

# Instent Vendor Kit – Set Up Instructions

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If you need to clean your top, we recommend that use a low pressure washer with mild soap or Simple Green® and water.

### Step 1

To clean with a low pressure washer, leave the top on the frame and the walls attached to the sides.

Then, gently moisten your top and walls with water and use a mild soap or Simple Green® and a soft brush to clean them.

#### Step 3

Rinse out the soap and let them air dry.

Note: Never put your top, walls, railskirts, banners, awnings away if they are damp or wet. Doing so will damage the material.

WARNING: Do NOT use Bleach or harsh detergents to clean your canopy top, walls, banners, awnings, or rail skirts.

## WARNINGS

Important: Read this information before proceeding. Non-compliance with these warning instructions will void your warranty. It is the user's responsibility to take the following precautions at all times.

- · Always stake or weigh down your tent.
- Do not use, set up or leave your tent in any potentially harsh weather conditions: strong winds, rain, hail, sleet, snow, drizzle, or lightning.
- · Ins'tent tents are designed as temporary shelter only.
- · Be cautious while handling. Avoid pinching hands or fingers as frame opens or closes.
- · Do not leave your tent unattended.
- · Keep all flame and heat sources away from fabric top and walls.

- Do not allow water of any kind to accumulate on the tent.
- Make sure your tent is completely dry before storing.
- Keep your tent off of steep slopes and inclines.
- Do not use strong detergents to clean your canopy. Only mild detergent with warm water.
- · Never wash the tent top & walls in a washing machine.
- · For further instructions on how to clean your tent, please see page 1.
- Do not ship your tent with the top on the frame. Doing so could cause tears in the fabric.

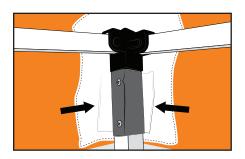


### **B.** HOW TO SET UP YOUR TENT



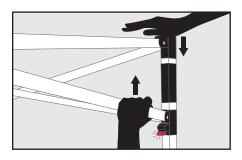
#### Sten

Place your folded tent frame on its feet in the center of your setup space. With a partner, grab legs on opposite sides, extend and move backwards, while partially spreading the frame out.



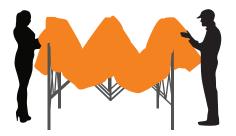
#### Step 4

Wrap the 2" hook & loop fasteners to the top leg on each corner.



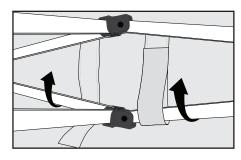
### Step 7

Lock the frame in place by pushing down with your hand on the top of the corner cap and pushing the leg slider up until you hear the thumb-lock click into place. Repeat this for all four corners.



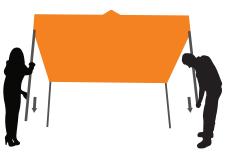
#### Step 2

Have a friend to help put the top on. Take your new top by the corners and throw the top over the partially expanded frame and line up all four corners of the top with the corners of the frame.



#### Step 5

Once the top is strapped on the legs, use the hook & loops along the sides to secure the valance to the bottom junction pieces of the frame.



#### Sten

With your friend, lift two of the legs & slide out the bottom portion of the leg until it locks in place. Repeat this on the other two legs.



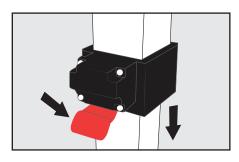
#### Sten 3

Expand the frame further by grabbing the bottom truss bars and moving backward until the frame is almost fully extended.



#### Sten 6

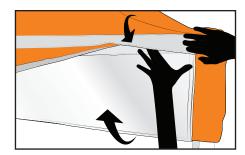
Extend the frame as far as it can go by taking the truss bars and pushing the bottom outward like you did earlier.



### Step 9

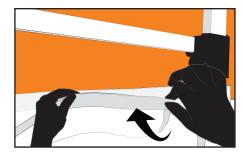
Adjust the legs to the desired height by pushing the thumb-lock and sliding the legs out to the desired place.

### C. HOW TO ATTACH YOUR BANNER SLEEVE ONTO YOUR TENT



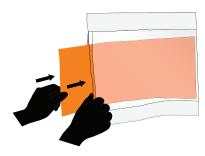
#### Step 1

Attach the banner onto the hook and loop fastener located on the front of your tent.



#### Step 2

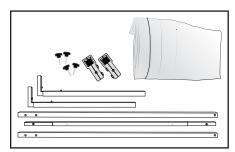
Grab the bottom section of your banner and bring it under to attach the hook and loop fasteners unto your tent's valance.



#### Step 3

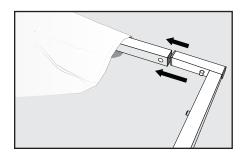
Insert your 10"(H) x 108"(L) Graphics onto the banner's sleeve pocket.

### D. HOW TO SET UP YOUR AWNING (OPTIONAL)

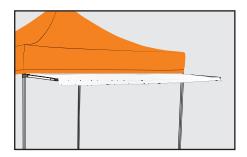


Verify that you have the following:

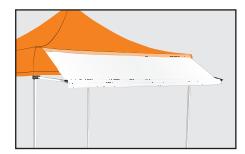
- 3 Main Poles
- 2 L Shaped Poles
- 4 Lock Screws
- 2 Clamps
- 1 Awning Fabric



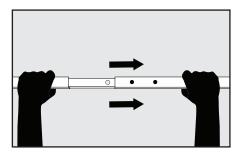
Step 3
Attach your L Shaped poles to the ends of your main pole.



OPTION A Straight Awning

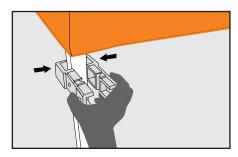


OPTION B
Angled Awning



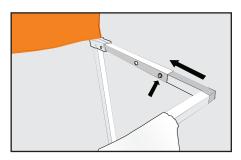
Step 1

Begin by connecting the 3 main poles together. The center pole should have a push pin on each side. Insert the center pole into the first hole on each of the side poles.



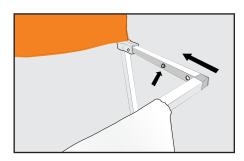
Step 4

Attach the clamps right below the top of your canopy using one lock screw in the spot closest to the frame. Verify the bolts on the clamps face inward. Repeat this on the other side.



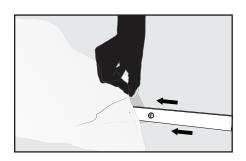
Step 6A

To have your awning straight, push the L shaped poles to the *first* lock position.



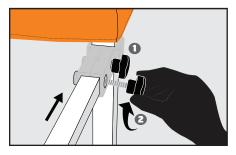
Step 6E

To have your awning at an angle, push the L shaped poles to the *second* lock position.



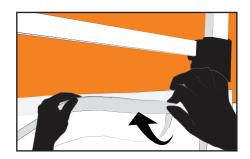
Step 2

Once your poles are connected, insert your main pole through the awning fabric.



Step 5

Grab your awning pole and insert it into the clamp and secure with the second lock screw. Repeat the same step on the other side.



Step 7

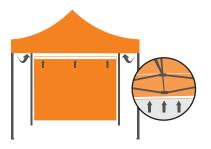
Grab the awning fabric's hook and loop fastener and attach it the inner lining of your tent's hook and loop.



Step 7B

Grab the bottom on your awning's fabric and bring it over. Then secure it to the top's hook and loop fasteners located at the top of your tent's valance.

## E. HOW TO SET UP YOUR WALLS (OPTIONAL)



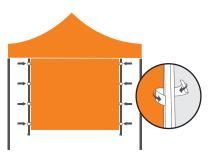
Step 1

Locate the hook & loop fasteners on your tent 's top and on the inside of your wall.



Step 2

Next, hold your wall up so it doesn't drag on the floor. Then, attach your wall to your tents top by fastening the hook and loop fasteners onto each other.



#### Step 3

Lastly, your polyester side walls should come with 4 hook and loop fasteners on the each side. Attach these onto the legs of the tent.

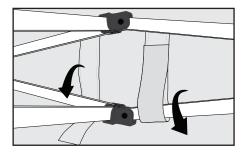
### F. HOW TO TAKE DOWN YOUR TENT

Note: You do not have to remove your top after each event. If it is wet, make sure that it is fully dry before putting it away. If you need directions on how to clean it, please see section: A. How to Clean Your Tent.



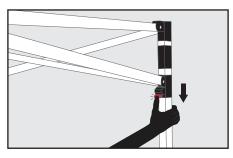
Step 1

With your friend take two of the legs, lift them up and press the push button to release the legs and allow them to slide down.



Step 2

Unfasten the hook and loops from the middle truss bars.



Sten 3

Press the thumb-lock and allow it to slide down. Then, repeat this on all four corners.



Step 4

Grab the truss bar at the top and push up until the legs slide close enough for you to reach them.



Step 5

Grab two legs and squeeze together until the tent is closed.



Step 6

Put your tent into one of our professional roller bags or put a heavy-duty transport case over the tent and you're on your way and ready for your next event.

