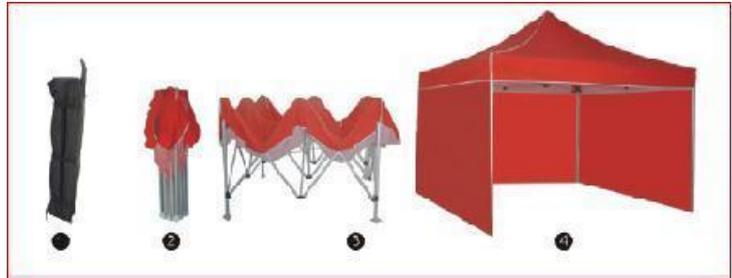


HOW TO ERECT YOUR POP-UP

Your Pop-up Professional Gazebo should be stored in its bag, and kept upright. It is man-size in appearance. To set up, loosen the straps at the foot and lift off the bag. Look for the instructions in the pocket.

Note that the aluminium frame is connected with scissor mechanisms. And that the legs extend to full height.

To attach the canopy to the frame you'll have to open the framework first, as follows:



The frame is opened out by two people taking hold of the V sections on opposite sides, lifting, stepping back and pulling as the framework opens outwards. Stop before it is fully stretched out, when the 'King Posts' (the central posts that rise up to raise the roof canopy) have started to rise, to attach the canopy.

Take the canopy from its bag, unfold it and carefully lift it above the frame and drop into place. Place the King Post in its roof pocket. Go to each corner and 'snug' the corners onto the leg posts so that the velcro strips inside tightly fasten to those on the leg posts. (Getting this tight and taut is the secret to a smart appearance). Other ties hold the canopy to the frame around the brackets,

midway on the pelmet.

Now the canopy is on, it's time to **fully extend the frame-work**. Again lift and pull hard outwards so that the roof frame sliders rise up the legs. You need the frame fully spread so that each leg's 'slider' clicks into its locked position.

To help with this action you could make a '**Rigging Pole**' (supplied with the Instant Marquees brand). It is a pole that you put upright from the ground to the underside of the scissor bar by the slider. Put it in place (lifting the frame off the ground), and with your hands on the upper part, pull downwards, so the Rigging Pole pushes the slider upwards, up the leg, and locks. Done!

The Rigging Pole is designed to help a person erect the tent alone. As well as at each corner, it can be placed underneath the central bracket beneath the King Pole, so that the weight of the tent comes down to spread the frame outwards to lock all four together!



Step underneath the canopy to **fasten the 2" velcro straps** half way along each side, from the pelmet interior through the frame (slot) and back on to itself to keep the canopy taut.

Next, **the legs need extending**. Lift up one side and extend two legs together (two people) by pulling down the feet. The legs lock into 4 positions – go for the highest so the walls fit well. Then extend the other two and there you are! It's strong enough to hang from the frame now.

Now it is time to secure it...

Check for wind and its strength. There are feet pegs in the bag. Fix them into the ground. The feet hold the frame which holds the canopy. You can also add ratchet straps to the frame above the legs and tighten to steel stakes in the ground, either inside or outside the tent boundary (2 ft out pegs in at 45°.)

Next you can **attach the sidewalls**. The brass eyelets are at the bottom. Velcro is along the top and on both sides.

Unfold the sidewalls and place the centre of the wall's top edge in the centre of the pelmet and hold on velcro whilst you smooth the top edge of the wall onto the pelmet till you reach the corners. There are velcro tab fastenings all down the sides to secure by wrapping around the legs.

You'll see how the zipper design allows the next wall to fit the first to seal tight the join – no gaps.

The ratchet straps will pass through the velcro in the corners easily, from inside to outside.

Pegs should be placed thru the eyelets to keep the walls in place as the tent is now vulnerable to any wind. There are some more velcro tabs at intervals along the bottom, but these are only used to fasten to base-bars when attached between the legs; they keep the sidewalls taut on hard ground when pegs cannot be used.

On hard ground weights may be placed on the feet. Weights may also be hung from the frame. Base bars can be attached to check the feet, and sandbags can be placed on them in high wind situations. Many users hang goods from the frame assisting to stabilise the structure.

To pack up, you reverse the operation. Remember to unfasten the velcro tabs midway along the pelmet, before releasing the corner sliders and lowering the legs. It's easy to release the click sliders by lifting the weight off them as you push them in.

Once they're released it's time to close up the frame-work. This time grab the 'inverted V' part of the frame, lift and push inwards till you are nearly closed.

You must **be careful** not to pinch the canopy in the scissor of the frame or it'll damage/cut it. Lift up the canopy (push up from below) to allow the frame to close tighter.

You may now choose to leave the canopy in place till next time, or take it off. If it's wet, it needs to dry out overnight on the frame – open a little way. You can transport it home, canopy on the frame to dry out later. A towel might be necessary to quicken the drying of puddles. If it's dry and ok for next time, put on the cover and stand upright in your store room, keeping legs well spaced. Remove the canopy altogether if transporting it flat and fold it up into its bag for another day.

End

