Assembly Instructions

All Purpose Canopy
10’ through 20’ Wide Systems

Please Read Installation Instructions Before The Installation Or Removal Of This Product.

PARTYTIME Rentals INC.
FUN FOR EVERYONE!

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### MANPOWER REQUIRED
Two installers should be able to assemble an All-Purpose Canopy in approximately thirty minutes.

### TOOLS REQUIRED
Sledge Hammer

### INSPECT SITE CAUTION:
Consult local utility company prior to installation.

Prior to assembly be sure to look around area for obstacles, pipes, wires, etc.

### LAYOUT & CHECK
Use parts list for a quick identification and check list for proper quantities.

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### LAYOUT AT SITE
20' X 20' canopy used as example. Spread drop cloths and unroll canopy at exact position of desired finished assembly. Any sharp objects which must remain on site under the canopy should be padded and taped.

Assemble side poles and lay straight out form each pole hole in canopy. Drive a stake 1'-0" from the end of each pole. The stake must be driven through the ring attached to each guy rope as shown.

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### ALL-PURPOSE CANOPY PARTS LIST.

<table>
<thead>
<tr>
<th>PARTS</th>
<th>CANOPY SIZE</th>
<th>10 x 10</th>
<th>12 x 12 THROUGH 20 x 20</th>
<th>20 x 30</th>
<th>20 x 40</th>
</tr>
</thead>
<tbody>
<tr>
<td>SIDE POLE</td>
<td></td>
<td>4</td>
<td>8</td>
<td>10</td>
<td>12</td>
</tr>
<tr>
<td>CENTER POLE</td>
<td></td>
<td>1</td>
<td>1</td>
<td>2</td>
<td>3</td>
</tr>
<tr>
<td>STAKES</td>
<td></td>
<td>8</td>
<td>12</td>
<td>14</td>
<td>16</td>
</tr>
<tr>
<td>BAG WITH TOP</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BAG FOR POLES</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
<tr>
<td>BAG FOR STAKES</td>
<td></td>
<td>1</td>
<td>1</td>
<td>1</td>
<td>1</td>
</tr>
</tbody>
</table>
2
RAISE SIDE POLES
Start at opposite corners.
Insert side poles into pole holes and raise so that bottom of poles slant toward center of canopy.
Adjust guy rope.
Continue with other two corners and then sides.

3
RAISE CENTER POLE
Assemble three piece center pole and insert into center pole hole.
Raise to upright position and tie off jump rope to pole.

4
SIDE POLE ADJUSTMENT
Tighten guy ropes and then set side poles to upright position.
Adjust pole positions and guy rope tension to properly pull out canopy.
Protective covers are recommended for all stakes.

5
TAKE DOWN
Loosen all guy ropes.
Spread drop cloths.
Reverse steps 1 through 4 for disassembly.

IMPORTANT:
Check Guys Ropes periodically for tightness and maintaining of good condition. Stakes provided are for average soil conditions. Sandy soil or asphalt may require additional staking. Proper installation suitable to site conditions is the responsibility of the installer. Store canopy in a cool, dry area. Never store while wet or damp.
For additional assistance consult: “The IFAI Procedural Handbook For The Safe Installation And Maintenance Of Tentage” and the IFAI “Pullout Capacity Of Tent Stakes”, both available from the IFAI Tent Rental Division.

CAUTION:

1. For each installation, the installer is solely responsible for evaluating the site and the proper securing method determined. Some soils require different staking or securing than that provided with the tent. Due to this variety of soil conditions, these are the manufacturer’s suggested sequence of installation procedures. Anchor’s responsibility is limited to the construction of the tent. We are not responsible for methods that installers may choose to secure the tent to the ground.

2. Inasmuch as the weather is unpredictable, good judgment and common sense must be incorporated within installation guidelines. It is the responsibility of the tent installer/maintainer to determine the severity of the weather, proper time and method of installation and/or erection and disassembly.

This product has been manufactured for use as a temporary sun shade structure. For the safety of all occupants, evacuation is recommended if threatening or windy weather occurs, or if there is any doubt concerning the safe use of this product.

3. Proper safety equipment should be used at all times to insure a safe installation and take down. We suggest a careful evaluation be made to determine safety equipment needed, such as hard hats, steel-toe shoes, safety glasses and other as required.

4. Anchor stands behind its products in accordance with its standard Terms and Conditions of sale. A copy of our Terms and Conditions of Sale can be obtained by contacting Anchor at the telephone number and/or address on this document.