

# EXTREME MARQUES MARQUEE INSTRUCTIONS

### WARNING READ INSTRUCTIONS CAREFULLY BEFORE USE

## Wheeled Marquee Moving Instructions - 5x5

Do not move wheeled marquees with protective cover on. Please see moving instructions below.

Where the wheel symbol is shown this step is for wheeled marquees only.



Ensure brakes are in the "on" position.



Remove marquee protective cover. NEVER move with cover on.



Hold marquee with 2 hands.



Set brakes to "off" position.



Open frame slightly. Never move fully folded marquee.



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



Apply brakes to "on" position and read "Set Up Instructions".

# Attaching Roof to Frame - 5x5

Recommended procedure below. Where the wheel symbol is shown this step is for wheeled marquees only.



Open frame 75% of full extension.



Apply brakes to "on" position.



Position the roof on frame.



After fitting the roof on the frame connect the velcro around the legs at the top of the frame.



Fit the center of the roof on top of the center pole. If your marquee has a cap pull strings until tight.





Transportation of marquees.

The marquee must be stood upright during transit. If your marquee needs to be positioned horizontally you MUST remove the roof to prevent damage.

## Set Up Instructions - 5x5

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

Where the wheel symbol is shown this step is for wheeled marquees only.



Set brakes to "off" position.



Grasp marquee truss bars (2 people).



Walk backwards and open frame fully (ensure there are no trip hazards).



Ensure brakes are in the "on" position.



Lift all six roof connectors until pin locks into position.



Standing underneath the frame, extend the upper center pole. Click into position.



Using two hands push the lower center pole upwards until locked into position.



Attach roof straps by looping straps around frame and engaging clip.



Extend left corner legs to desired height followed by left middle leg. Repeat for right side legs.



Fit Tie Down Straps, Sandbags, Steel Pins or Weight Plates and anchor marquee into position.

Please check/download engineer certificates (page 7 & 8) for applicable hold down weight methods.

# Pack Down Instructions - 5x5

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

Where the wheel symbol is shown this step is for wheeled marquees only.



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



Pull lower leg pins and fully retract left middle leg followed by left corner legs.



Pull lower leg pins and fully retract right middle leg followed by right corner legs.



Unclip roof straps.



Pull lower pin and let down the lower center pole.



Pull upper pin and retract upper center pole.



Pull all roof connector pins.



Set brakes to "off" position (do not stand underneath).



Walk marquee inwards until frame is 75% of full extension.



Set the brakes to the "on" position.



Release velcro straps and remove roof for transportation.





Fit the protective cover to frame and store roof in protective cover.





Transportation of marquees. The marquee must be stood upright during transit. If your marquee needs to be positioned horizontally you MUST remove the roof to prevent damage.



string until loose.

# ACCESSORY INSTRUCTIONS

### Half Wall Instructions



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



Insert half wall display bar through half wall sleeve.



Tighten half wall display connector. Attach velcro tabs to marquee legs.

### Half Wall Support Instructions



Attach the half wall support to the display bar.



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



Completed Half Wall with Support.

#### **Full Wall Instructions**



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



Attach velcro tabs to marquee legs.



Completed Wall.

#### Awning Instructions - 32mm Mate / 30mm Explorer / 37mm K2 / 40mm Summit



Attach awning leg connector to marquee frame.



Attach centre support pole to the truss bar of the marquee.



Insert the awning poles (2) into the awning sleeve. Attach the awning to the awning leg connector.



Attach awning clips to inner flap on marquee roof.

#### Rain Gutter Instructions



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



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



Attach rain gutter strip to marquee wall.

#### **Banner Instructions**



Fix marquee banner connector to marquee leg.



Insert banner pole into rotary bearing.



Push down to lock into position.

## Marquee Locking System



Position the marquee lock connector on marquee leg. Repeat on all four legs.



Insert the steel lock bar into the lock connector. Repeat on all four sides.



Along the bottom edge of wall attach velcro to the steel lock bar.



Attach padlocks through zip and eyelets.