

## 3m x 9m Frame Marquee Instructions

---

Thank you for choosing a Party Warehouse Marquee for your event. Some Basic Rules:

- Please do not drag or walk on any marquee sections
- Please do not stick adhesive tape to the walls. This leaves a residue which is difficult to remove. Use the poles if you wish.
- Please do not light fires, including braziers, close to the marquee. Do your best to ensure the marquee is up wind of any fire however small, as the smoke and ash will stain the marquee. If using heaters ensure that direct heat is not applied to the marquee roof or walls.
- TAKE CARE!! If you are unsure on anything, please do not hesitate to contact us, we will be happy to guide you through any stage of the set up process.
- Have a good time as that is what the marquee is there for. However just apply common sense and ensure that party goers do the same. The material is a high quality PVC and is highly durable; however excess weight or sharp objects will cause it to tear.

### Marquee Roof Assembly

#### Frame:

Step 1 - Construct the roof frame as per the diagram on page 3, making sure the eyelets on the eave rails face the corners and face down.

#### Skin:

Step 2 – Attach the four roof skins to the roof frame, by draping them over the roof, then velcro the sections together (zips not required). The two end sections go at the ends of the roof, the two mid sections are draped over the ridge rafters. Then pull the roof skin taught over the corners.

Step 3 – One person needs to go underneath the roof, using the straps attached to the roof skins to the eave rails. Depending on the wind conditions you should only need to attach the roof in the corners. If there is a wind situation additional straps will need to be attached to secure the roof safely.

**Raising the Roof:**

Step 4 – Attach the feet to the legs, raise the roof and attach the legs one side at a time. Ensure the legs with the eyelet's go to the corners. If you did not attach all the roof straps in the previous step do so now.

Step 5 – Attach the eight small brace bars in each of the corners of the marquee from the leg to the eave rail.

**Walls:**

Step 6 – Attach the walls to the roof using the rope that runs around the perimeter of the roof. Start attaching the walls in one corner with the pockets facing inside. Working around in one direction hang the walls from the aforementioned rope keeping the wall taught. This will ensure there is no bunching of the wall material. The Walls join together with a lace system, take the top lace and feed through the top eyelet on the opposing wall. The next laces goes through the second eyelet, then through the loop in the first lace and pull down. Repeat this sequence till the bottom of the wall is reached then tie of the rope at the bottom.

Step 7 – Insert your wall brace bars into the pockets at the bottom of the legs. They should match up with the feet at the base of the legs, and then clip them in. You may have adjusted the position of the feet to get clips inline.

Step 8 – Securing your marquee. If your marquee is on grass, insert ground pegs through the feet at the bottom of the legs. If there is a rope attached, tie it off to the peg. If your marquee is on a hard surface use the concrete blocks provided to secure your marquee to the ground.

Step 9 – Enjoy your function

**Dismantling:**

To dismantle this marquee complete the erection steps in reverse order. Make sure that when dismantling the marquee that you pay attention to the labels on the bags and you put the components in their corresponding bags. When folding the walls and roof section please try to avoid muddy areas.

# Diagrams

## Ariel View:

### Key:

Corner Connector

Side Rafters

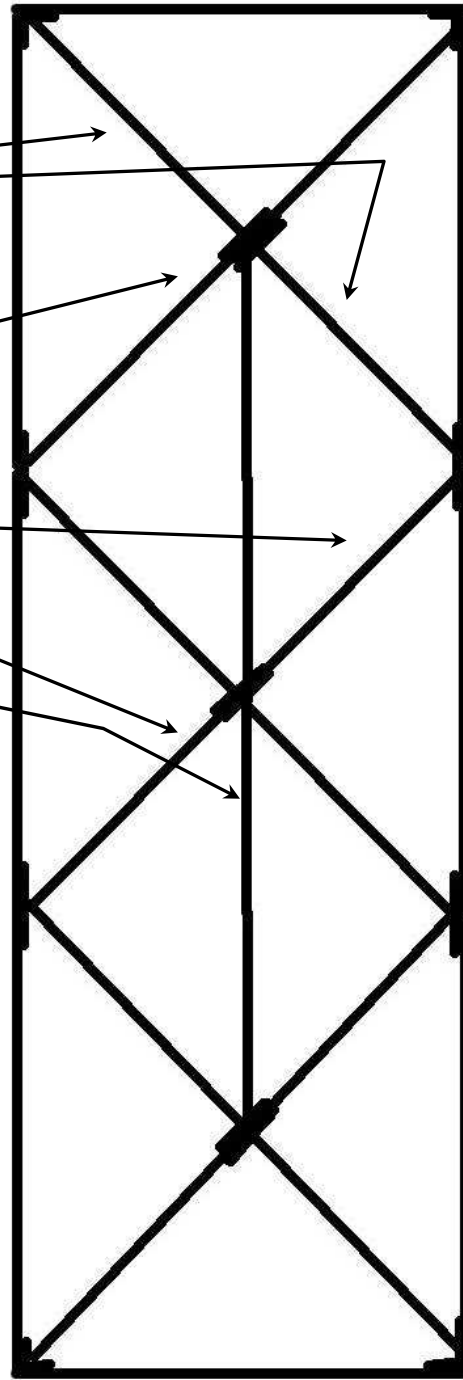
Eave Rail

Apex

End Rafters

Ridge Rafter

T Connector



## Side View:

### Key:

End Rafter

Side Rafter

Ridge Rafter

Eve Rail

Leg

Apex

Wall Brace Bar

Foot

Corner Brace Bar

Corner Connector

