

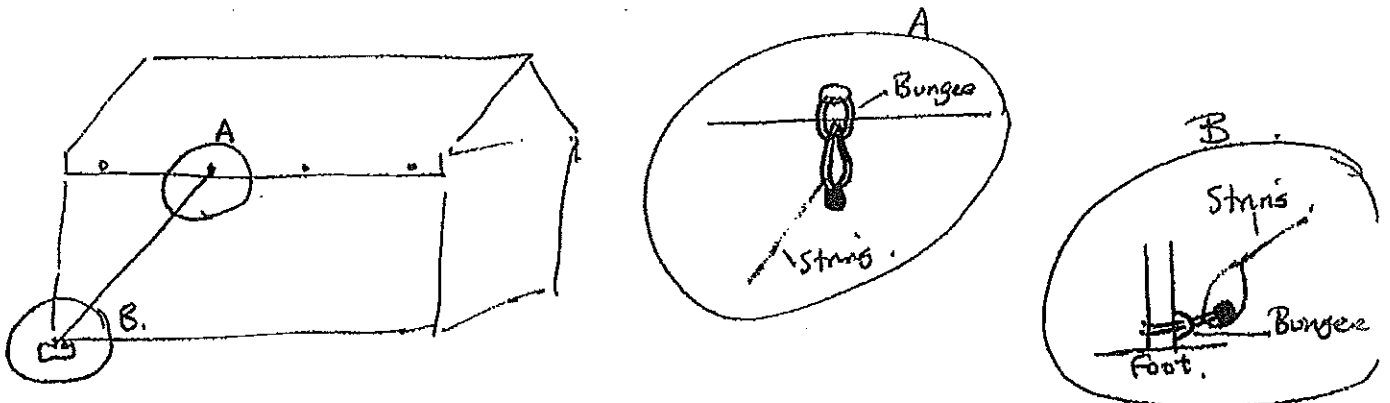
To all marquee users

We do not have a canopy anchor kit or any rope, so please ensure you have rope available in case you need it. We have found a number of places where some of the marquees have become damaged and, as yet we have not been able to repair them. Therefore, please:

Do not use any hole in the canvas for fixing unless it has a metal ring.

If it is windy and you find the roof edges are flapping they can be secured down, but this must be done as described below:

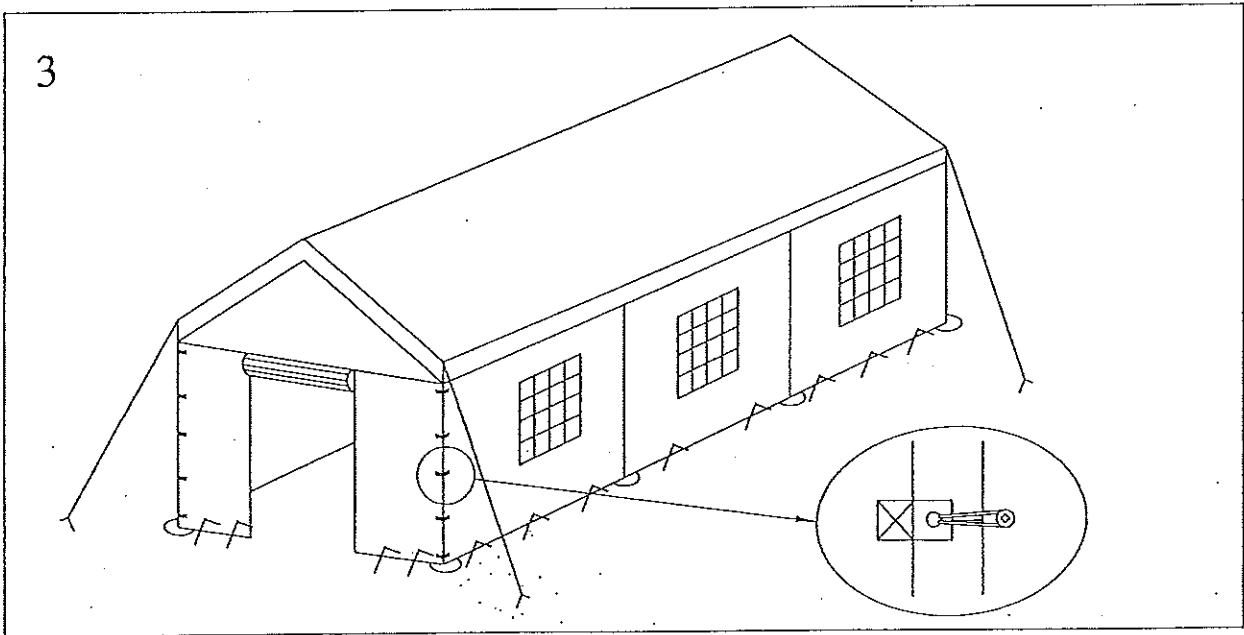
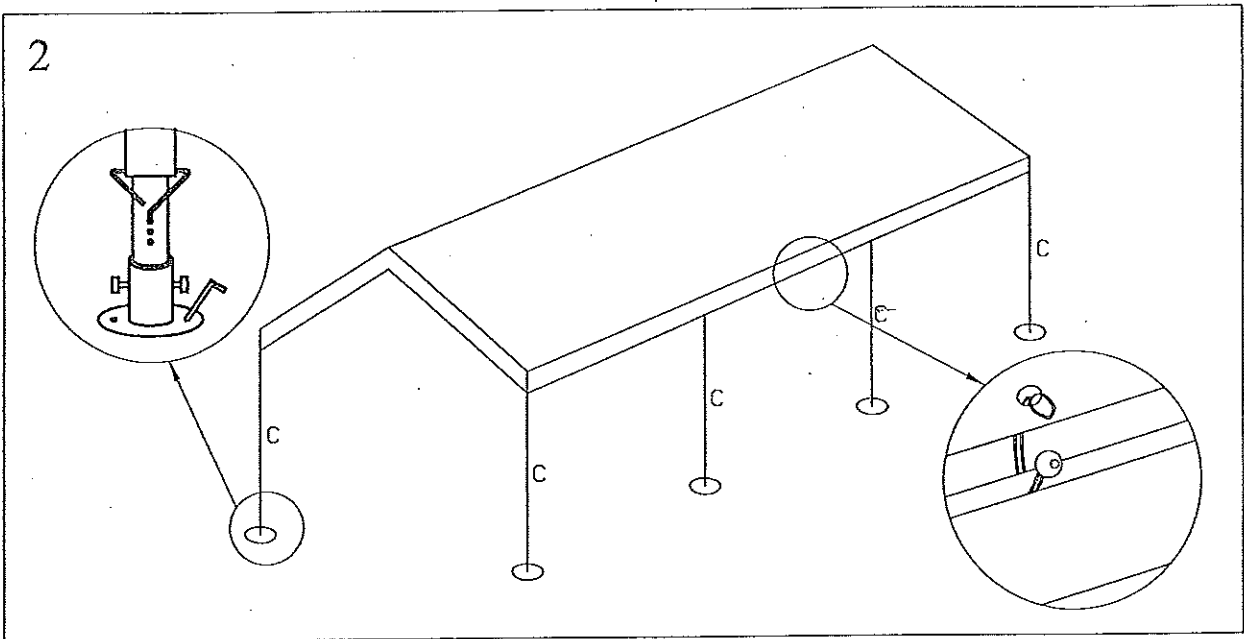
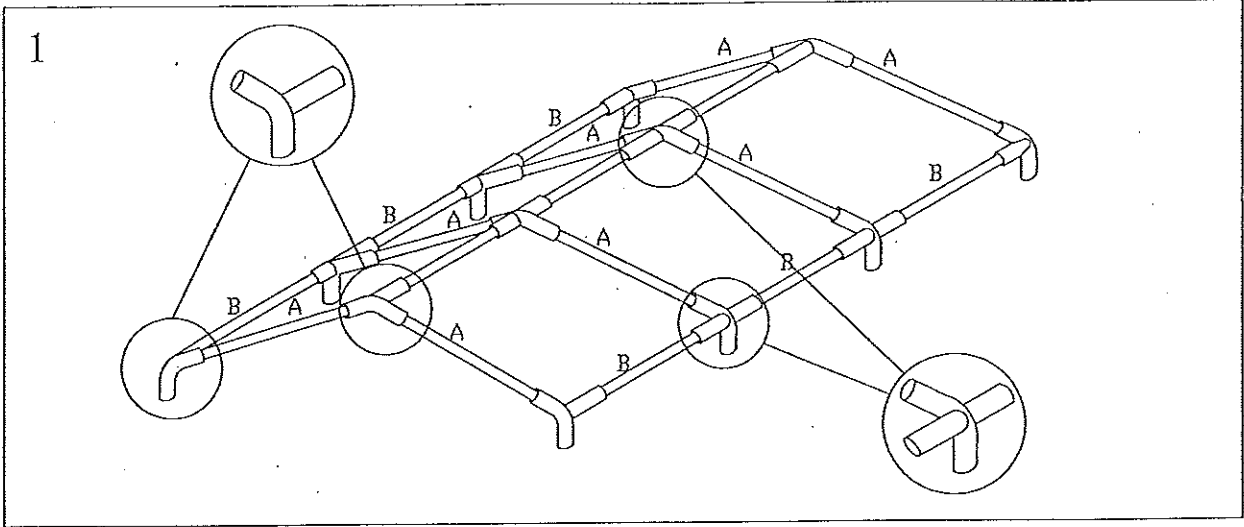
Take a small bungee and fix it through the roof canvas. Take another and either fix to a foot of the marquee or peg down. Using a piece of string/rope, tie the two together. This will allow any movement in the canvas to take place without tearing out the ring or the canvas.



At the bottom of the side canvas there are rings. Along the long sides these can be secured around poles using the small bungees. Along the back wall these can be pegged, **BUT THIS MUST BE DONE USING A BUNGEE.**

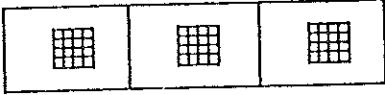

ST ALBANS DYS, HOLYWELL LODGE, 41 HOLYWELL HILL, ST ALBANS, AL1 1HE
TEL: 01727 818160

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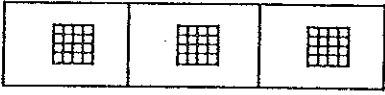
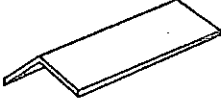


'Green' Party Tent 3 x 6 m Inventory Checklist


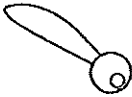
In first large crate:

Quantity			<i>For Office Use</i>
1		Side Panel	
2		End Panel	

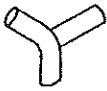
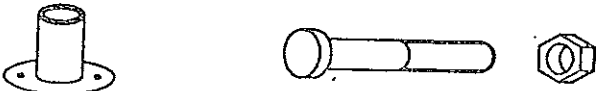

In second large crate:

Quantity			<i>For Office Use</i>
1		Side Panel	
1		Roof Panel	

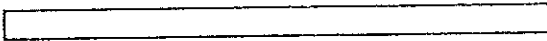
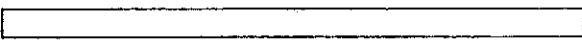
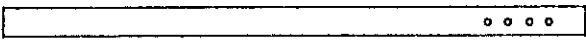
In first small crate:

Quantity			<i>For Office Use</i>
6		4 way joint (roof)	
80		Bungees (in 10's)	

In second small crate:

Quantity			<i>For Office Use</i>
6		3 way joint (roof/legs)	
8		Feet (& nuts & bolts)	
48		Pegs	

Poles:

Quantity			<i>For Office Use</i>
8	A 	Rafter Pole	
9	B 	Apex & Eave Pole	
8	C 	Leg Pole	

Important notice to all users

All equipment must be placed back in relevant crate (where appropriate). The poles should be grouped together & taped up as follows:

Rafter Poles (A) – tape up in groups of 4

Apex/Eave Poles (B) – tape up in groups of 3

Leg Poles (C) – tape up in groups of 4

The canvases must be dried before being crated up & returned to us – I regret we have no space for drying wet marquees. **Failure to return equipment in a clean & dry condition will result in your damage deposit not being returned.**

We rely on user's honesty in reporting any damage or missing items. In the event that you find something damaged or missing when you collect the marquee, or if you damage or lose anything whilst the marquee is hired out to you, then please complete and return the enclosed Marquee Damage Report Form to the Youth Office when returning the marquee.

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Kampa

.co.uk



Kampa Party Shelter Care & Use

Congratulations on the purchase of your Kampa Party Shelter. Your tent is manufactured to the highest standards and should, if cared for, give you years of trouble free service. We suggest you read these instructions before commencing set up.

SAFETY WARNING

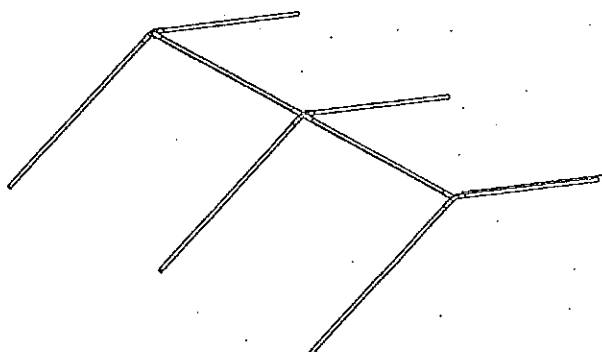
Damages, consequential damages, or injuries caused by improper installation, alteration, improper use, or damages caused by wind, rain, snow or any acts of nature are strictly that of the user. We strongly recommend that you insure these losses. It is the users responsibility to ensure that the tent is properly erected and securely held down. The user should also assess the weather conditions and if necessary dismantle the tent to avoid damage.

Check the contents of your cartons to ensure that all parts are present. We recommend that you make yourself familiar with the set up your tent before an important event.

Ensure that your tent is suitable for your needs. Your tent has been made as waterproof as reasonably possible but we cannot guarantee that it is 100% waterproof. Where we can we have welded the seams instead of sewing but this is not feasible on all seams and therefore a small amount of leakage may occur in heavy rain. This is common with this type of tent and treating the seams with a seam sealant can help prevent this.

SET UP

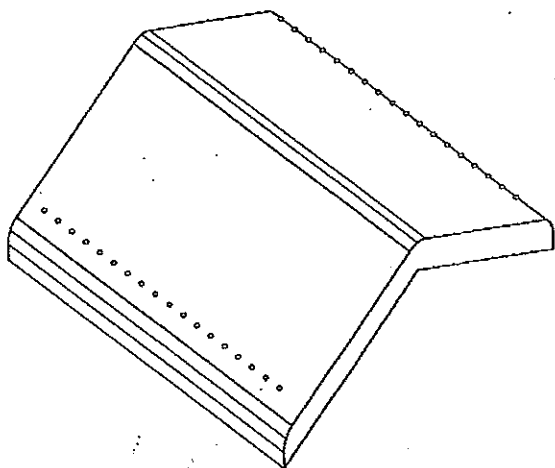
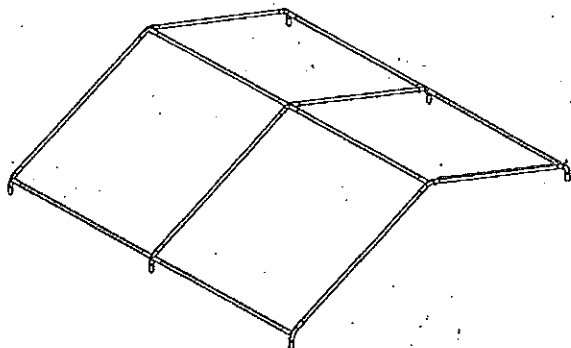
Unpack and identify all the parts. The long frame parts are labelled with letters to make identification easier. There are two types of joints-3 way and 4 way. Check the frame diagram enclosed to identify where each joint should be located. Attach the base plates to the legs using the nut and bolts provided. If using the optional ground bar kit then replace the standard base plates with those supplied in this kit following the diagram supplied with the kit.



Assemble the apex of the tent. The long frame parts simply slot into the apex joints. The three way brackets should be positioned at the ends of the apex with the 4 way joints positioned at the intermediate points.

Larger tents are set up in the same way. The diagrams show a smaller model but the concept for all sizes is the same.

Assemble the rafter poles to the apex.



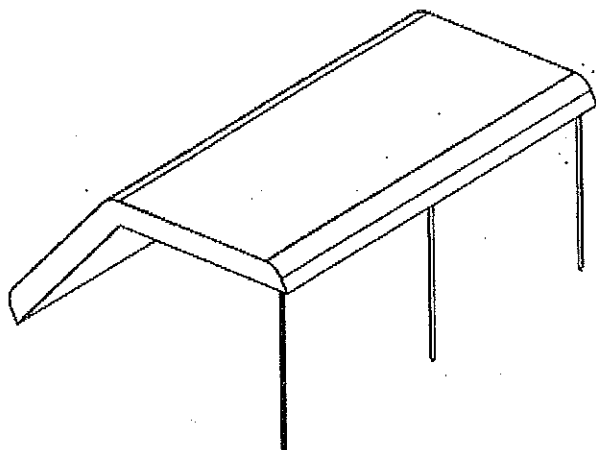
Stretch the roof over the assemble roof frame. It is advisable to attach the roof to the frame using the bungees at this stage. In calm conditions one bungee in each corner will suffice. If the weather is windy then we advise that more bungees are used. Pass the shock cord end of the bungee through the eyelet, round the pole and then loop it over the bungee ball.

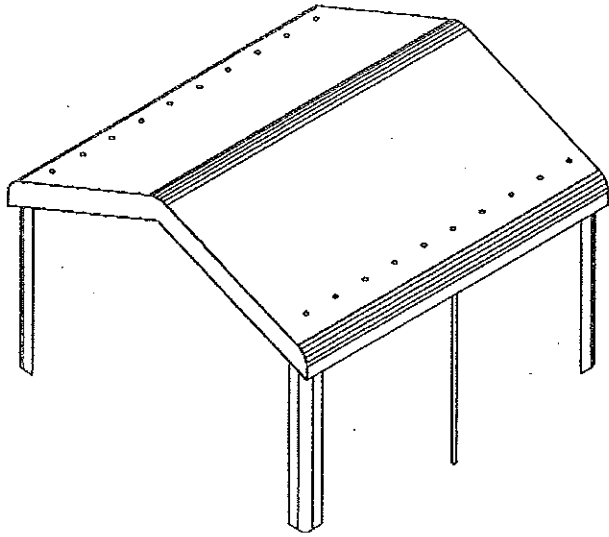
AT THIS STAGE, ESPECIALLY IN WINDY CONDITIONS, EXTREME CARE AND PRECAUTIONS SHOULD BE TAKEN TO AVOID DAMAGE AND INJURY.

The frame and roof are heavy to lift so adequate assistance should be used to guard against injury. Lift one side of the tent and insert the legs into the corner and intermediate joints. The holes in the leg should be nearest the ground. Be careful not to place undue strain on the frame by having assistance.

At this stage go inside the tent and complete the attachment of the roof apex using the bungees.

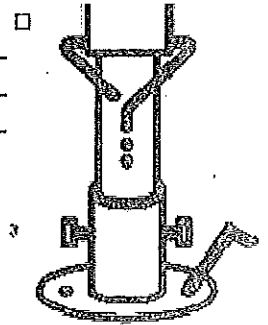
ATTACH THE END WALLS If you are using the end walls these should be attached at this stage, sharing the same bungees as the roof, before the tent is at full height.





Lift the other side of the tent and insert the legs. The tent is at its most vulnerable at this stage. It may be necessary to install the guy ropes before lifting to stabilise the structure.

Attach the metal hooks on the corner flaps to the holes in the bottom of each leg. Adjust the tension by using the different holes.



Attach the side panels, if required, whilst at the same time attaching the roof to the side rafters. Use the same bungee for the roof and the side panels, they are aligned to allow you to do this.

If you are using the optional ground bar set now is the time to attach the ground bars to the ground bar plates. Follow the diagram supplied with the kit. Attach the walls to the ground bars using the bungees supplied.

The bottom of the walls should be pegged down and the leg base plates should be pegged to prevent movement.

IMPORTANT

It is imperative that the tent is secured against windy conditions. In very light winds the supplied guy lines will suffice but in more windy conditions we recommend the use of our tie down kits that should be connected directly to the frame.

MAINTAINENCE

Regularly inspect the tent internally and externally to make sure that it remains properly set up and secured.

DISMANTLING

Reverse the set up procedure taking particular care in windy conditions and not to place undue stress on any parts. Make sure that you have adequate help. Completely dry and clean all parts before packing away

FIRE PRECAUTIONS

This tent is made from a fire retardant material but the tent is still flammable and precautions should be taken.

- This tent can burn
- Do not smoke
- Do not use naked flames, cooking or heating appliances close to the sides or roof of the tent and always observe the safety instructions for the appliances.
- Keep all exits clear
- Do not light fireworks close to or in the vicinity of the party tent
- Do not use in the vicinity of a bonfire

STORAGE

Never store the tent roof and walls unless it is completely dry otherwise mould and mildew may develop. This will damage the material and may leave indelible stains. Poles and joints should also be stored completely dry and during storage can be coated with a thin layer of petroleum jelly to help prevent corrosion.

Light soiling can be removed from the material using a damp cloth and, if necessary, a mild detergent. Never use strong detergents, bleach or similar cleaning products. Never use a pressure washer. Clean the pegs before storing and DO NOT store pegs or poles with the tent material. Store in a dry, well ventilated place. Damage as a result of incorrect storage is not covered by the guarantee.

CARE

The roof and walls of the tent will be damaged by UV rays from the sun. Dismantle and store your tent when it is not needed. New roofs and walls are available to purchase from your dealer.

Scratches on the frame may lead to corrosion. Treat with a rust treatment as soon as possible. Check and if necessary replace bungees at regular intervals. Replacements are available to purchase from your supplying dealer.

WARNING

During windy conditions it may be necessary to dismantle and store the tent. Do not leave unattended for long periods. Constantly review the weather conditions and forecast. Ensure the tent is securely tied down at all times.

SPARE PARTS

Replacement parts are available for sale from your supplying dealer.

GUARANTEE

Your tent is covered against manufacturing defects and faulty materials for a period of one year from date of purchase. All warranty claims should be processed through your supplying dealer. Damages, consequential damages, or injuries caused by improper installation, alteration, improper use, or damages caused by wind, rain, snow or any acts of nature are not covered by this guarantee, neither is permanent use. We strongly recommend that you insure these losses.

ACCESSORY PRODUCTS

The following products are available for purchase from your supplying dealer:

Tie Down Kits

It is essential that your tent is securely anchored. Use our strong tie down kits that come complete with ratchet straps and large ground stakes.

Ground Bar Set

Make your tent more secure by installing a ground bar set. It provides a frame around the base of the tent that the walls can be secured to. The ground bars can be anchored to soft ground, using stakes, or can be weighed down on hard standing.

Gutters

Two or more tents can be connected together using our gutters. They connect along the length of the tent.