

Assembly Instructions

ALL PURPOSE CANOPY

10' through 20' Wide Systems



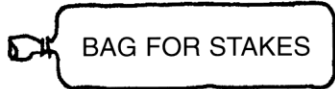
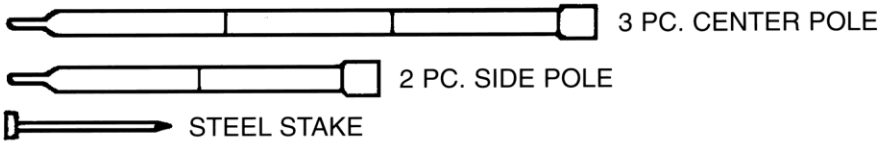
Please read all assembly / installation instructions before the installation or removal of this product.

SALES OFFICES:
1100 BURCH DRIVE
PO BOX 3477
EVANSVILLE, IN 47733 USA

PHONE: 812-867-2421
FAX: 812-867-0547
1-800-544-4445
EMAIL: tents@anchorinc.com
www.anchorinc.com

PRODUCTION FACILITIES:
EVANSVILLE, IN

ALL-PURPOSE CANOPY PARTS LIST.



PARTS	CANOPY SIZE			
	10' x 10'	12' x 12' THROUGH 20' x 20'	20' x 30'	20' x 40'
SIDE POLE	4	8	10	12
CENTER POLE	1	1	2	3
STAKES	8*	12*	14*	16*
BAG WITH TOP	1	1	1	1
BAG FOR POLES	1	1	1	1

* REFER TO CAUTION STATEMENT #2 FOR IMPORTANT WARNING ABOUT NUMBER OF STAKES SUPPLIED. (SEE BACK PAGE OF THIS MANUAL)
STAKE HOLD LOADINGS USED FOR THE CALCULATION OF THE QUANTITY OF STAKES IS --- LBS. PER STAKE. THE INSTALLER MUST USE THE LOCAL SOIL CONDITIONS TO CALCULATE THE ACTUAL NUMBER OF STAKES REQUIRED AND IS RESPONSIBLE FOR THE STAKING PATTERN AND CONFIGURATION.

MANPOWER REQUIRED

Two installers should be able to assemble an All-Purpose Canopy in approximately thirty minutes.

TOOLS REQUIRED

Sledge Hammer

INSPECT SITE CAUTION:

Consult local utility company prior to installation.

Prior to assembly be sure to look around area for obstacles, pipes, wires, etc.

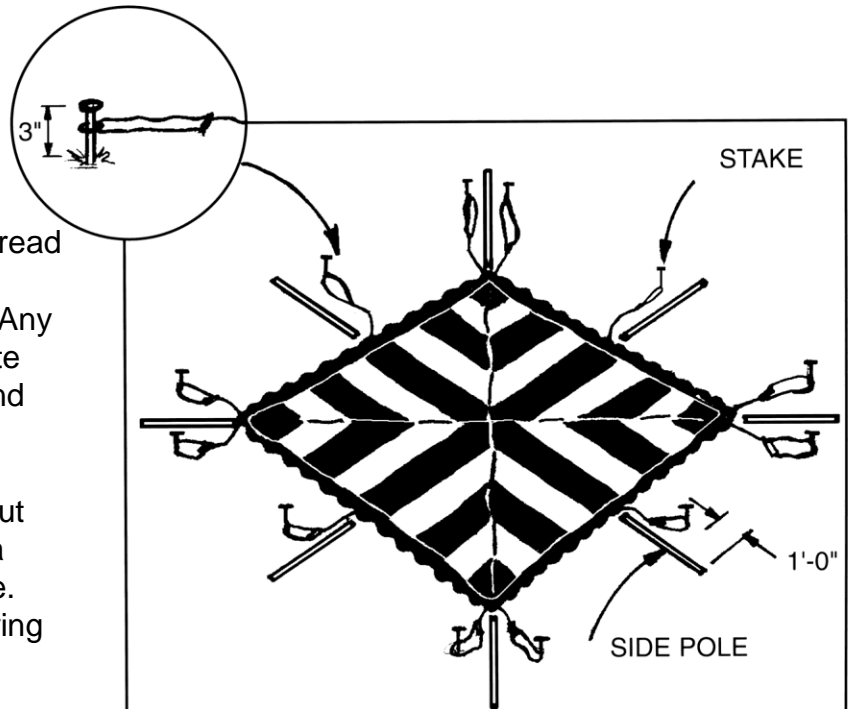
LAYOUT & CHECK

Use parts list for a quick identification and check list for proper quantities.

2 LAYOUT AT SITE

20' x 20' canopy used as example. Spread drop cloths and unroll canopy at exact position of desired finished assembly. Any sharp objects which must remain on site under the canopy should be padded and taped.

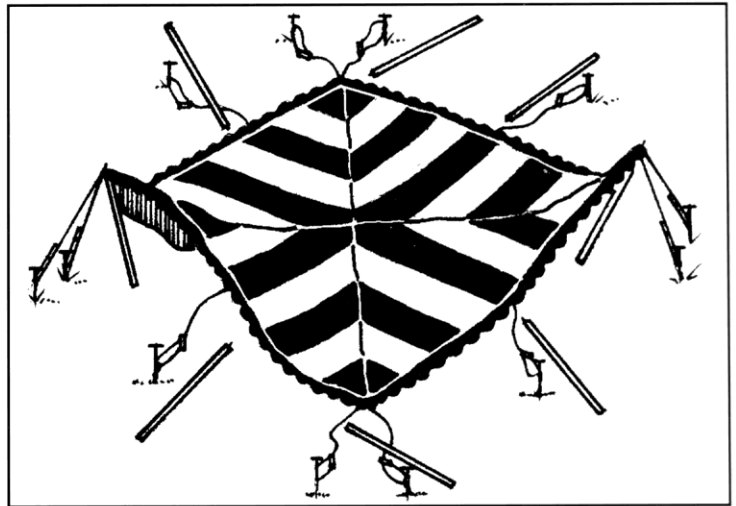
Assemble side poles and lay straight out from each pole hole in canopy. Drive a stake 1'-0" in from the end of each pole. The stake must be driven through the ring attached to each guy rope as shown.



2

RAISE SIDE POLES

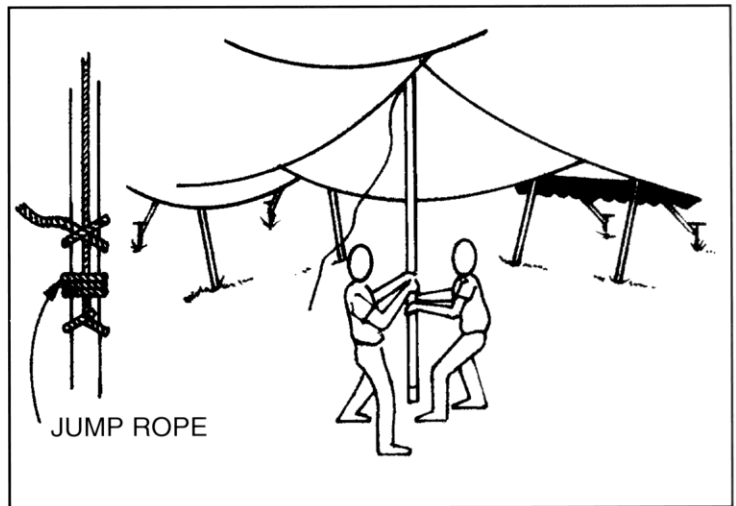
Start at opposite corners.
Insert side poles into pole holes and raise so that bottom of poles slant toward center of canopy.
Adjust guy rope.
Continue with other two corners and then sides.



3

RAISE CENTER POLE

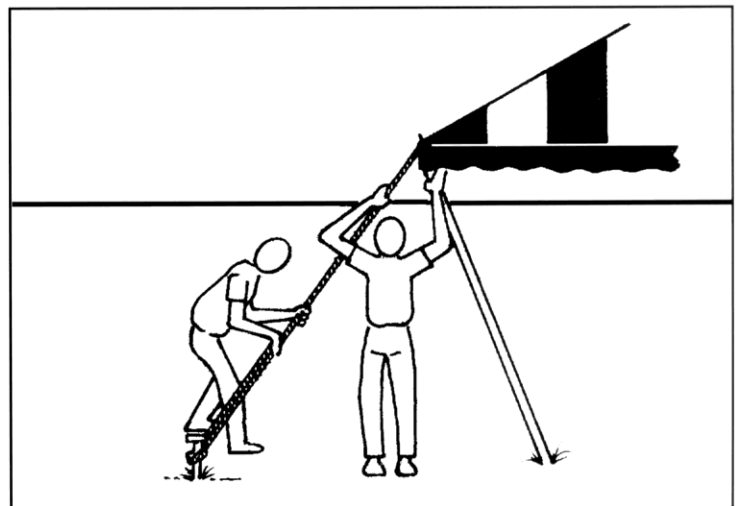
Assemble three piece center pole and insert into center pole hole.
Raise to upright position and tie off jump rope to pole.



4

SIDE POLE ADJUSTMENT

Tighten guy ropes and then set side poles to upright position.
Adjust pole positions and guy rope tension to properly pull out canopy.
Protective covers are recommended for all stakes.



5

TAKE DOWN

Loosen all guy ropes.
Spread drop cloths.
Reverse steps 1 through 4 for disassembly.

Important:

Check guy ropes periodically for tightness and good condition.



Anchor products are of superior design and operate best within the parameters of these instructions. It is imperative that the instructions be carefully read and **COMPLETELY FOLLOWED**. Please read installation instructions before the installation or removal of this product. Installation instructions are available online at www.anchorinc.com or by calling 1-800-544-4445.

CAUTION:

1. For each installation, the installer is solely responsible for evaluating the site and the proper securing method determined. Some soils require different staking or securing than that provided with the tent. Due to this variety of soil conditions, these are the manufacturer's suggested sequence of installation procedures. Anchor's responsibility is limited to the manufacture of the tent parts and materials. We are not responsible for methods that installers may choose to erect and secure the tent to the ground.

2. The number of stakes suggested in the installation instructions does not necessarily meet all or any relevant codes on the site of the tent installation. The number of stakes suggested **will, in many cases, keep the tent erected**, however, due to various soil conditions; these stakes will be insufficient **to keep the tent secure in high winds**.

It is the tent installer's responsibility, not the manufacturer, to determine the appropriate number of stakes to meet the necessary wind loads on the site. Regardless of the number of stakes we suggest, we make no representation or warranty as to whether this specific number of stakes will meet the local tent code.

Anchor does not, nor can

it make any suggestions, representation, or warranties about the adequate staking required at each specific installation site. Staking information provided in the installation instructions **is not a suggestion about what is necessary to meet a site-specific load**.

For additional assistance, consult: "The IFAI Procedural Handbook For the Safe Installation and Maintenance of Tentage" and the IFAI Pocket Guide "Pullout Capacity of Tent Stakes", both available from the IFAI Tent Rental Division or on our website.

3. Inasmuch as the weather is unpredictable, good judgment and common sense must be incorporated within installation guidelines. It is the responsibility of the tent installer/maintainer to determine the severity of the weather, proper time and method of installation and/or erection and disassembly. **Note: We recommend that snow and ice be removed from the tent surface as soon as possible because accumulation will damage the tent or fabric structure. Please consult with our Engineering Department about the maximum loads for each product.**

This product has been manufactured for use as a temporary sunshade structure. For the safety of all occupants, evacuation is recommended if threatening weather occurs, or if there is any doubt concerning the safe use of this product.

4. Proper safety equipment should be used at all times to insure a safe installation and take down. We suggest a careful evaluation be made to determine safety equipment needed, such as hard hats, steel-toe shoes, safety glasses and other as required. It is our desire that all installations are safe. Please be aware of hidden dangers both underground, i.e., gas lines, water lines, electrical lines, etc. and above the tent such as power lines and telephone lines.
5. Anchor stands behind its products in accordance with its standard Terms and Conditions of sale. A copy of our Terms and Conditions of Sale can be obtained by contacting Anchor at the telephone number and/or address on this document.

Guidelines for Developing an Emergency Evacuation Plan for a Tented Event

Tents can provide protection from moderate weather, but are not designed for use as a shelter in severe weather because such conditions could exceed their ability to protect occupants. In addition, tents may need to be evacuated for other types of emergency situations.

It is your responsibility to ensure your guests' safety. One Stop Rental recommends that you develop an emergency evacuation plan so you are prepared to act decisively in the event of an emergency during your event. Following are suggested guidelines for developing an emergency evacuation plan.

Prior to the Event

Point Person(s)

Designate someone who will be in charge of the emergency evacuation plan and on site for the entire event. The point person(s) will assist in developing the plan and be responsible during the event for monitoring the weather, determining whether a situation calls for evacuation, and if so, acting decisively and authoritatively to instruct guests to evacuate. The point person(s) can be an individual or a small group. For example:

n For a wedding: A family member, member of the wedding party, etc.

n For a corporate event: An event planner, company representative, etc.

n For a public event: A show manager, representative of the venue, the fire chief, etc.

These Guidelines for Developing an Emergency Evacuation Plan for a Tented Event (these "Guidelines") developed by the American Rental Association and ARA Insurance Services, Inc., a wholly owned subsidiary of the American Rental Association (collectively, the "ARA"), are intended to provide general guidance to assist you with emergency evacuation planning when using tents and related rental equipment. The ARA does not purport to include in these Guidelines all possible scenarios which may require evacuation or all possible safety measures and procedures that could be used in each evacuation scenario. You should use your own independent judgment and discretion in successfully implementing these Guidelines to best fit the unique needs of your event and your particular use of the tent and other rental equipment.

The ARA expressly disclaims any warranties or guarantees, express or implied, and the ARA shall not be liable for damages of any kind in connection with the material, information, or procedures set forth in these Guidelines or for reliance on the contents of these Guidelines. In issuing these Guidelines, the ARA is not rendering legal or other professional services. These Guidelines are not substitutes for applicable laws, standards and regulations and do not alter or limit your obligation to fully comply with federal, state and local law and prudent safety measures relating to the use of tents and other rental equipment. These Guidelines are not intended to create new legal liabilities or expand existing rights or obligations.

Emergency Conditions

Work with the point person(s) to determine the emergency conditions that will trigger an evacuation of the tent structure. Following are some examples of situations in which it is unsafe to remain in a tent:

Hazardous Situation	Why Evacuate
Damaging winds	The tent could collapse and injure occupants; the tent cannot protect occupants from flying debris.
Fire or explosion	The tent cannot protect occupants from excessive heat, flames or flying debris.
Lightning	Lightning poses a risk of electrocution, electric shock or fire.
Hail or sleet	Excessive weight could cause the tent to collapse and injure occupants.
Excessive rainfall	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Flash flooding	Saturation of ground with water may compromise securement. The tent could collapse and injure occupants.
Snow accumulation	Excessive weight could cause the tent to collapse and injure occupants.
Ice storm	Excessive weight could cause the tent to collapse and injure occupants.
Gas leak	Atmospheric conditions may not be suitable for occupants.
Earth movement (e.g., tremor, landslide)	Ground conditions may not be suitable for occupants and may compromise the tent's securement.

Evacuation Location

Work with your point person(s) to predetermine where guests will go and how they will get there if the tent must be evacuated:

n Identify a nearby permanent building large enough to accommodate your guests, make sure it will be open and accessible during your event, and make a note of its address in case you have to call for emergency assistance. If there is no building nearby, consider using vehicles, an open area away from the tent or locations recommended by the National Weather Service or Emergency Alert System. **Of utmost importance is that the tent should never be used as a shelter in an emergency situation.**

n Determine how guests will get to the evacuation location (e.g., the route to take, travel by foot or car, etc.). Consider preparing a sketch of the event site.

Communication

Plan how you will communicate with your guests in an emergency. Depending upon the size of the event, consider backup methods of communication for situations in which there is no electrical power, cell phone signals are interrupted, etc.

Prior to and During the Event

Weather Monitoring

Beginning at least two hours before the start of the event, the point person(s) should begin monitoring a source of weather information such as the National Weather Service. If any of the weather emergency conditions listed previously are predicted, you may need to postpone or cancel the event.

Tent Structure

After the tent has been installed, monitor the tent structure for various changes. These would include stakes or augers pulling out of the ground; tent weights moving; loose poles, ropes or straps, etc. If you notice any of these occurring, contact the rental company immediately.

During the Event

Announcement

Based on weather forecasts and other circumstances, you may wish to make an announcement to participants regarding the identification of the point person(s), location of exits and the emergency evacuation location.

Evacuation

Continue to monitor the weather and be alert for other emergency situations during the event. Implement your evacuation plan for any of the following conditions:

- n A severe weather alert is posted by the National Weather Service.
- n Dark clouds are approaching.
- n Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- n Hail or sleet falls.
- n Twigs break from trees or large trees sway.
- n Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
 - n Rain falls so hard it runs off tent walls in sheets.
 - n Water is running through the tent or surrounding area.
 - n Snow or ice is accumulating.
 - n An explosion, excessive heat, smoke or fire is in the vicinity of the event.
 - n There is ground movement of any kind.
 - n Other conditions exist as previously determined in developing your emergency plan.

Call for Help

After instructing guests to evacuate, you may need to call for police, fire or medical help as the situation warrants.

After an Evacuation

Even if the tent appears intact, it may not be safe to return. If stakes or augers have pulled out of the ground, tent weights have moved, or there are loose poles, ropes or straps, contact the rental company so that the tent may be re-secured before resuming the event.

Accepted by (customer): _____

Reservation/Rental Contract number: _____



Checklist for Developing an Emergency Evacuation Plan for a Tented Event

This checklist can help in developing your emergency evacuation plan.

Prior to the Event

Designated Point Person(s)

Name _____ Cell Number _____

Name _____ Cell Number _____

Emergency Conditions to be aware of (check what may apply to your region/seasonality):

- Lightning
- Heavy rainfall
- Ice storm
- Hail or sleet
- Flash flooding
- Fire or explosion
- Damaging winds
- Snow accumulation
- Gas leak
- Earth movement
- _____
- _____

Emergency Evacuation Location

Name _____ Phone No. _____

Location/address _____

Route to evacuation location _____

Confirmed the shelter will be open and available: Yes No

Backup Method of Communication

PA Cell phone Walkie-talkie Bullhorn Other _____

During the Event

An initial announcement of location of emergency evacuation location will be made.

- Yes No

If yes, by whom: _____

Weather Monitoring

- Weather alert radio Radio TV Cell phone app

Evacuation Cues

During the event, implement your evacuation plan for any of the following conditions:

- A severe weather alert is posted by the National Weather Service.
- Dark clouds are approaching.
- Lightning strikes within one mile (less than a five-second count between lightning and thunder).
- Hail or sleet falls.
- Twigs break from trees or large trees sway.
- Any of the tent anchoring devices fail or the tent begins to move (e.g., tent poles wobble, ropes snap, tent top rips or tears, etc.).
- Rain falls so hard it runs off tent walls in sheets.
- Water is running through the tent or surrounding area.
- Snow or ice is accumulating.
- An explosion, excessive heat, smoke or fire is in the vicinity of the event.
- There is ground movement of any kind.
- Other conditions exist as previously determined in developing your emergency plan.

Emergency Phone Numbers

Pre-program these numbers into your cell phone:

Fire Dept. 911 or _____ Police Dept. 911 or _____

Rental store One Stop Rental 513-777-3393 Venue _____

Event/wedding planner _____ Rental customer _____

