

**WARNING READ INSTRUCTIONS CAREFULLY BEFORE USE**

## Wheeled Marquee Moving Instructions - 1.5 x 1.5 - 2.4 x 2.4 - 3x3 - 4x4

**Do not move** wheeled marquees with protective cover on. Please see moving instructions below.

Where the wheel symbol is shown this step is for wheeled marquees only.



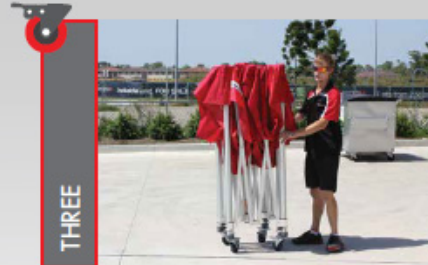
ONE

Ensure brakes are in the "on" position.



TWO

Remove marquee protective cover, NEVER move with cover on.



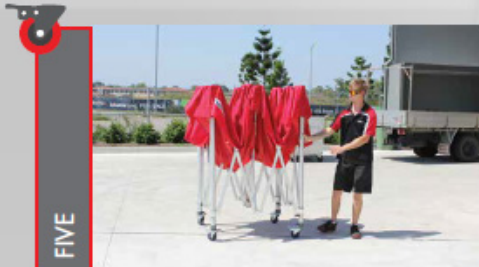
THREE

Hold marquee with 2 hands.



FOUR

Set brakes to "off" position.



FIVE

Open frame slightly. Never move fully folded marquee.



SIX

Grasp one leg and pull marquee in the desired direction. Never push.



SEVEN

Apply brakes to "on" position and read "Set Up Instructions".

## Attaching Roof to Frame - 1.5 x 1.5 - 2.4 x 2.4 - 3x3 - 4x4

Recommended procedure below. Where the wheel symbol is shown this step is for wheeled marquees only.



ONE

Open frame 75% of full extension.



TWO

Apply brakes to "on" position.



THREE

Position the roof on frame.



FOUR

After fitting the roof on the frame connect the velcro around the legs at the top of the frame.



ROOF CAP

Fit the center of the roof on top of the center pole. If your marquee has a cap pull strings until tight.




TRANSPORTATION

**Transportation of marquees.**  
The marquee must be stood upright during transit. If your marquee needs to be positioned horizontally you **MUST** remove the roof to prevent damage.

# Set Up Instructions - 1.5 x 1.5 - 2.4 x 2.4 - 3 x 3 - 4 x 4

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

 Where the wheel symbol is shown this step is for wheeled marquees only.



ONE

Set brakes to "off" position.



TWO

Grasp marquee truss bars (2 people).



THREE

Walk backwards and open frame fully (ensure there are no trip hazards).



FOUR

Apply brakes to "on" position.



FIVE

Lift all four roof connectors until pin locks into position.



SIX

Attach roof straps by looping straps around frame and engaging clip.



SEVEN

Extend front legs to desired height.



EIGHT

Extend back legs to desired height.




NINE

Fit Tie Down Straps, Sandbags, Steel Pins or Weight Plates and anchor marquee into position.  
Please check/download engineer certificates (page 7 & 8) for applicable hold down weight methods.

# Pack Down Instructions - 1.5 x 1.5 - 2.4 x 2.4 - 3 x 3 - 4 x 4

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

 Where the wheel symbol is shown this step is for wheeled marquees only.



ONE

Remove Tie Down Straps, Steel Pins, Sandbags or Weight Plates.



TWO

Pull lower leg pins and fully retract back legs.



THREE

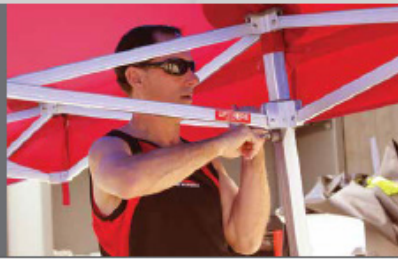
Pull lower leg pins and fully retract front legs.

FOUR



Unclip roof straps.

FIVE



Pull all roof connector pins.

SIX



Set brakes to the "off" position (do not stand underneath).

SEVEN



Walk marquee inwards until frame is 75% of full extension.

EIGHT



Set the brakes to the "on" position.

NINE



Release velcro straps and remove roof for transportation.

ROOF CAP



IF marquee has roof cap release string until loose.

TEN



Fit the protective cover to frame and store roof in protective cover.

TRANSPORTATION



**Transportation of marquees.**  
The marquee must be stood upright during transit. If your marquee needs to be positioned horizontally you **MUST** remove the roof to prevent damage.

## EXTREME MARQUEES

# ACCESSORY INSTRUCTIONS

### Half Wall Instructions

ONE



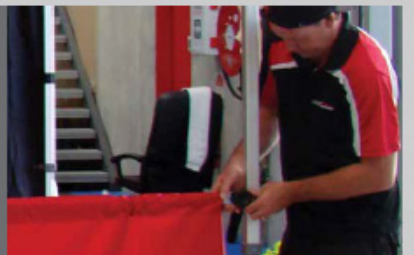
Attach half wall display connector to marquee leg. Repeat on other side.

TWO



Insert half wall display bar through half wall sleeve.

THREE



Tighten half wall display connector. Attach velcro tabs to marquee legs.

### Half Wall Support Instructions

ONE



Attach the half wall support to the display bar.

TWO



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

THREE



Completed Half Wall with Support.

## Full Wall Instructions



ONE

Put wall hooks through eyelets in roof flap (face hooks inwards).



TWO

Attach velcro tabs to marquee legs.



THREE

Completed Wall.

## Awning Instructions - 32mm Mate / 30mm Explorer / 37mm K2 / 40mm Summit



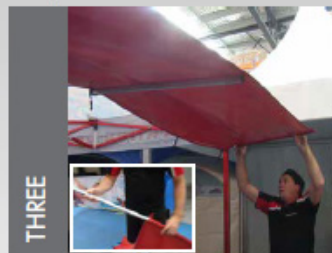
ONE

Attach awning leg connector to marquee frame.



TWO

Attach centre support pole to the truss bar of the marquee.



THREE

Insert the awning poles (2) into the awning sleeve. Attach the awning to the awning leg connector.



FOUR

Attach awning clips to inner flap on marquee roof.

## Rain Gutter Instructions



ONE

Position marquees side by side and attach leg connector and tighten.



TWO

Put gutter hooks through eyelets in roof flap (face hooks inwards).



THREE

Attach rain gutter strip to marquee wall.

## Banner Instructions



ONE

Fix marquee banner connector to marquee leg.



TWO

Insert banner pole into rotary bearing.



THREE

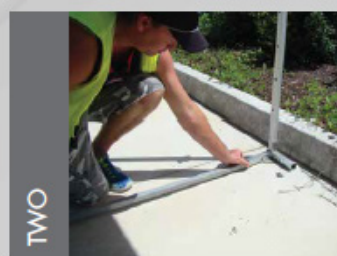
Push down to lock into position.

## Marquee Locking System



ONE

Position the marquee lock connector on marquee leg. Repeat on all four legs.



TWO

Insert the steel lock bar into the lock connector. Repeat on all four sides.



THREE

Along the bottom edge of wall attach velcro to the steel lock bar.



FOUR

Attach padlocks through zip and eyelets.