

Installation Instructions



20' and 30' One Piece Pole Tents



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Thank You for Purchasing a TopTec Tent

If you have questions about installation, maintenance, or take down, please call us at (800)845-2830. Our goal is that you are completely satisfied with our products. Please read this installation manual carefully and follow all instructions contained herein. Please note that the installer is responsible for the site selection, installation, and use. Do not erect during inclement weather and follow all safety procedures during the installation and take down process.

Please contact all utility companies for underground services. In many states, the utilities work together and have formed a Utility Locating Service. It is your responsibility to locate all underground services, including speaking to the owner about irrigation, pool and other special services that they may have installed.

To provide the quickest possible service, please fill in the information below so that we may effectively help you should a problem arise.

Size	Product Code	Serial Code #
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For Safe Installation We Recommend:

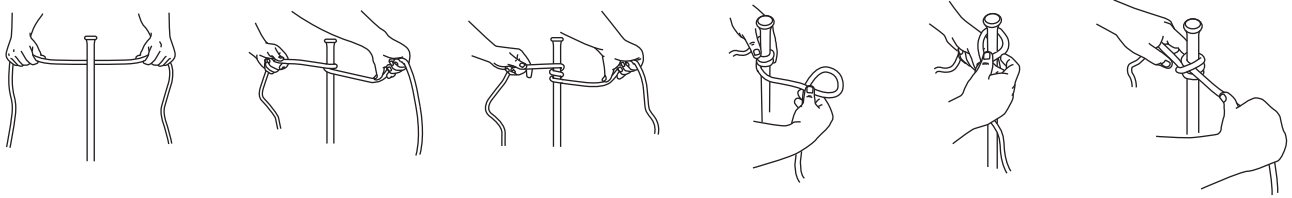
- | | | |
|-------------------|----------------------------|-----------------------------|
| Steel Toe Shoes | Stake DriverHard Hats | Wood Pads for Side Poles |
| Safety Gloves | Wood Pads for Center Poles | Drop Cloths (Ground Covers) |
| Cleaning Supplies | Repair Patches and Cement | |



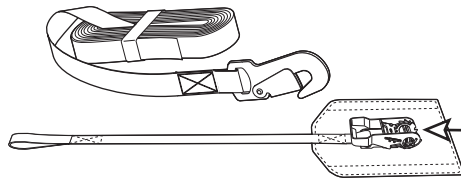
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Tying Ropes

Tension Ropes (Ref. A)



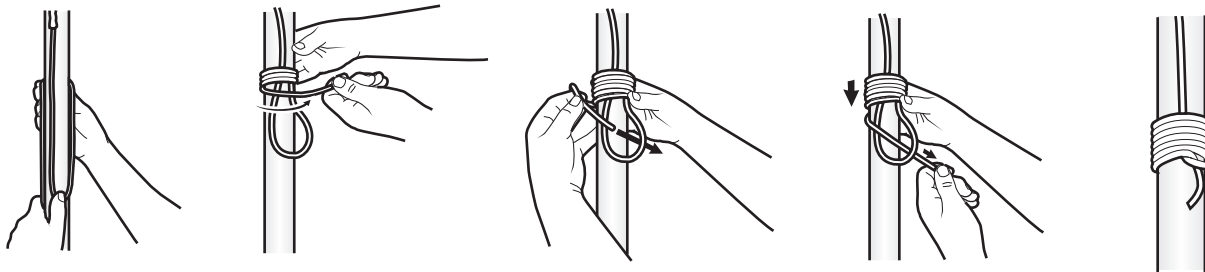
Tension Ratchets (Ref. B)



1" Ratchet Strap

Note: The tail of the ratchet is inserted here with the ratchet closed as shown.

Side Pole / Center Pole Jump Ropes (Ref. C)



****Note****

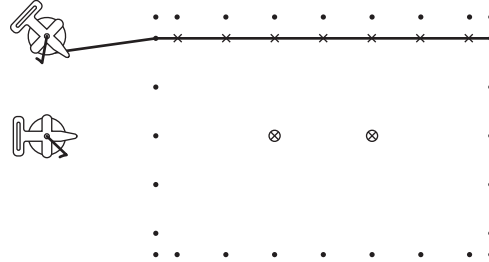
When tying a center pole jump rope, make a half hitch in the rope and sling it to the top of the pole before proceeding with the sequence above. This will provide an extra measure of security in keeping the top seated securely on the center pole.

Step-By-Step Installation Procedures

Begin installation by laying out the stake line based on the configuration of the tent and the prevailing soil conditions. A square stake line is critical to the secure installation of this tent.

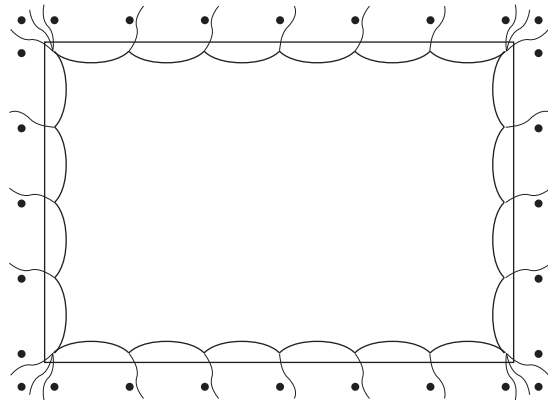
Step 1

Once the stake line is square, mark the side pole and center pole locations.



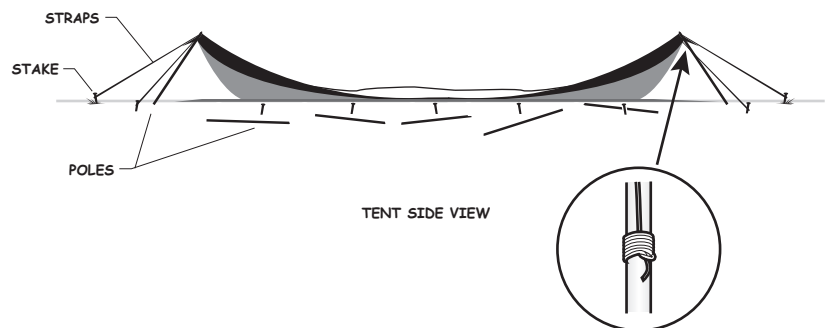
Step 2

Spread a drop cloth within the stake line to protect the vinyl top of the tent. Lay the tent top on the ground cover and attach straps or ropes to the perimeter of the tent. These ropes or ratchets should also be loosely attached to their respective stakes.



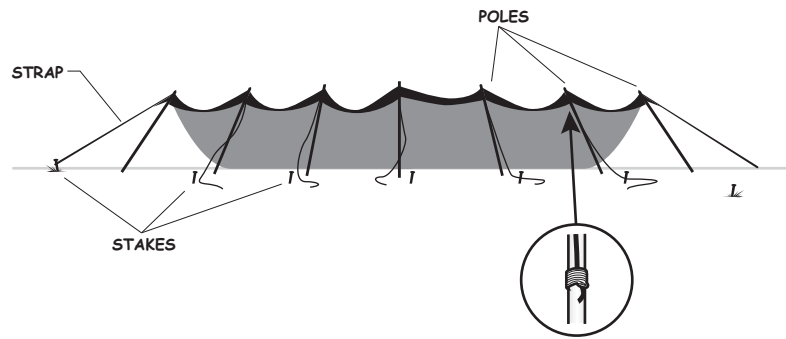
Step 3

The corner poles are the first to be installed in the tent. Insert the pin through the top, locate the base, and tie the jump rope (See Ref.C). Tie the tension rope (Ref A.) or connect the ratchets (RefB.) at this point. They should be pre-tensioned only to the point that the corner pole will stand on its own. Over-tensioning these corner poles at this stage in the installation will only make the installation of the center pole(s) more difficult.



Step 4

The other side poles can be installed at this point. Attach the ropes/ratchets to their locations on the eave of the tent (Ref A/B). Be sure to also tie the jump ropes to the pole at this time. (Ref C.)



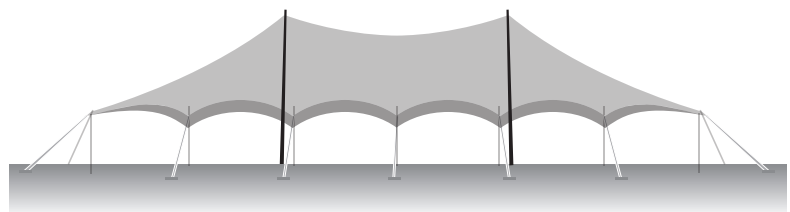
Step 5

Next insert the center pole(s) from the narrow end of the tent and place the pin through the hole in the top, taking care not to damage the top. Raise this center pole and place the base on the location as determined in the layout phase. Tie the jump rope to the center pole at this point (Ref C). If the tent has multiple center poles, install the others in the same order as the first.



Step 6

Begin tensioning the tent by starting at the corners. They should be tensioned only until they are vertical - no more. Once the corners have been properly tensioned, the other side poles can be tensioned. Place the base at its proper location and tension the pole until it is vertical. Do not tension further, or it will be too difficult to properly tension the side pole location on the opposite side of the tent. It helps to have two people tensioning on exact opposite sides of the tent from one another.



At the completion of Step 6, the tent should be securely tensioned and considered to be fully installed.

1. Staking - Check all stakes for signs of movement.
2. Tensioning - Check all ropes/guys for proper tension and make sure that the tent is set for proper drainage.
3. Poles - Check that all the poles are properly aligned, securely tied and structurally sound.
4. Sidewall - Check that they are properly secured as required.
5. Special Considerations - Make sure that the installation is in compliance with all the local building, fire, and public safety codes.



During inclement weather, particularly when the tent is in use, experienced tent personnel should be present to ensure the security of the equipment and those using it. All parties must be aware of the limitations for safe occupancy of the tent. The tent renter must retain the right to declare the tent unsafe for occupancy. Always follow the manufacturer's instructions and warnings as they take precedence over any conflicting information contained in this manual.

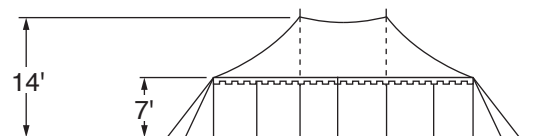
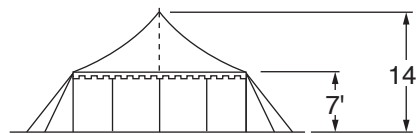
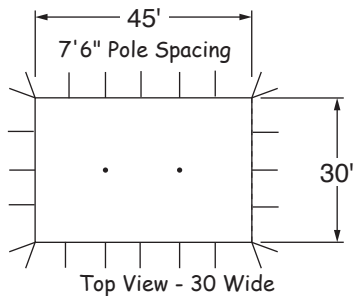
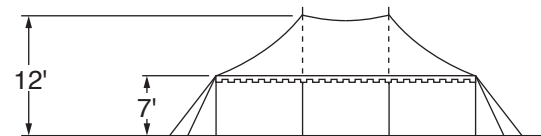
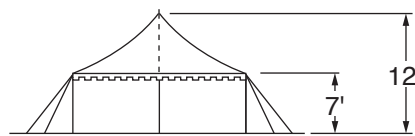
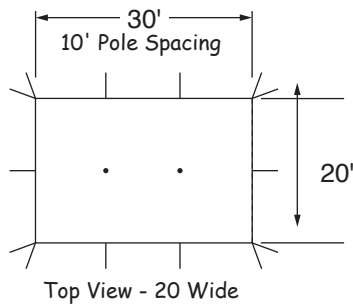
Take Down Procedures

Take down is a quick and easy process that is almost an exact reversal of the installation process. The following steps, if accomplished properly, will assure it is completed in a proper and safe manner. Adequate manpower is required to do this safely. Be sure that everyone has evacuated the tent during the take down process.

1. Lay out ground cloths to protect the tops from dirt and abrasions during the take down process.
2. Loosen all ropes/web guys around the perimeter of the tent to release the tension on the tent top, center poles, and side poles. Be sure that no one is under the tent during this process.
3. Move forward center poles to a slight angle against the wind. This will further release tension on the tent tops and allow for easier removal of the remaining center poles.
4. Remove center pole from the rearmost location first. Start by moving inward to the angled center pole(s). Be sure that someone is available to catch the center pole as it is being lowered to prevent damage to the top. Adequate personnel must be available to handle these poles safely.
5. Repeat this procedure for the remaining center poles. Pay particular attention to the last center pole to ensure that adequate personnel are available to take the full load of this center pole as all the weight of the tent top is placed on the last pole.
6. Loosen the remaining tension on the side poles and begin removing them. Use caution when releasing the tension on the corner poles as they will drop quickly due to the weight (tension) that the top will be applying to them.
7. Unhook all guys attached to the top.
8. Inspect the top for damage, roll up, and place back in its storage bag. Roll up and tie all ground covers. If the top is damaged in any way, mark it accordingly so repairs can be made prior to the next rental. Note: If the top is wet or damp, be sure to take it out of the bag immediately upon arrival at your shop and let it dry fully before placing it back in its bag for storage.

At the completion of these steps, load your truck and get ready for your next event.

Party Canopy One - Piece	15 x 15	20 x 20	20 x 30	20 x 40	30 x 30	30 x 45	30 x 60
Pitch	3' 6"	5'	5'	5'	7'	7'	7'
No. of Center Poles	1	1	2	3	1	2	3
No. of Side Poles	8	8	10	12	16	20	24
No. 36" Stakes	12	12	14	16	20	24	28
No. Ropes/Ratchets	12	12	14	16	20	24	28
Center Pole Length	10' 6"	12'	12'	12'	14'	14'	14'
Side Pole Length	7'	7'	7'	7'	7'	7'	7'
Side Pole Spacing	7' 6"	10'	10'	10'	7' 6"	7' 6"	7' 6"
Weight (lbs.)							
Top	42	68	85	110	121	180	250
Aluminum Pole Pkg.	140	140	191	232	245	315	385
Wood Pole Pkg.	182	182	232	280	298	396	480



Anchoring Requirements (Non-Certified Tents)

Non-certified tents are not engineered to meet specific wind loads. Wind loads are approximate and are generally rule of thumb calculations used in the industry based on actual field experience. Windload of a non-certified tent will vary to a maximum of approximately 30 to 50 mph dependent upon the style of type of tent. The structural integrity of the tent may exceed the soil's holding capacity even at wind loads of 30 to 50 mph.

For safety of all occupants, evacuation is recommended if weather becomes severe.

Severe storms have micro bursts of wind that may be recorded far in excess of the storm's highest winds. The installer is responsible for properly securing the temporary structure (tent). Soil conditions will vary and the wind loads that the temporary structure can handle could be significantly below its wind load capabilities.

Tent Size	Sq. Ft.	Total Anchor Pounds	Safety Factor	Anchor Locations	Holding Power Required at Each Anchor Location
15 x 15	225	2880	2.0	12	240 lbs*
20 x 20	400	5120	2.0	12	427 lbs*
20 x 30	600	7680	2.0	14	548 lbs.*
20 x 40	800	10240	2.0	16	640 lbs.*
30 x 30	900	11520	2.0	20	576 lbs.*
30 x 45	1350	17280	2.0	24	720 lbs.*
30 x 60	1800	23040	2.0	28	823 lbs.*

*Holding power is based on firm soil conditions. If other conditions prevail, the holding power will decrease and alternate anchoring methods are required.



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