



EXTREME MARQUEES

CS RANGE SUMMIT

INSTRUCTIONS & CARE


BEFORE YOU BEGIN

ATTENTION: Read instructions carefully before use.

Recommended setup procedures are outlined in this document.

For safety reasons it is recommended that at least two persons erect any marquee setup.

Ensure the area is free from any sharp objects, overhead structures or other obstructions.

 **WARNING:** Keep clear of overhead power lines.

THINGS YOU SHOULD KNOW

Your marquee is supplied with steel pins and tie-down ropes. These **MUST** all be used. For setup on hard surfaces such as pavement, weight plates, water weights or sandbags **MUST** be used for security. These are add-on accessories that can be purchased separately.

All roof tie-down straps **MUST** be attached and tensioned. These security methods will maximise safety. However, due to the unpredictable nature of weather, damage prevention is not guaranteed.

All folding marquees are considered temporary structures and **MUST** be packed down and stowed away in any adverse weather conditions such as storm, rain or wind gusts. Your marquee should never be left up unattended.

Prolonged exposure to the sun can seriously degrade the material and/or cause it to become discoloured.

WARNING: KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THE TENT FABRIC.

This marquee is built with flame retardant. The fabric may burn if left in continuous contact with any flame source. The application of any foreign substance to the marquee fabric may render the flame-resistant properties ineffective.

THIS PRODUCT MEETS AUSTRALIAN STANDARDS

Please check with your local regulations prior to purchasing this item. Some municipalities have restrictions and requirements.

SIZES: 3m x 3m, 3m x 4.5m, 3m x 6m



CONTENTS

WHAT YOU'LL NEED	1	PACK DOWN INSTRUCTIONS	3
PARTS LIST	1	PROTECTIVE COVER & ATTACHING WHEELS	5
HOW TO STORE	1	OPTIONAL ACCESSORIES INSTRUCTIONS	6
TRANSPORTING	1	BANNER INSTRUCTIONS	9
SECURING YOUR MARQUEE	1	IMPORTANT INFORMATION	10
SETUP INSTRUCTIONS	2		

WHAT YOU'LL NEED

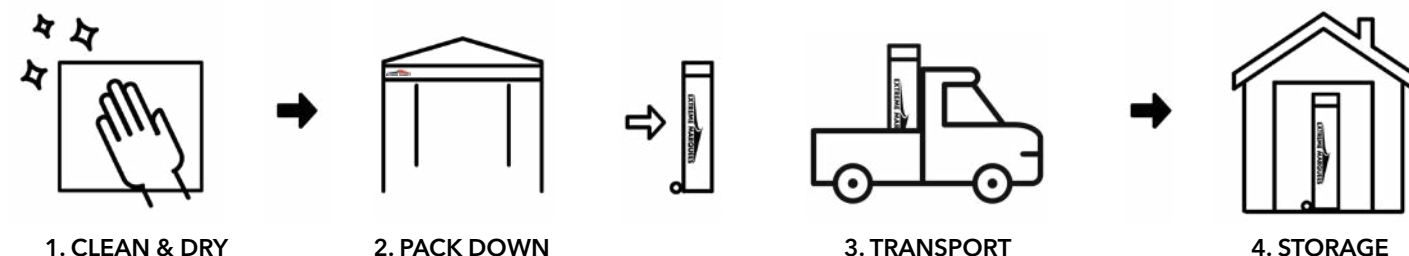
Stanley Knife / Scissors to open boxes. Only cut where symbol is shown on boxes.
Mallet / Hammer to secure steel pins.

PARTS LIST

Standard package items listed below. Please note accessories are not listed here.

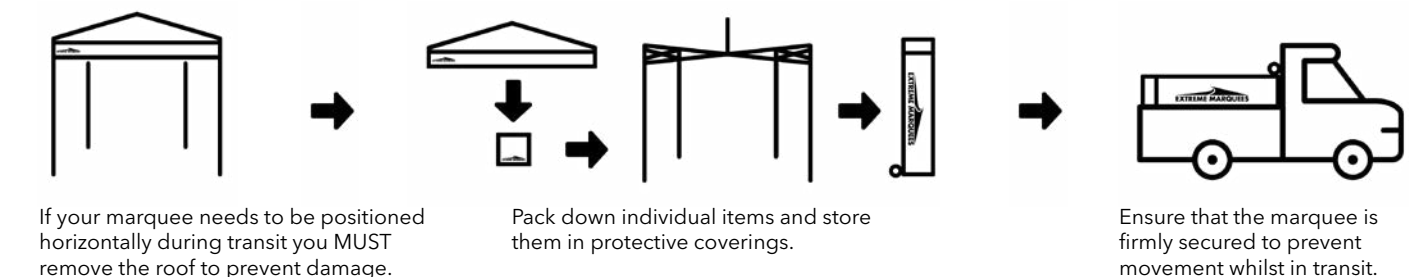


HOW TO STORE



The marquee must be stood upright during transit if the roof is kept on the frame.

IMPORTANT NOTES BEFORE TRANSPORTING



SECURING YOUR MARQUEE

Fit the Tie-Down Straps, Sandbags, Steel Pins or Weight Plates and anchor the marquee in to position. Please refer to the engineer certificates found on the website resource page for applicable hold-down weight methods. www.extreme-marquees.com.au/resource-centre/



SETUP INSTRUCTIONS

Please read instructions completely before setting up your marquee. Make sure you have all the components identified on the Parts List. Recommended procedure below. For safety reasons it is recommended that 2 persons set-up / pack down any marquee.



1. Remove all your items from the packaging and clear a safe area.



2. Gripping the lower centre set of truss bars (shown), expand the frame to be 3/4's open.



3. Fit the roof to the frame.



4. Connect the velcro on roof corners to the velcro on the corners of the marquee legs.



5. Fit the peak of the roof to the centre pole(s) of the marquee & tighten the ferrule toggle.



6. Refer to LIFT HERE sticker. Grasp marquee truss bars.



7. Ensure there are no trip hazards. Walk backwards and open the frame fully.



8. Lift all four upper connectors until pin locks into position. Stand on the foot plate and lift with two hands until you hear a 'click'.



9. Ensure the protective flap is resting over the truss connector. This will protect the roof from wear. Attach the roof straps by looping them around the frame and buckling the clip. Tighten the strap as needed.



10. Extend one full side of marquee legs. Using your foot, stand on the marquee foot plate, release the pull ring on the middle leg connector and extend the legs to desired height.



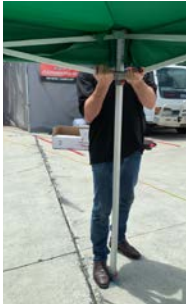
11. Extend the opposite side's legs and repeat step 10. Once marquee is set up, refer to **SECURING YOUR MARQUEE**.

3MX6M SETUP INSTRUCTIONS

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



A. Middle Legs.
Lift the front back roof connectors until pin locks in to position.



B. Ensure protective flap is over the connector. Attach roof straps by looping straps around frame and engaging clip.



C. Stand on the foot plate and extend front corner legs to desired height.



D. Extend the front middle leg to desired height.



E. Stand on the foot plate and extend back corner legs to desired height. Repeat for middle leg. **REFER TO SECURING YOUR MARQUEE.**

PACK DOWN INSTRUCTIONS

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



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



2. Pull the lower leg pull rings and fully retract the back legs.



3. Pull the lower leg pull rings and fully retract the front legs.



4. Unclip all roof straps.



5. Pull Ring to release all (4) roof connector pins.



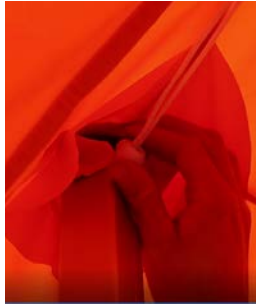
6. Refer to 'LIFT HERE To Take Down' sticker on the marquee.



7. Grasp marquee truss bars and walk marquee inwards.



8. Undo the velcro from the marquee roof and frame corners.



9. Release the peak cap from the centre pole and remove rooftop for transportation.



10. Fit the protective cover over the marquee frame and store roof within its protective bag.

3MX6M PACK DOWN INSTRUCTIONS

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



A. Middle Leg. Push the lower leg button and fully retract the front middle leg.



B. Corner Legs. Push the lower leg button(s) and fully retract the front legs.



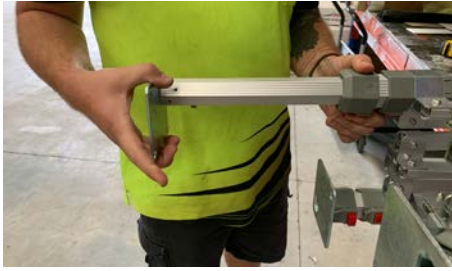
C. Back Middle Leg. Push the lower leg button and fully retract the back middle leg.



D. Back Corner Legs. Push the lower leg button(s) and fully retract the back legs.

<< RETURN TO STEP 4 ON
PACK DOWN INSTRUCTIONS

WHEELED MARQUEE - ATTACHING WHEELS



1. Lay marquee on its side over a bench or on the ground and extend the inner leg.



2. Locate 'dimples' on foot plate, position the wheel on foot plate so that the wing nuts are positioned over the 'dimples'.



3. Tighten the wing nuts on the left/right side until finger tight. Repeat until all wheels are fitted to marquee legs.

WHEELED MARQUEE MOVING INSTRUCTIONS



1. Ensure brakes are engaged.



2. Remove standard marquee protective cover. **NEVER** wheel with the cover on.



3. Hold marquee with 2 hands.



4. Disengage the brakes.



5. Open frame slightly. Never wheel a fully collapsed marquee.

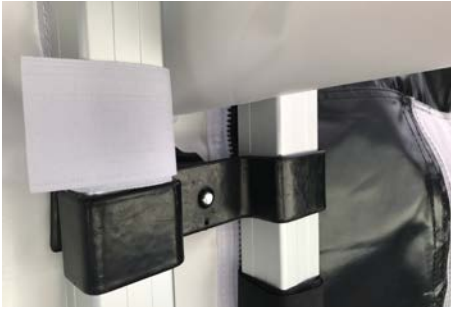


6. Grasp one leg and pull marquee in the desired direction. Never push.



7. Engage the breaks and refer to the "Setup Instructions".

RAIN GUTTER INSTRUCTIONS



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



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



Attach rain gutter strip to marquee wall.

FULL WALL INSTRUCTIONS



1. Put wall hooks through the eyelet holes of inner roof flap (face hooks inwards).



2. Attach velcro tabs to marquee legs.



3. Completed Wall.

HALF WALL INSTRUCTIONS



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



2. Insert half wall display bar through half wall sleeve.



3. Insert half wall display bar into connector and tighten the connector. Repeat.



4. Attach velcro tabs to marquee legs.

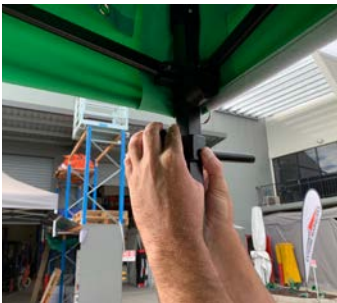


5. Attach the half wall support to the display bar.



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

HOOK AND EYELET AWNING INSTRUCTIONS



1. Attach awning leg connector to marquee frame. Repeat on other side.



2. Put wall hooks through eyelets in roof flap.



3. Insert the (three piece) awning pole in to the awning sleeve.



4. Fit the awning end poles to the connector and attached fabric. Repeat on other side.



5. Fit the awning centre connector + pole to the truss bar and then tighten.



6. Insert the ends of the adjustable poles in to the holes found in the horizontal awning rod.



7. Twist the awning poles to extend or shorten and then reverse twist the poles to tighten.



8. Hook and Eyelet Awning.

VELCRO AWNING INSTRUCTIONS



1. Attach awning leg connector to marquee frame. Repeat.



2. Attach awning velcro to the velcro on marquee roof.



3. Insert the (three piece) awning pole in to the awning sleeve.



4. Fit the awning end poles to the connector and attached fabric. Repeat on other side.



5. Fit the awning centre connector + pole to the truss bar and then tighten.



6. Insert the ends of the adjustable poles in to the holes found in the horizontal awning rod.



7. Twist the awning poles to extend or shorten and then reverse twist the poles to tighten.



8. Velcro Awning.

BANNER INSTRUCTIONS



1. Layout banner fabric, three stage banner pole, banner tip pole and protective cover.



2. **Small Banners / 2m** - Extend the banner pole to the designated 2m line and twist the pole until secure.



3. **Medium Banners / 3m** - Extend the banner pole to the designated 3m line and twist the pole until secure.



4. **Large Banners / 4m** - Extend the banner pole to the designated 4m line and twist the pole until secure.



5. Insert the tip of banner in to the larger banner pole.



6. Insert the banner pole in to the banner sleeve.



7. Secure banner fabric to pole. Loop the rope around hook. Secure bauble around the screw.



8. Position the banner pole on the base, slide the white ring down to secure.

IMPORTANT INFORMATION

Your marquee is supplied with steel pins and tie-down ropes. These **MUST** all be used. For setup on hard surfaces such as pavement, weight plates, water weights or sandbags **MUST** be used for security. These are add-on accessories that can be purchased separately.

All roof tie-down straps **MUST** be attached and tensioned. These security methods will maximise safety. However, due to the unpredictable nature of weather, damage prevention is not guaranteed.

All canopies are considered temporary structures and **MUST** be packed down and stowed away during adverse weather conditions such as heavy rain, strong winds or other storm events.

WARRANTY

Warranty covers manufacture's defaults only. Warranty does **NOT** cover products or parts which have been altered or modified in any manner. This warranty does **NOT** apply to damage caused by wind, rain, storms or other forces of nature, nor does it cover accidental or deliberate damage of the product. Damage caused by these events may be covered under your home or business insurance policy. This warranty does **NOT** apply if the setup of the product does not conform to product instructions. This express warranty is provided in lieu of all other warranties, explicit or implied.

Extreme Marquees is **NOT** responsible for products damaged in transit.

If you are making a warranty claim for a manufacturer fault for reasons other than the above, please complete our Warranty Claim Form - <https://www.extreme-marquees.com.au/resource-centre/> - and email it to the following address: logistics@extreme-marquees.com.au

Please complete the form and return it to us with photos to preview the manufacturer fault cited.

Alternatively, if seeking replacement parts outside of warranty please fill out the Replacement Parts form and return to us at: warehouse@extreme-marquees.com.au. We will arrange a quotation and dispatch the required parts as soon as possible - <https://www.extreme-marquees.com.au/marquee-spare-parts/>

MANUFACTURER'S WARRANTY

PRODUCT	WARRANTY
X5 True Blue Frame	1 Years
X6 Velocity Frame	3 Years
Classic Summit	7 Years
X7 Tectonic Frame	10 Years
Q8 Quasar Frame	10 Years
Wave / Flare Banner Hardware	1 Year
Cafe Umbrellas Frame	3 Year
Star Shade Pole	1 Year
Arch Tent Frame	3 Years
EMX Inflatable Frame	5 Years
Pavilion Frame	5 Years

Pinnacle Frame	10 Years
Crest Tent Frame	10 Years
Table Covers	1 Year
Pop Banner	1 Year
Custom Banners / Fence Wraps	1 Year
Roller Banner	1 Year

FABRICS

Plain 500D PVC Coated Polyester	1 Year
Printed 600D PU Coated Polyester	1 Year
Printed UV Fabric Fade Resistant	2 Years
Plain 580gsm PVC / Crest PVC	5 Years
Printed 550gsm PVC	2 Years
Clear PVC	2 Years
Banner Fabric	6 Months

Your product not listed? Contact us for warranty information.

PRODUCTION & DELIVERY TIME FRAMES

Extreme Marquee will endeavour to meet all customer due dates and deadlines. However, as there are many aspects out of our direct control such as third party freight providers, we can never guarantee an arrival date. As such, Extreme Marquees does not accept liability for any missed due dates, nor do we accept any refund request based on this premise.

Extreme Marquees has an outstanding reputation for meeting the tightest deadlines and our team will continue to strive for excellence in this regard.

RETURNS POLICY

100% Satisfaction Guaranteed

As part of the Extreme Marquee experience, it is our commitment to provide superior products. If you are not completely satisfied with your Extreme Marquee purchase for any reason, we will do our best to rectify. You can return your product for a replacement or refund within thirty (30) days of your purchase. The product must be in new, unused condition. Extreme Marquees does **NOT** accept returns for any custom printed products unless the custom printed product has a fault under our manufacturers warranty.

Extreme Marquees' guarantee does not cover ordinary wear and tear or damage caused by improper use, or weather-caused damage such as storms, rain or wind.

If you have received your Extreme Marquee purchase and it has a manufacturing defect in the materials or workmanship, please fill out our Warranty Claim Form - <https://www.extreme-marquees.com.au/resource-centre/> - and email it to the following address: logistics@extreme-marquees.com.au

Additional products may be excluded from the returns policy. To find out more information on excluded items please contact Extreme Marquees.

RETURNING ITEMS

Before returning any part or product to Extreme Marquees please contact us to obtain specific return shipping instructions at logistics@extreme-marquees.com.au or call us on 1300 850 832.

Extreme Marquees can arrange the product return for a change of mind, however, the customer will be invoiced for the shipping costs. In addition, when processing a refund due to change of mind a component of the original price will be non-refundable. This amount will be equal to the delivery fees charged by the courier company. If you receive a faulty or damaged product, a replacement will be provided to you.

You can return your purchase from Extreme Marquees by courier regardless of if you have made your purchase on www.extreme-marquees.com.au or over the phone.

MAINTENANCE

PROTECTIVE COVERS

Ensure all protective covers are clean and dry before fitting to any of your marquee products.

SCREWS

Regularly check that all screws are firm (not too tight). This can be done by using an allen key and/or screw driver. If a truss bar screw is missing, replace it immediately as this will put additional pressure on the frame when setting up.

LEGS

When retracting or extending the legs on your marquee it is important that both the inner and outer segments of the leg are clean and free of obstructions such as: sticky tape, masking tape, rope, string and cable ties. When sticky tape, string etc are left on the tent frame legs it can cause the inner and outer segments to jam.

TRUSS BARS

The truss bars (cross bars) are an integral part of the marquee structure. If a truss bar is broken or damaged it is recommended that you do not use the marquee until it's repaired or replaced. If operated correctly in normal weather conditions the truss bars should not break.

CLEANING

Do not use solvents on any part of the Marquee.

ROOF & WALLS

When cleaning your marquee (roof, walls or valance panels) use a soft mop and any mild household cleaning fluid such as dish detergent mixed with warm water.

When cleaning the roof of your marquee we recommend that the tent is fully opened and secured into position. Remove any leg extensions or accessories such as side walls as these can be cleaned separately.

We recommend that the roof of your marquee be cleaned

regularly in proportion to the frequency of use.

Allow your marquee to completely dry before packing down and fitting the protective cover. This will prevent mildew and mould growth.

SMALL STAINS

Simply clean with a general-use mild household detergent and a clean cloth.

FRAME

We recommend that the marquee frame be cleaned regularly. Use a silicone spray on the frame after extended use or in damp weather conditions. This will ensure your frame operates easily and will maintain a clean look. Be sure to remove any excess spray before attaching the roof.

TRANSPORTATION

The marquee should be stood upright during transit. If your marquee needs to be positioned horizontally you **MUST** remove the rooftop to prevent potential damage.

REPAIRS & SPARE PARTS

ROOF

Should your marquee roof be damaged, please contact the Extreme Marquees Office. We will assess the damage and either suggest a repair centre or arrange to return the roof to our Warehouse/Office. In the case of an issue covered under warranty, claim forms can be found on our website - <https://www.extreme-marquees.com.au/resource-centre/>

FRAME

Should your marquee frame be damaged the following options are available.

Contact the Extreme Marquees Office, advise which connector, truss bar or leg requires replacement. Use an allen key or screw driver to remove the damaged component, and replace it with the new part.

<https://www.extreme-marquees.com.au/marquee-spare-parts/>

OR

In the case of a warranty claim, a Warranty Claim Form must first be completed. Forms are available online at - <https://www.extreme-marquees.com.au/resource-centre/>

NOTE: Fit the protective cover to the marquee frame top to bottom, leaving Marquee to stand on its feet or wheels.

DO NOT drag marquee protective covers as this can cause wear and tear and may cause damage to your marquee.



call 1300 850 832

email admin@extreme-marquees.com.au

shop www.extreme-marquees.com.au