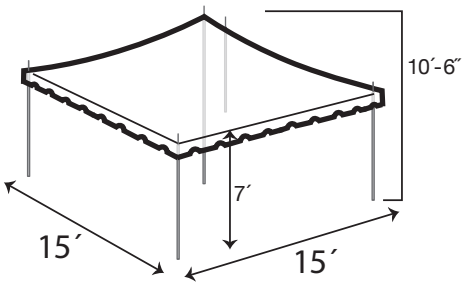
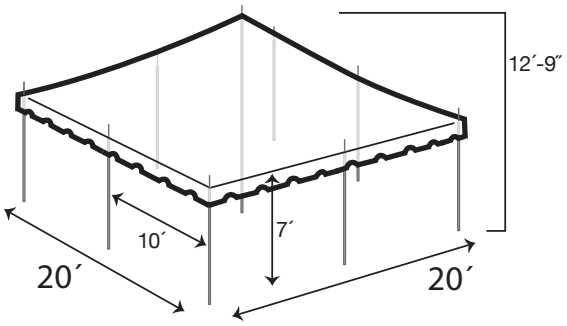
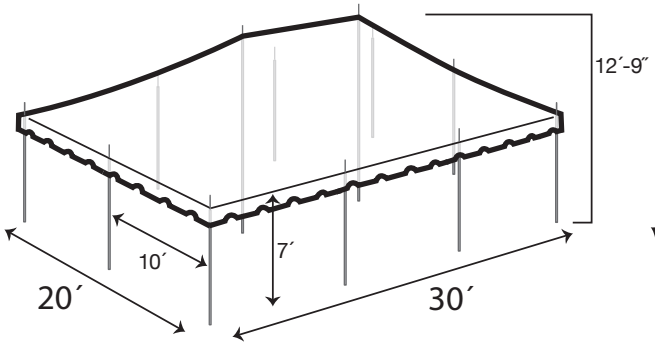
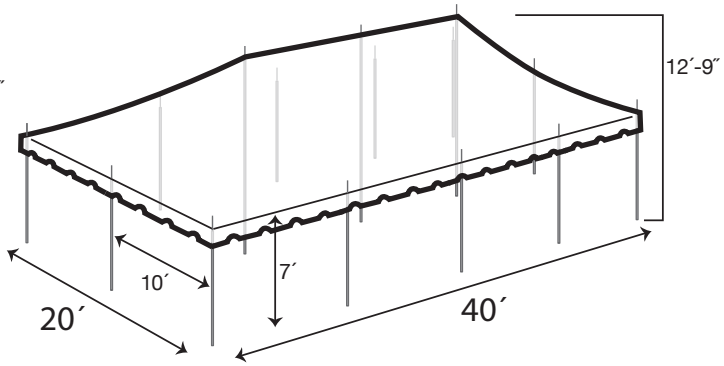








STANDARD POLE TENTS

15´x15´/20´x20´/20´x30´/20´x40´

WEEKENDER

ASSEMBLY INSTRUCTIONS

TENTANDTABLE.COM

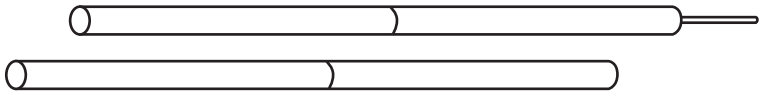
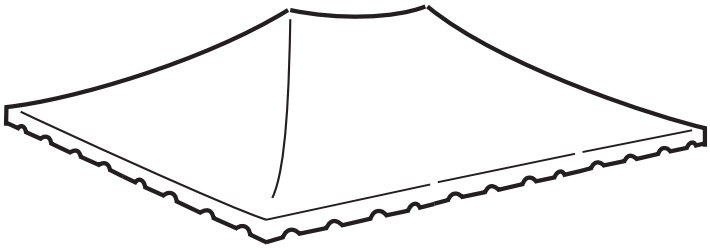
WARNING

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

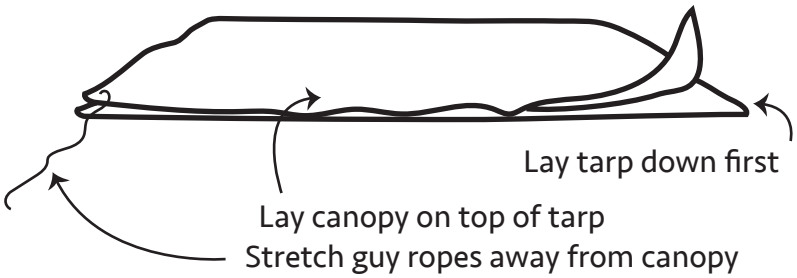
Item	Illustration (all parts available for replacement)	Tent Size	Quantity
Side Poles- 7′ (assembly- 2 pc)	 SKU: BT-PE7SP2P / (**side pole tip**) SKU: BT-PESPT	15 x 15 20 x 20 20 x 30 20 x 40	**4** **8** **10** **12**
Center Pole- 12′-9″ (assembly- 4 pc) Center Pole- 10′-6″ (assembly- 3 pc)	 SKU: BT-PE12CP4P / (**15x15** uses 10′-6″) SKU: BT-PE10CP3P / (**center pole tip**) SKU: BT-PECPT	15 x 15 20 x 20 20 x 30 20 x 40	**1** **1** **2** **3**
Steel Stakes- 24″ (5/8″ x 24″)	 SKU: BT-58HS24-10	15 x 15 20 x 20 20 x 30 20 x 40	**8** **12** **14** **16**
Guy Ropes* (attached to canopy)		15 x 15 20 x 20 20 x 30 20 x 40	**8** **12** **14** **16**
Tensioners	 SKU: BT-TAPTT10	15 x 15 20 x 20 20 x 30 20 x 40	**8** **12** **14** **16**
Tent Top (one piece)		All sizes (see appendix A for more info)	**1**
* DO NOT ATTEMPT TO USE RATCHET STRAPS WITH THIS TENT.			

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

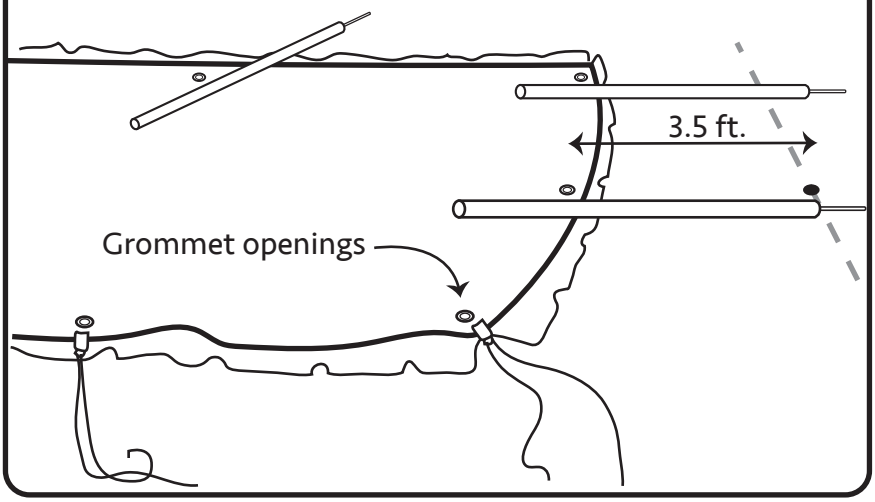
STEP 3. LAY OUT TENT

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

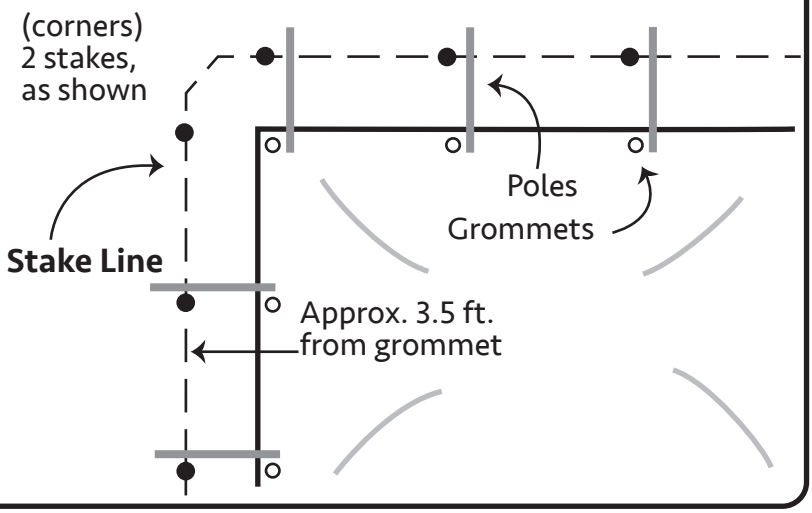
STEP 4. MEASURING FOR STAKES



- Measuring for stake position is an important step—here's a quick way to go about this, without an actual 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**)

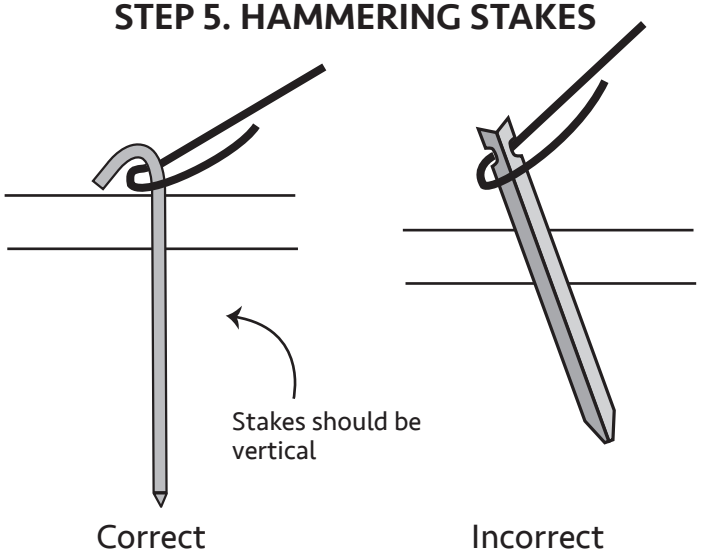
Tip: Place a small object, such as a piece of ply wood, on the ground, under the grommet—this will help position the legs when it is time to do so

(FIGURE A.) STAKE LINE



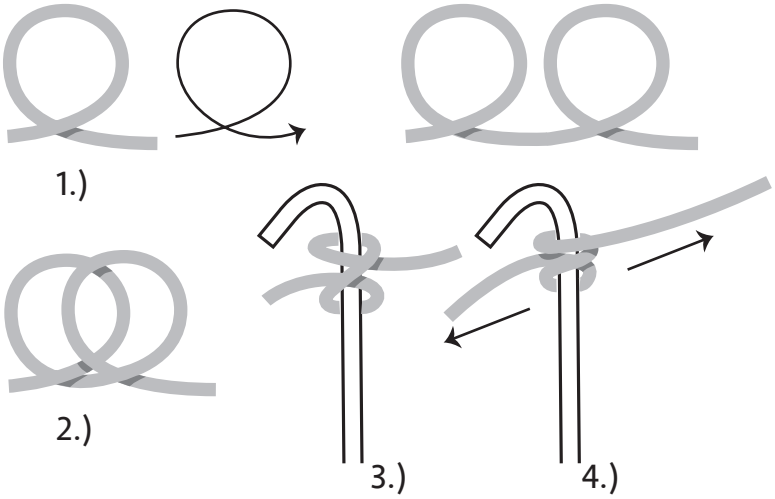
- Assemble the two piece side poles— lay them next to the grommets
- Poles should be perpendicular to tent (except corner poles)
- Double check that poles are touching edge of grommet— see (**appendix A**) for pole locations
- Using poles as a guide, measure 3.5 feet *in* from edge of canopy top— (notice 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



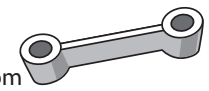
- Drive all anchoring stakes vertically into the ground
- Leave 6 inches of the stake exposed
- Loop the guy rope around the stake while the tent top is laying on the ground —use a clove-hitch knot see (**figure B**)
- Leave slack in the rope and tighten later
- Complete hammering at (**step 10**)

(FIGURE B.) CLOVE-HITCH KNOT

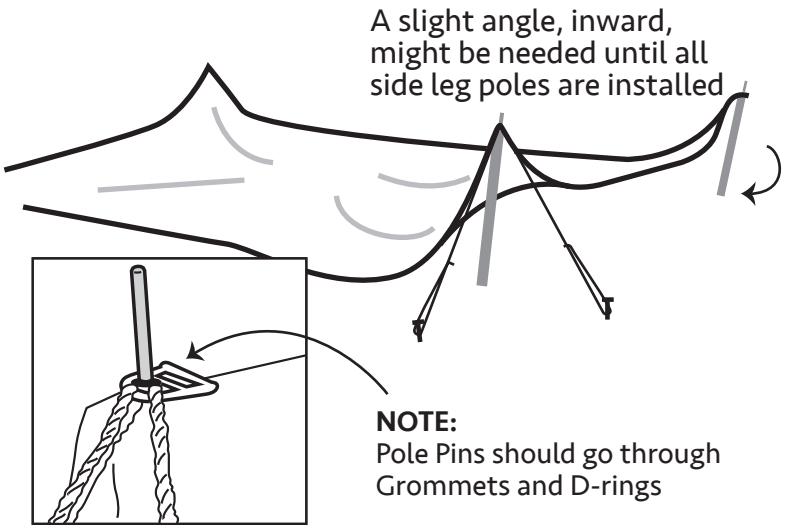


- A commonly used knot for securing a rope to stake is the *clove-hitch*

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

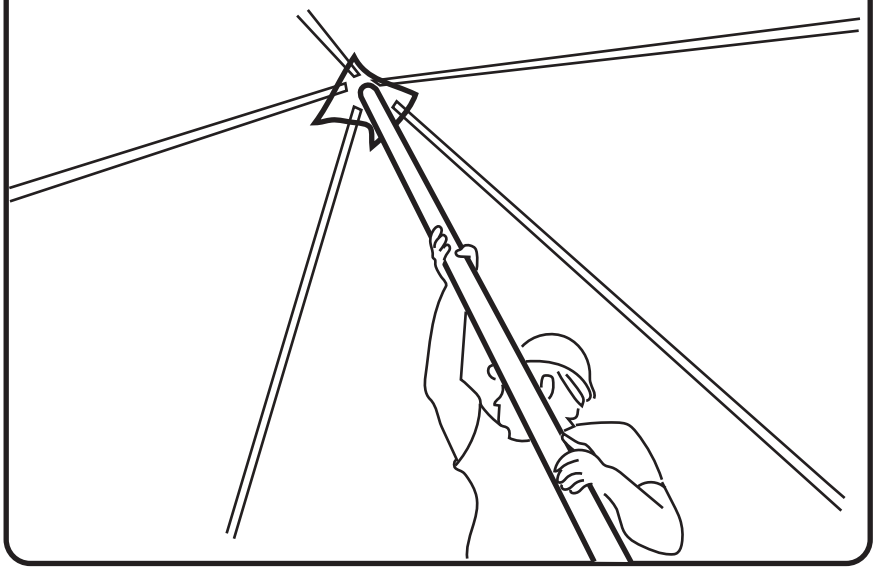


STEP 6. RAISING CORNER POLES



- 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

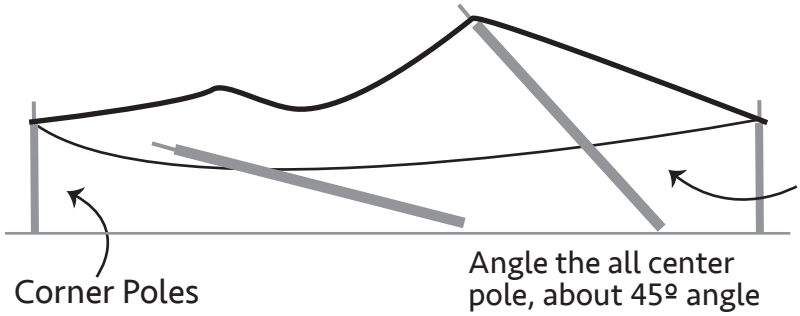
STEP 7. INSTALLING CENTER POLE(S)



- Center pole(s) next, before side poles
- *Assmebly 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

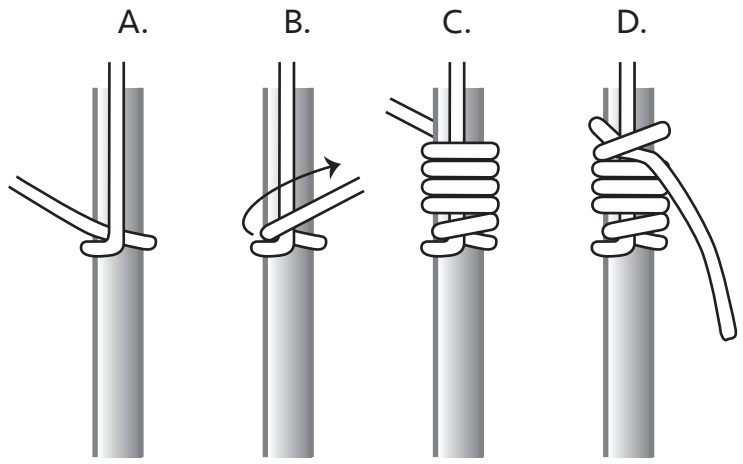
(FIGURE C.) MULTIPLE CENTER POLES

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



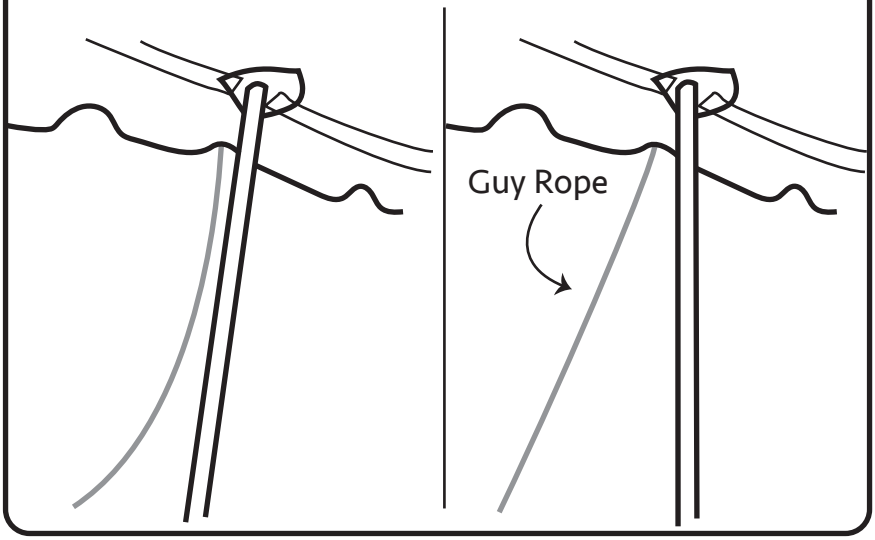
- For a single center pole or multiple poles; Insert first pole, keep at an angle to allow more stability, as you work on the other pole(s)
- Poles will be sitting on top of tarp, at this point
- Install next center pole the same way
- Tie off each center pole with jump rope as you go, see (**step 8.**)
- 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

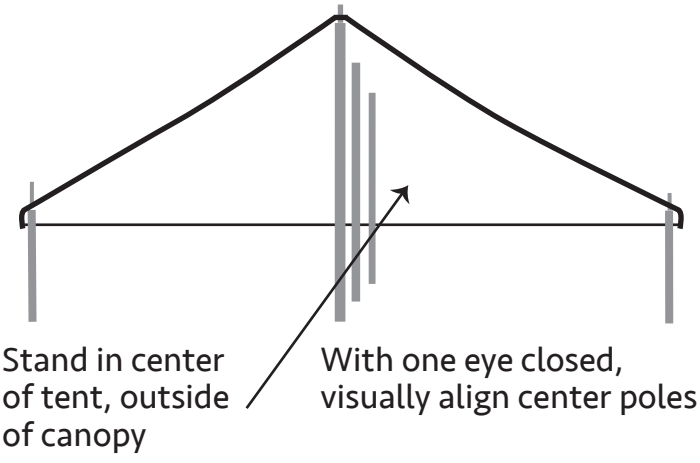
STEP 9. INSTALLING SIDE POLES



- 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
- Make sure all poles form a *squared up* rectangle

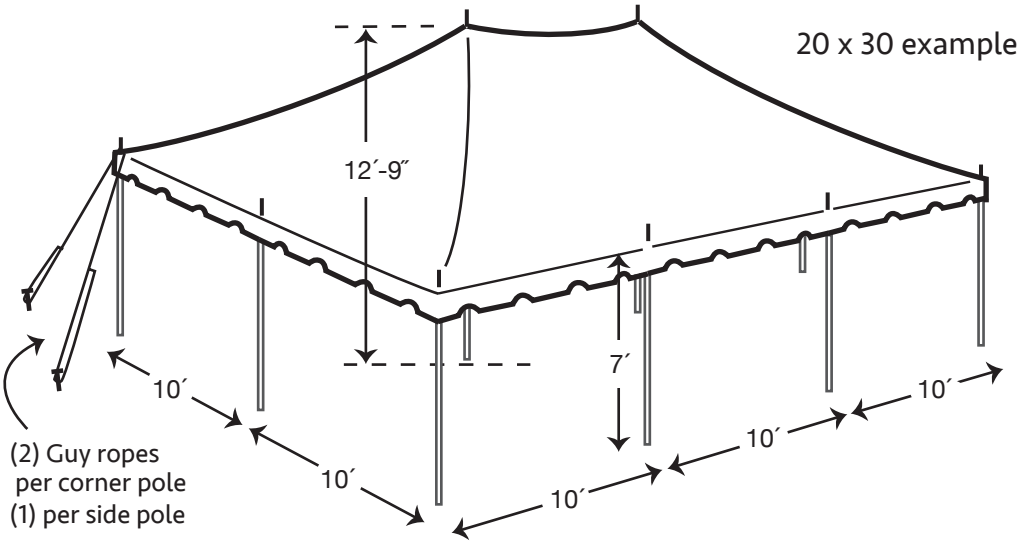
STEP 10. STRAIGHTENING POLES

(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 and hammer stakes to the ground
- Tighten guy ropes accordingly, to correct any lean at top of tent

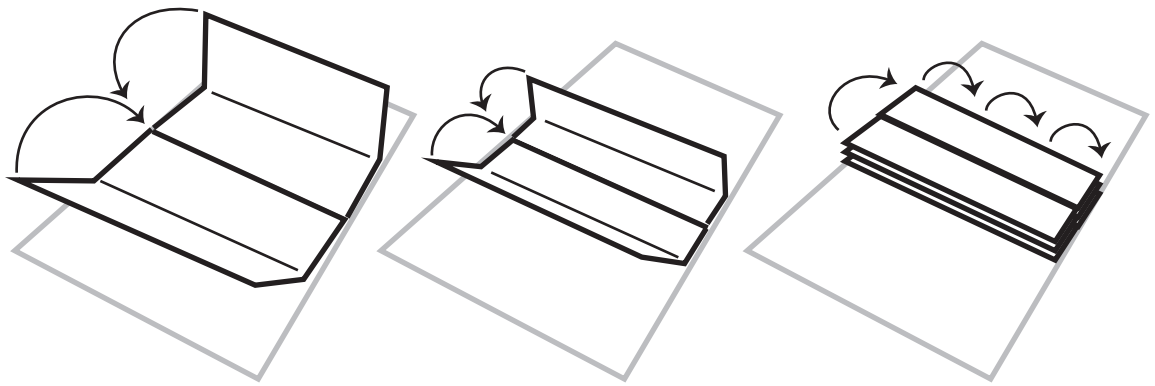
FINISHED TENT



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

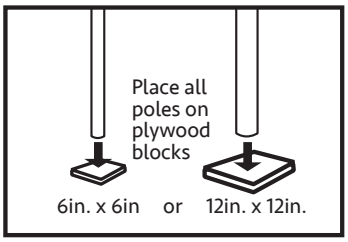
WIND / RAIN / SNOW – IMPORTANT INFORMATION!:

WIND!

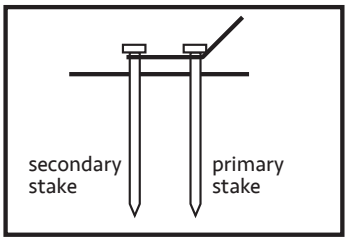
Wind can cause the ratchet assemblies and stakes to loosen, or cause the poles to **sink** or shift through constant movement and vibration — the tension of the tent will be negatively altered.

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.



E.



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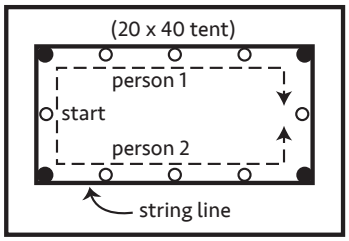


G.

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.

SNOW WARNING: As weather can be unpredictable, the installer/end user must incorporate sound judgment regarding weather conditions. The owner is responsible for anticipating weather severity for safe usage. We do not recommend leaving our *event tents* set up in windy or adverse weather conditions. **Do not allow WATER or SNOW to accumulate on your tent top,** as this weight can destroy the tent fabric, reduce the holding power of stakes, or **collapse the tent.** Tents, canopies and temporary shelters are not designed to carry any type of snow load. These products should not be used if snow of any kind is present, and must be evacuated immediately.

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:

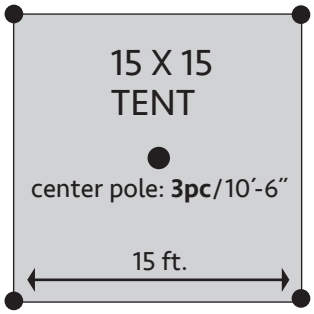
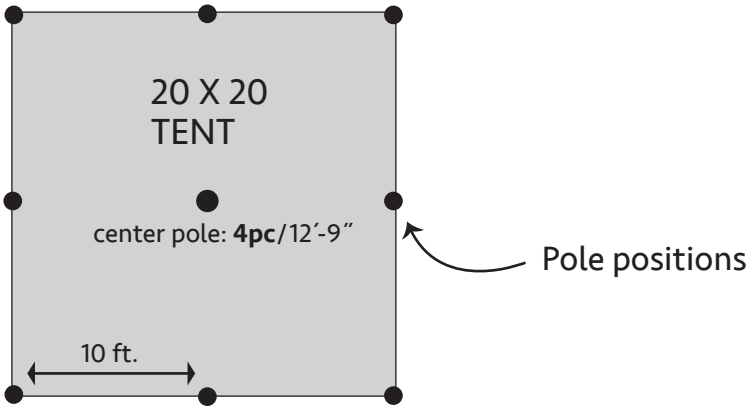
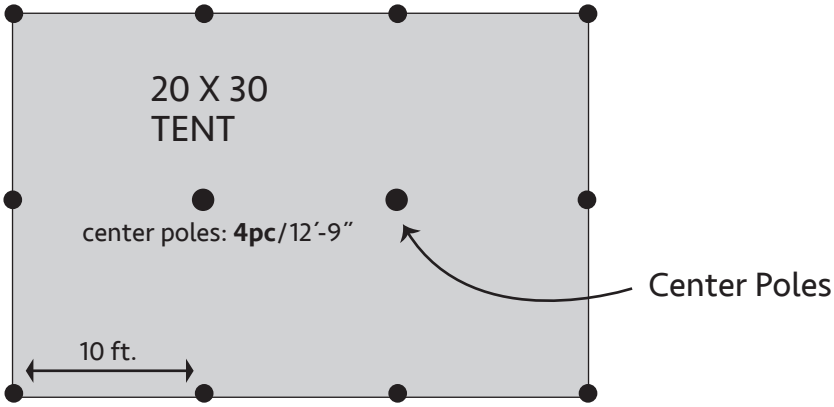
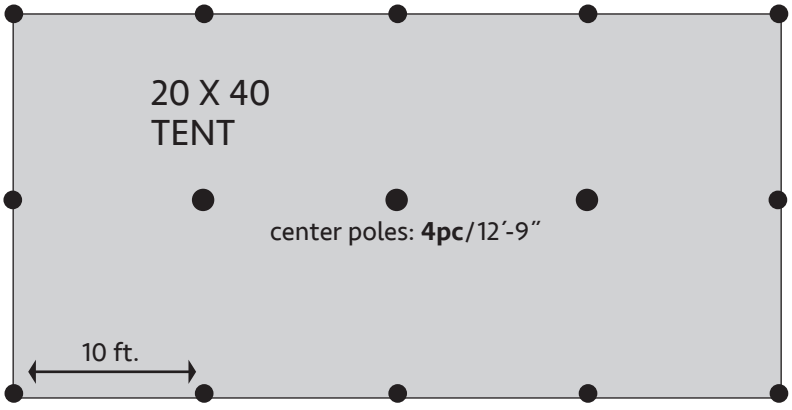
- Multiple uses of the tent without cleaning
- Accumulation of dirt on the vinyl surface will promote the growth of mold and mildew and premature wear.
- **Storage of vinyl that has not been dried thoroughly!**
- Even a slightly damp product can promote the growth of mildew when folded and stored. Mold 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