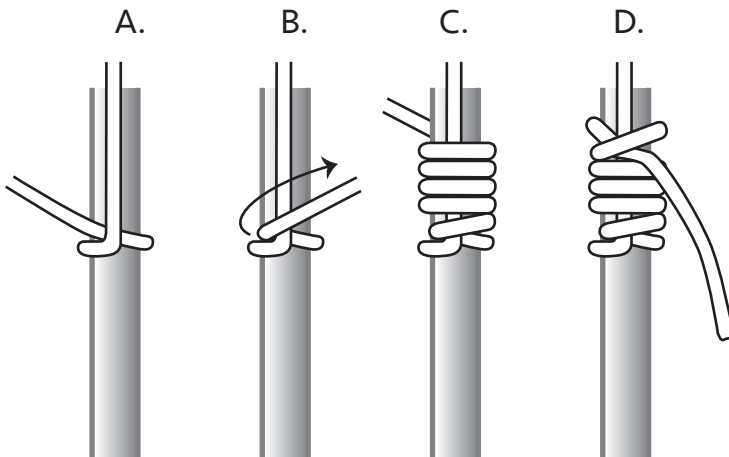
(cutaway view— showing inside of canopy)  
If your tent has multiple center poles start with one, at one end—continue down the line



- 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

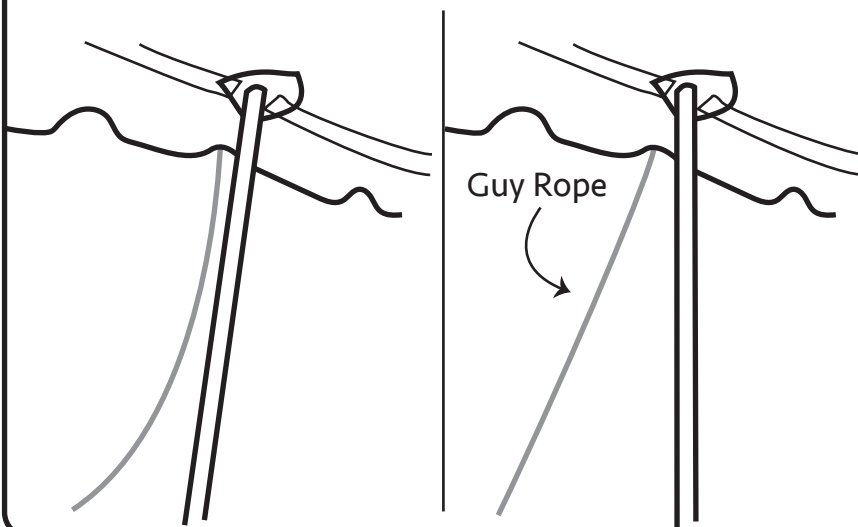


## STEP 8. SECURE CENTER POLES



- 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

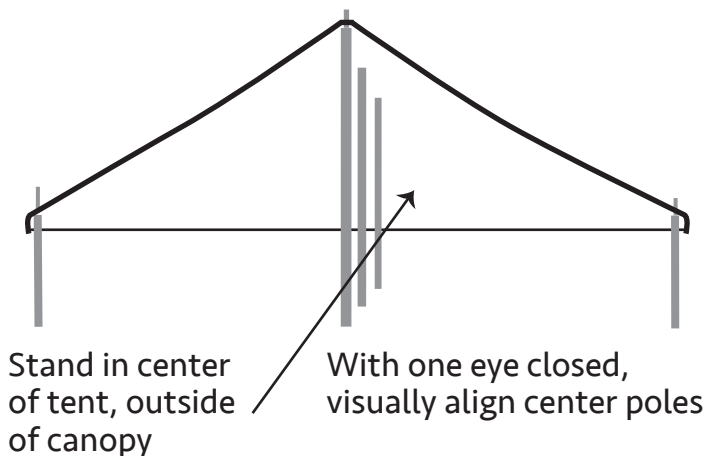
## STEP 9. INSTALLING SIDE POLES



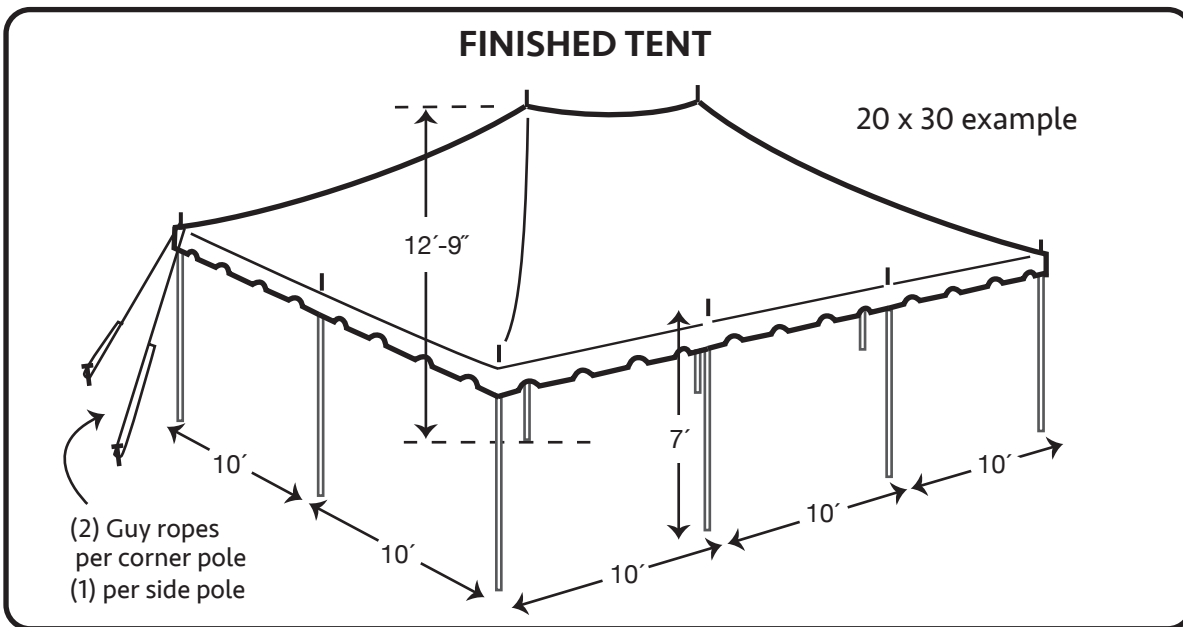
- After center poles are installed, go around the tent and insert all side poles
- Place pole pin through side grommet— let pole lay at a natural angle inward
- Tightening the guy rope will pull the pole vertical
- Install all side poles and tighten each guy rope

## STEP 10. STRAIGHTENING POLES

(cutaway view— showing all center poles)



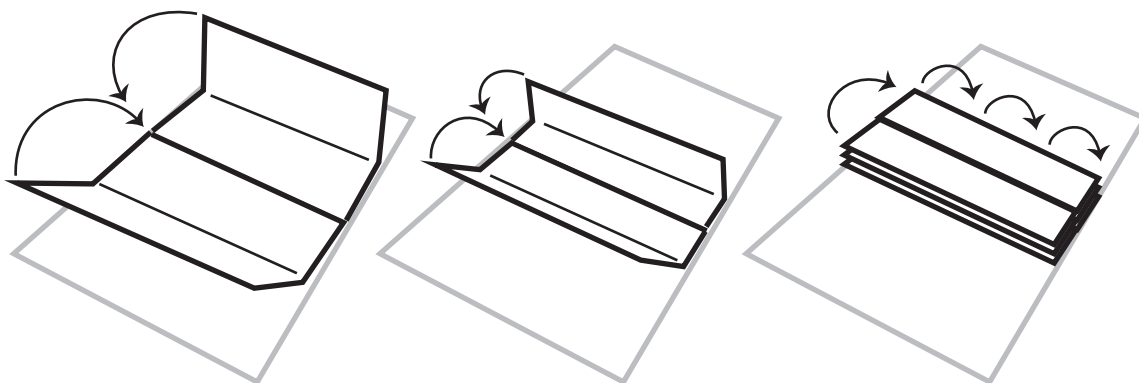
- Adjust corner poles (exactly vertical) and tighten ropes before finishing the side poles
- 3 people needed for this next step: have one person stand at the outside, center of tent— Visually check center pole alignment, as it relates to horizontal center
- Two others should be adjusting and straightening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

**FIGURE D.**



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



# Appendix A.

- Plans— showing tent sizes and pole location

