

# ASSEMBLY GUIDE



**EXTREME CANOPY**

**X5 RANGE EXPLORER**

## INSTRUCTIONS & CARE


### BEFORE YOU BEGIN

Warning read instructions carefully before use.

Recommended procedure to follow in this document.

For safety reasons, it is recommended that at least two persons set up any Canopy.

Ensure the area is free from any sharp objects & overhead objects.

 **WARNING:** Keep clear of overhead power lines.

### THINGS YOU SHOULD KNOW

Your canopy is supplied with 8 steel stakes and 4 tie down ropes. These **MUST** always be attached. For use on hard surfaces, weight plates, water weights, sandbags **MUST** be used. These are accessories and need to be purchased.

All roof tension straps **MUST** be attached and tensioned. These hold down methods will maximize safety, however, due to the unpredictable nature of weather, they will not prevent damage.

All canopies are considered temporary structures and **MUST** be packed down and stowed away in any adverse weather conditions such as storm, rain, wind or other forces of nature.

Prolonged exposure to the sun can seriously damage material and/or cause it to become discolored.

### WARNING: KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THIS TENT FABRIC.

This tent meets the flammability requirements of CPAI-84. The fabric may burn if left in continuous contact with any flame source. The application of any foreign substance to the tent fabric may render the flame-resistant properties ineffective.

**FLAME RETARDANT CERTIFICATION**  
CPAI-84  
NFPA 701  
California Title 19

Please check with your local regulations prior to purchasing this item. Some municipalities have restrictions and requirements.

**SIZES: 10' x 10', 10' x 15' and 10' x 20'**



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## PARTS & WHAT YOU'LL NEED

### PARTS LIST

Standard package items listed below. Please note accessories are not listed here.



1x Protective Cover



1x Canopy Roof Fabric



1x Canopy Frame



8 x Steel Stakes  
10'x10' & 10'x15'

10 x Steel Stakes  
10'x20'



4x Tie-Down Ropes

### OTHER ITEMS NOT INCLUDED

Box cutters or scissors to open boxes. Only cut where symbol is shown on boxes. Mallet or Hammer to secure steel stakes.

## HOW TO STORE & TRANSPORT



1. CLEAN & DRY



2. PACK DOWN



3. TRANSPORT

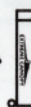
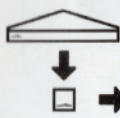


4. STORAGE

### TRANSPORT GUIDE

Pack down individual items and store them in protective coverings. Ensure that the tent is firmly secured to prevent movement whilst in transit.

*\*If the tent needs to be positioned horizontally during transit the roof will need to be removed from the frame to prevent damage.*



## SECURING YOUR INSTANT CANOPY

Extreme Canopy offers many options to safely secure all tents suitable for a variety of locations. The below instructions must be followed to safely secure all Instant Canopies. For more information please contact the Extreme Canopy office (888 201 1968).

1. Attach the tie-down ropes to the roof fabric via the D-rings. Secure the opposite end of the tie-down ropes.



Steel Stakes



Tie-Down Ropes

2. For added security attach one of the below weighted products to the foot of each Canopy leg. Please note that Water Weights and Steel Weight Plates can be stacked on top of each other.



33lb  
Sandbag



22lb-33lb  
Water Weight

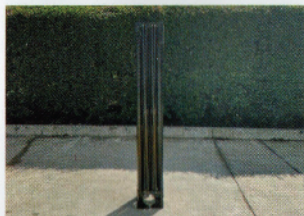


33lb  
Steel Weight Plate



## SETUP INSTRUCTIONS

Please read instructions completely before setting up your Instant Canopy. Make sure you have all the components identified on the Parts List. Recommended procedure below. For safety reasons it is recommended that 2 persons set-up / pack down any tent.



1. Remove all your items from the packaging and clear a safe area.



2. Gripping the lower center set of truss bars (shown), expand the frame by roughly 3/4s.



3. Fit the roof to the frame.



4. Connect the velcro on roof corners to the velcro on the corners of the tent legs.



5. Fit the peak of the roof to the center pole(s) of the tent frame & tighten the ferrule toggle.



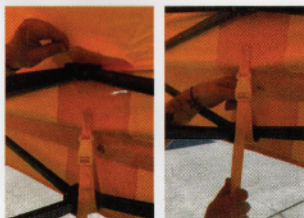
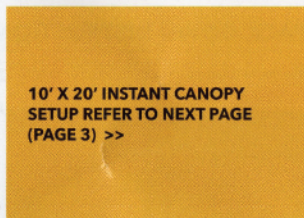
6. Refer to LIFT HERE sticker. Grasp Instant Canopy frame truss bars.



7. Ensure there are no trip hazards. Walk backwards and open the frame fully.



8. Lift all four upper connectors until pin locks into position. Stand on the foot plate and lift with two hands until you hear a 'click'.



9. Ensure the protective flap is resting over the truss connector. This will protect the roof from wear. Attach the roof straps by looping them around the frame and buckling the clip. Tighten the strap as needed.



10. Extend one full side of tent legs. Using your foot, stand on the frame foot plate, release the button on the middle leg connector and extend the legs to desired height.



11. Extend the opposite side's legs and repeat step 10. Once the Instant Canopy is set up, refer to **SECURING YOUR CANOPY** on **PAGE 1**.



## 10' X 20' SETUP INSTRUCTIONS

Recommended procedure below. For safety reasons it is recommended that 2 persons set up any tent.



1. Lift the front and back roof connectors until pin locks in to position.



2. Ensure protective flap is over the connector. Attach roof straps by looping straps around frame and engaging clip.



3. Stand on the foot plate and extend front corner legs to desired height.



4. Extend the front middle leg to desired height.



5. Stand on the foot plate and extend back corner legs to desired height. Repeat for middle leg. After doing so, refer to **SECURING YOUR CANOPY** on **PAGE 1**.

## PACK DOWN INSTRUCTIONS

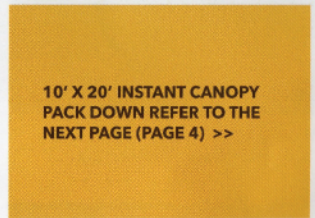
Recommended procedure below. For safety reasons it is recommended that 2 persons pack down any tent.



1. Remove Tie-Down Ropes, Steel Stakes, Sandbags, Weight Plates or Water Weights.



2. Push the lower leg push buttons and fully retract the back legs.



3. Push the lower leg push buttons and fully retract the front legs.



4. Unclip all roof straps.



5. Push to release all (4) roof connector pins.





6. Refer to 'LIFT HERE To Take Down' sticker on the tent.



7. Grasp frame truss bars and walk tent inwards.



8. Undo the velcro from the Canopy roof and frame corners.



9. Release the peak cap from the center pole and remove rooftop for transportation.



10. Fit the protective cover over the frame and store roof within its protective bag.

## 10' X 20' PACK DOWN INSTRUCTIONS

Recommended procedure below. For safety reasons it is recommended that 2 persons pack down any tent.



1. Middle Leg. Push the lower leg button and fully retract the front middle leg.



2. Corner Legs. Push the lower leg button(s) and fully retract the front legs.



3. Back Middle Leg. Push the lower leg button and fully retract the back middle leg.

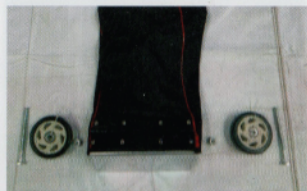


4. Back Corner Legs. Push the lower leg button(s) and fully retract the back legs.

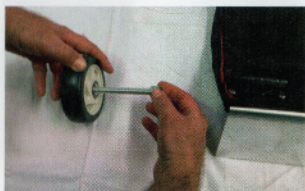
**RETURN TO STEP 4 ON  
PACK DOWN INSTRUCTIONS  
<< (PAGE 3)**

## PROTECTIVE COVERS - ATTACHING WHEELS

Recommended procedure to follow in this document. What you'll need: Box Cutters or Scissors are required.



1. Prepare all parts for assembly. Remove the zip ties from wheels, keep the bearings in position.



2. Insert the bolt through the wheel and bearing. Thread the nut until finger tight to secure the wheel. Repeat on other side.



3. Insert the assembled wheel and bolt into the connector on the base of protective cover, then thread the bolt until finger tight.



4. Equip the spanner provided. Tighten the bolt on the outside of wheel until tight.



5. Fasten the nut on the inside of wheel until tight. ENSURE WHEEL SPINS FREELY. Repeat on other side.



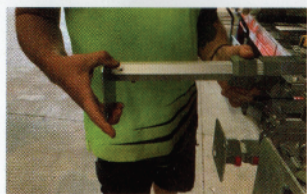
### MOVING WHEELED PROTECTIVE COVER

With tent fitted, check the area/path is clear of objects. Holding top and bottom handles of protective cover, lean the unit back until all weight is on wheels. Push forward carefully.



## OPTIONAL ACCESSORIES INSTRUCTIONS

### WHEELED CANOPY - ATTACHING WHEELS



1. Lay the closed Canopy frame on its side, over a bench or on the ground and extend the inner leg.



2. Locate 'dimples' on foot plate, position the wheel on foot plate so that the wing nuts are positioned over the 'dimples'.



3. Tighten the wing nuts on the left/right side until finger tight. Repeat until all wheels are fitted to frame legs.

### WHEELED INSTANT CANOPY MOVING INSTRUCTIONS



1. Ensure the wheel brakes are engaged.



2. Remove the protective cover. **NEVER** wheel with the protective cover on.



3. Hold the frame with 2 hands.



4. Disengage the brakes.



5. Open frame slightly. Never wheel a fully collapsed tent.



6. Grasp one leg and pull frame in the desired direction. Do not push.



7. Engage the breaks. After doing so, refer to **SETUP INSTRUCTIONS** on **PAGE 2**.

## FULL WALL INSTRUCTIONS



1. Attach walls to roof along Velcro strips.



2. Attach velcro tabs to tent legs.



3. Completed Wall.

## HALF WALL INSTRUCTIONS



1. Attach half wall connectors to frame legs above the push button leg connectors.



2. Insert half wall display bar through sleeve of the wall fabric.



3. Insert half wall bar into connector and tighten the connector. Repeat for both sides.



4. Attach the Velcro tabs to the frame legs.



5. Attach the top of the half wall support leg to the display bar.

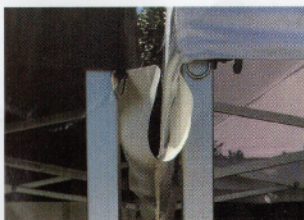


6. Adjust the height of the support leg until securely in position.

## RAIN GUTTER INSTRUCTIONS



1. Position tents side by side and attach leg connector and tighten.



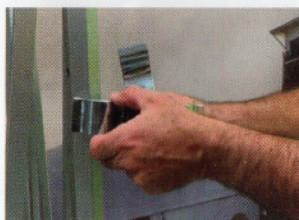
2. Attach the rain gutter to valance using the Velcro strip along the rain gutter.



3. Attach rain gutter strip to canopy wall.



## FLAG INSTRUCTIONS



1. Position the Canopy Leg Connector in desired location and tighten until fitted.



2. Insert the Flag Spindle into the Connector, tighten the Connector until firmly fitted.



3. Position the Flag Pole onto the Spindle.

## FLAG INSTRUCTIONS



1. Assemble the Flag Pole. Small - 2 pieces / Medium - 3 pieces / Large - 4 pieces



2. Insert the Flag Pole into the sleeve of the Flag fabric.



3. Applying even pressure pull the Flag Fabric to the base of the Flag Pole.



4. Attach the elastic from the Flag fabric to the Hooks on the Flag Pole.

## RETURNING ITEMS

Before returning any part or product to Extreme Canopy please contact us to obtain specific return shipping instructions  
[www.kennysign.com](http://www.kennysign.com)

Extreme Canopy can arrange the product return for change of mind, however, the customer will be invoiced for the shipping cost. In addition, when processing a refund due to change of mind, a component of the original price will be non-refundable. This amount will be equal to the shipping charges charged by the courier company. If you receive a faulty or damaged product a replacement will be provided.

You can return your purchase from Extreme Canopy by mail, regardless if you have made your purchase on  
[www.kennysign.com](http://www.kennysign.com)

## MAINTENANCE

**PROTECTIVE COVERS** Insure all Protective Covers are clean and dry before fitting to any of your Instant Canopy products.

**SCREWS** Regularly check that all screws are firm (not too tight). This can be done by using an allen wrench and/or screw driver. If a truss bar screw is missing replace immediately as it will put additional pressure on the frame when erecting.

**LEGS** When retracting or extending the legs on your Instant Canopy it is important the inner and outer of the leg is clean and free of the following items: sticky tape, masking tape, rope, string and cable ties. When sticky tape, string etc is left on the leg of a tent it can cause the inner and outer leg to jam.

**TRUSS BARS** Truss bars are an integral part of the tent structure, if a truss bar is broken or damaged it is recommended that you do not use the Instant Canopy. If operated correctly in normal weather conditions truss bars will not break.

## CLEANING

*Do not use solvents on any part of the Instant Canopy.*

**ROOF & WALLS** When cleaning your Instant Canopy (Roof, Walls Or Valance Panels) use a soft mop and any mild household cleaning fluid such as dish-washing detergent in warm water.

When cleaning the Roof Canopy of your Instant Canopy we recommend that the tent is fully opened and secured into position. Do not extend the legs. This will avoid the necessity of using a ladder or extension poles.

We recommend that the roof of your Instant Canopy should be cleaned regularly depending on frequency of use. Allow your Instant Canopy to completely dry before packing down and fitting the protective cover, this will prevent mildew.

**SMALL STAINS** Simply clean with a general use household mild detergent and a clean cloth.

**FRAME** We recommend the Instant Canopy frame should be cleaned regularly. Use a silicone spray on frame either after use or in damp conditions. This will ensure your frame operates easily and will maintain a clean look. Be sure to remove any excess spray before attaching the roof.

## TRANSPORTATION

The Instant Canopy must be stood upright during transit. If your Instant Canopy needs to be positioned horizontally you **MUST** remove the Roof to prevent damage.

## REPAIRS & SPARE PARTS

Contact the Extreme Canopy Office, advise which connector, truss bar or leg requires replacement. Use an Allen wrench or screw driver to remove damage component, replace with new part. **OR** In the case of a warranty claim, a Warranty Claim Form must first be completed. Forms are available online -  
[www.KennySign.com](http://www.KennySign.com)

**ROOF** Should your Instant Canopy roof be damaged contact the Extreme Canopy Office. We will assess the damage and either suggest a repair center, or for you to return the roof to our Warehouse/Office. In the case of a warranty claim, Warranty Claim Forms are available on our website.

**FRAME** Should your Instant Canopy frame be damaged the following options are available.

Contact the Extreme Canopy Office, advise which connector, truss bar or leg requires replacement. Use an allen key or screw driver to remove the damaged component, and replace it with the new part.

### OR

In the case of a warranty claim, a Warranty Claim Form must first be completed. Forms can be found in our online Resource Center  
[www.kennysign.com](http://www.kennysign.com)

**NOTE:** Fit protective cover to Instant Canopy frame from top to bottom leaving Instant Canopy to stand on Feet or Wheels.

**DO NOT drag Instant Canopy Protective Covers as this can cause wear and tear and may cause damage to your Instant Tent Canopy and Walls.**

## PRODUCTION & DELIVERY

Extreme Canopy will endeavor to meet all customer due dates and deadlines. However, as there are many aspects out of our direct control such as shipping, we can not guarantee a due date. As such, Extreme Canopy does not accept liability for any missed due date nor do we accept any refund request based on this premise. Extreme Canopy has an outstanding reputation for meeting the tightest due dates and our team will continue to strive to be leaders in this aspect.

## IMPORTANT INFORMATION

Your canopy is supplied with 8 steel stakes and 4 tie down ropes. These **MUST** always be attached. For use on hard surfaces, weight plates, water weights or sandbags **MUST** be used. These are accessories and need to be purchased. All roof tension straps **MUST** be attached and tensioned. These hold down methods will maximize safety, however, due to the unpredictable nature of weather, they will not prevent damage. All canopies are considered temporary structures and **MUST** be packed down and stowed away in any adverse weather conditions such as storm, rain, wind or other forces of nature.

## WARRANTY

Warranty covers manufacture's defaults only. Warranty does **NOT** cover products or parts which have been altered or modified in any manner. This warranty does **NOT** apply to damage caused by wind, rain, storms or other forces of nature, nor does it cover accidental or deliberate damage of the product. Damage caused by these events may be covered under your home or business insurance policy. This warranty does **NOT** apply if the set up of the product does not conform to the product instructions. This express warranty is provided in lieu of all other warranties, expressed or implied.

Extreme Canopy is **NOT** responsible for products damaged in transit.

If you are making a warranty claim for a manufactures fault for reason other than above, please complete our warranty claim form - and email it through to [KennySignCo@gmail.com](mailto:KennySignCo@gmail.com)

Please complete and return with photos of the manufactures fault. Alternatively, please fill out the Replacement Parts form and we will arrange a quotation and dispatch parts as soon as possible  
[www.KennySign.com](http://www.KennySign.com)

## STOCK AVAILABILITY

All goods are offered for sale subject to available stock. If an item is out of stock, we may contact you to offer a substitute. If you do not accept a substitute item and your credit card has been charged for an item that is out of stock, we will cancel your order and issue a credit to your credit card account in the amount charged. Where part of an order cannot be fulfilled immediately, the part that can be supplied will be dispatched as soon as possible.



## LIABILITY

Under no circumstances should a damaged product be used. Damaged products should be immediately packed up and removed. In purchasing any product from Extreme Canopy, you agree to not hold Extreme Canopy, Extreme Canopy representatives & Extreme Canopy directors liable for any damage or injury caused by Extreme Canopy products. This limitation applies to damage or injury caused by both new, functional or damaged products. In purchasing from Extreme Canopy, you also agree to not hold Extreme Canopy, Extreme Canopy representatives & Extreme Canopy directors liable for any loss, damage or injury that may arise because of a product arriving faulty, incomplete, incorrect, or late.

## RETURNS POLICY

### 100% Satisfaction Guaranteed

As part of the Extreme Canopy experience, it is our commitment to provide superior products. If you are not completely satisfied with your Extreme Canopy purchase for any reasons, we will make it right. You can return your product for a replacement or refund within thirty (30) days of your purchase. The product must be in new, unused condition. Extreme Canopy does **NOT** accept returns for any custom printed products unless the custom printed product has a fault under our manufacturers warranty.

Extreme Canopy's guarantee doesn't cover ordinary wear and tear or damage caused by improper use, naturally caused accidents, storm, rain, or wind gusts. If you have received your Extreme Canopy purchase and it has a manufacturing defect in the materials or workmanship please fill out our warranty claim form

PRODUCT	WARRANTY
X5 Explorer Frame	5 Years
X6 Velocity Frame	5 Years
X7 Tectonic Frame	10 Years
Q8 Quasar Frame	10 Years
Feather / Teardrop Flag Hardware	1 Year
Cafe Umbrellas Frame	1 Year
Star Shade Pole	1 Year
Arch Tent Frame	3 Years
EMX Inflatable Frame	5 Years
Pavilion Frame	5 Years
Pinnacle Frame	10 Years
Crest Tent Frame	10 Years
Table Covers	1 Year
Pop Banner	1 Year
Custom Banners / Fence Wraps	1 Year
Roller Banner	1 Year

### FABRICS

Plain 500D PVC Coated Polyester	1 Year
Printed 600D PU Coated Polyester	1 Year
Plain 580gsm PVC / Crest PVC	5 Years
Printed 550gsm PVC	2 Years
Clear PVC	2 Years
Flag Fabric	6 Months



**Kenny Sign and Canopy**  
**312-978-0400**  
**[www.KennySign.com](http://www.KennySign.com)**