

## **ERECTING THE MARQUEE – 4.5m x 6m**

Arrange outer bars of roof frame in the area the marquee is to be erected (see diagram a). Working around the perimeter, assemble the frame using the drop pins to locate the bars in the brackets. Assemble the two end triangle frames first (see diagram b)

All brackets associated with the outer frame should have the square tube pointing down (this is what the legs will be inserted into).

When frame is complete, connect a rope to each bracket leaving an end of the rope free for securing the marquee when standing. Roll out the roof fabric on side of the marquee frame, locate the two leading edge corners and pull roof over the frame ensuring that the small rope and clips attached to the roof fabric are on the inside and laces and eyelets run up the frame to the crown. Join roof sheets together with lace loops and eyelets forming a chain stitch and tie off at the end. Feed each rope attached to the frame over the small inner rope and out of large eyelets of the roof.

Attach roof to frame using one clip at each bracket, feeding the strap over the inner rope and around the bar. Do not tighten until all clips are attached.

To stand the marquee, at least 4 people are required. Lift at bracket points only, do not lift in the middle of bars. Position a person at both corners of one side of the roof and any additional people along the same side, or ready to insert the legs once the frame is lifted.

If a spare person isn't available to insert the legs, each person at the corners will need to have a leg ready to insert. Standing next to the frame, stand the leg up and step on its base to allow both hands to be free to lift the frame. Lift one side of the frame and insert legs into corner brackets.

While roof is still partially on the ground, attach remainder of the buckles and straps (it is easier to work at this height rather than when it is at full height)

Stand up the other side of the marquee and insert remaining legs. At this point, tighten up all roof clips ensuring that the roof is tight and not able to catch water. With marquee in its final position, drive spikes into the ground approximately 450mm – 600mm away from each leg, leaving less than ¼ of spike exposed. Tie down the marquee at each spike as tight as possible.

### **Walls (Optional)**

Unfold wall along one side of the marquee and use the hooks on the wall to hang it from the inner rope of the roof, making sure wall is on the outside of the legs and under the tie down ropes. (inside of wall has pockets at the bottom).

Work from one end of the wall to the other, pulling wall tight as each hook is attached. Match up the next walls eyelets to previous wall laces. Hang the first couple of hooks and lace the walls together. Starting at the top of the wall, feed first lace through first eyelet, second lace through second eyelet then through first lace.

Continue down to the bottom and tie off last lace. Continue to hang remainder of wall.

Once all walls are hanging, feed wall bars through the pockets at the bottom of the wall and attach each end to legs of the marquee, using wall bar pins. Leave wall bar out of any section to allow entry.

Do not use paper streamers or other products which will mark the marquee. All equipment returned dirty or damaged will be charged for.

### **DANGER:**

- Check underground services (dial before you dig phone 1100)
- Underground services include but are not limited to
  - Water pipes
  - Electricity lines
  - Gas pipes
- Communication cables (phone, tv)
- Driving a spike into underground services could result in serious injury or death
- When lifting, lift with your legs not your back
- Do not lift anything too heavy – get some help
- Make sure all equipment is secured properly against the wind

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## **WARNING:**

The Marquee must be securely held down to prevent it moving or blowing away.

The marquee can be secured to the tent spikes provided when securely hammered into the ground or securely tied to the hold down weights supplied - whichever is appropriate.

As the hirer, it is your responsibility to secure the marquee to prevent damage to people, property and the marquee.

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