

10m x 17.5m (and up to 32.5m) Peg & Pole 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.

1) Preparing the Roof – number of sections will vary depending on size of marquee:

- 10m x 17.5m = 2 end sections, 1 (big) mid section + 1 small mid
- 10m x 20m = 2 end sections + 2 mid sections
- 10m x 22.5m = 2 end sections, 2 (big) mid section + 1 small mid
- 10m x 25m = 2 end sections + 3 mid sections
- 10m x 27.5m = 2 end sections, 3 (big) mid section + 1 small mid
- 10m x 30m = 2 end sections + 4 mid sections
- 10m x 32.5m = 2 end sections, 4 (big) mid section + 1 small mid

Lay the marquee roof sections out flat on the ground and lace them together. There is a rope that runs along the outer perimeter of the roof, this rope is on the inside and should face down.

Lay the three sections out so the eyelets of one section line up with the laces of the other. With the **End** sections at the end and the **Mid** sections in the middle.

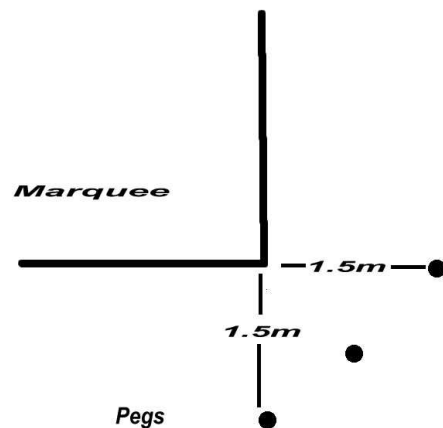
Starting in the centre of the sections and working out, begin to lace the marquee together. Making sure you start with the first eyelet and the first lace, put the first lace through the first eyelet then put the second lace through the second eyelet then put the second lace through the first lace and pull it towards you.

Continue this process until you get to the outside of the marquee and tie it off. If the number of eyelets and laces do not match you have missed one and will have to start again. Once you have laced the two sections together pull the marquee out flat, this will be the area covered by the marquee once erected.

2) Ground Pegs:

Starting in one corner, insert the ground pegs approximately 1.5 meters from the marquee roof. Each peg should be 2.5 meters apart, with three pegs in each corner at right angles (Refer to Diagram).

Once the pegs are laid out they can be hammered in, to ensure the safety of the marquee once erected the pegs need to be hammered down to the eyelet.



3) Raising the Roof:

To prepare, place a pole and a foot by each eyelet around the perimeter of the roof. Start in one corner and insert the spike of the pole through the eyelet in the roof, place the foot on and stand the pole up straight.

Attach the guy ropes to the ground pegs. Continue this around the marquee until all poles are erected. Ensure that the roof is reasonably taut between all the wall poles, the guy ropes on the side should be tight enough to take the tension but not too tight at this stage.

Insert centre pole spike through the hole at the centre of the marquee roof, then attach the second section of the pole, lift and drag the pole until the base is at the exact middle of the marquee. If the pole is difficult to lift, release some tension from the guy ropes. Raise

Walk around the marquee straightening all of the wall poles and tightening the guy ropes, making sure you have got all the slack out of the marquee roof.

4) Handy Tips:

Give the ground pegs one to two more hits, this increases the tension on the guy ropes and improves the tension across the roof. If a peg has come loose during the erection, this is the point to hammer into a fresh hole. If the guy rope is sufficiently taught the peg will not require further hammering, excessive tension will cause the guy rope to break.

If there is a breeze and the Marquee is proving difficult to erect when setting up the wall poles. Start in the corner up wind and only erect every second wall pole until. Once every second pole is standing, half erect the centre pole. This will give the marquee more stability to get the wall poles correctly positioned before completing the rest of the erection steps.

5) Walls:

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.

To secure the walls to the ground, use the small wall pegs provided. These are placed through the eyelets in the wall.

6) 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.