

## Pop-up Tent Assembly Instructions

### Contents of Black Wheeled Case:

1. Tent from with vinyl/canvas roof **permanently** attached to frame
2. Three (3) zip on side walls
3. Pegs & ropes to anchor tent

### Assembly:

1. Unzip black case and pull open velcro tabs
2. Pull tent frame out of bag and place on level surface
3. With the help of 3 people pull open the frame so that it is a 10' by 10' in size.
4. Extend/raise the corner posts by loosening black clips and extending approx.  $\frac{3}{4}$  of the way up (it should be raised enough to stand inside). **DO NOT** raise the corner posts fully at this point.
5. Stand in the center of the tent and look up. There is a black plastic crank mechanism on the center post. Pull out the handle and crank until you hear a click. The roof is now fully raised.
6. Zip on the side panels and attach velcro. There is a specific placement of the panels based on the printing and logos on the panels (see other side of page).
7. Return to the corner posts and fully extend all 4 posts.
8. Roof should now be fully taut
9. Secure tent using sandbags (preferable) or use the pegs and ropes in the black carrying case.
10. Reverse process to put away. **All components will fit in the bag.** Please ensure tent is completely dry before returning to the bag.
11. Questions or concerns? Please let Laura know – 403-829-7828



FRONT VIEW – Note that the back panel is placed so that you walk in seeing the Rotary Wheel. If you put it together and our social media handles are on the bottom when you walk into the tent, you’ve got the wrong side of the panel showing.



LEFT HAND SIDE VIEW – note social media handles are on roof flap and website is on the bottom of the zip panel



BACK VIEW – note website is on roof flap and social media handles are on the bottom of the zip panel



RIGHT HAND SIDE VIEW – note social media handles are on roof flap and website is on the bottom of the zip panel

LEFT and RIGHT HAND panels are the same, back panel is the different one.