



| Mini-Marquees |

INSTRUCTION BOOKLET

For

Premium Range Maxi Range




The World's No.1 Promotional Marquee

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Attaching The Mini-Marquee[™] Canopy To The Frame



The canopy must be fitted on to the Mini-Marquee[™] before attempting to erect it.

1. Remove the canopy from its protective bag or holdall.
2. Prepare, by partially spreading the frame, to separate the cross members.
3. Remove the black knobs and rubber washers from the top of the legs and centre of the roof support(s).
4. Locate the eyelet holes on the canopy, one for each leg and one for each roof support.
5. Spread out canopy and drape over the partially extended frame, taking care not to snag the cloth on the exposed threaded posts.
6. Slip the eyelets over their respective posts and pull down the corners on the canopy.
7. Refit the rubber washers, ratchet link straps and black knobs, tightening down the canopy. The ratchet link straps can be found in the Peg & Guy rope kit.
8. Ensure that the canopy is loose over the frame and not likely to snag when the frame is extended.

Once the Canopy is on the frame there is no need to keep removing it. Your Mini Marquee can be stored with its canopy on.

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Erection Of The Mini-Marquee[™] Two Person Method



Step 1



Step 2



Step 3



Step 4



Step 5

The principle of erection of the Mini-Marquee[™] is simple but it is essential that all instructions are read, and understood thoroughly before any operation is undertaken.

1. Remove from protective cover and / or carrycase and place on level ground.
2. Take hold of opposite facing pairs of legs (shortest face if applicable) at approx 1m from the floor. Walk away from each other slowly, spreading the legs apart, until your arms are fully extended.
3. Take hold of the lower "V" section of the side framework - lift the marquee slightly above the floor and walk away from each other once more spreading the legs further.

IMPORTANT Always shake the frame slightly during the above procedure to ensure that all joints and sliders are operating freely. Never force the frame as this could lead to damage to the cross members.

4. The sliders on the legs will now have risen to approximately 200mm from the top of the legs.
5. To complete the erection of the Mini-Marquee[™] canopy, ease the slider bracket up and lock over the locating pin. Repeat this procedure for each leg.

For Premium Marquees and Maxi 6.0m x 3.0m Marquees this completes the first stage of the Mini-Marquee[™] erection. Please go to page 7. For the remainder of the Maxi Range please see page 6.

As a security measure - at this stage attach one or more of the ratchet straps to the ground to make secure in the event of wind.

Mini-Marquees®

Erection Of The Mini-Marquee™ One Person Method



Step 1



Step 2



Step 3



Step 4



Step 5

It is recommended that this method only be used by a single person when familiar with the operation of the product and on units with a maximum size of 3.0m x 3.0m

1. Remove from protective cover and / or carrybag and place on level ground.
2. Secure one of the legs to the floor using either a peg or one of the hard surface plates & weights. Take hold of the opposite leg and tilt the marquee so that only one foot is in contact with the ground.
3. Walk away from the secured leg spreading the frame until the top of the slider bracket is approx 200mm from the lower edge of the top bracket.

IMPORTANT Always shake the frame slightly during the above procedure to ensure that all joints and sliders are operating freely. Never force the frame as this could lead to damage to the cross members.

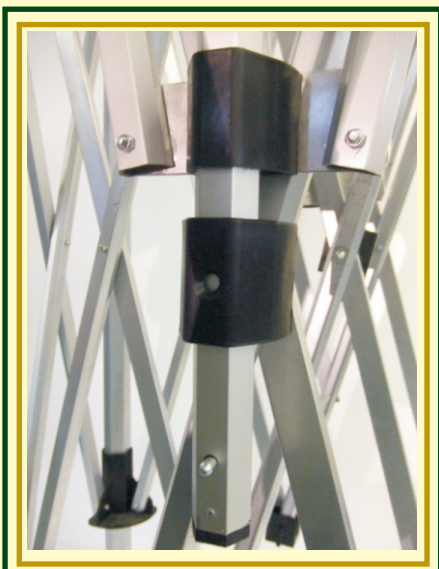
4. The sliders on the legs will now have risen to approximately 200mm from the top of the legs.
5. To complete the erection of the Mini-Marquee™ canopy, ease the slider bracket up and lock over the locating pin. Repeat this procedure for each leg.

For Premium Marquees and Maxi 6.0m x 3.0m Marquees this completes the first stage of the Mini-Marquee™ erection. Please go to page 7. For the remainder of the Maxi Range please see page 6.

As a security measure - at this stage attach one or more of the ratchet straps to the ground to make secure in the event of wind.

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Erection Of The Mini-Marquee[™] Maxi Range Centre Upright



Pic 1



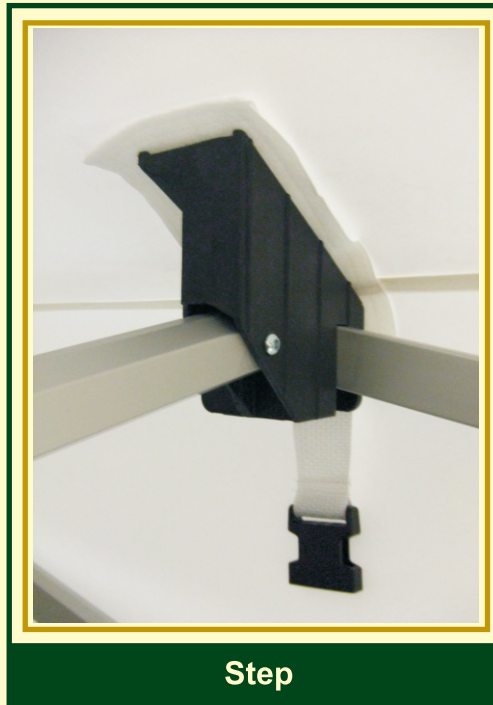
Pic 2

This section is only applicable for Maxi Range Marquees excluding 6.0m x 3.0m.

1. After the sliders have been locked over the outer leg spring clips the centre uprights need locking into place. To do this you will need to be inside the Marquee.
2. The outer upright is secured with a spring clip and the centre upright lower bracket. See Pic 1
3. Push the centre upright until it reaches the bottom of the centre bracket, depress the spring clip, and continue to push until the spring clip locks the upright into place. See Pic 2
4. Repeat this procedure for all centre uprights.

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Erection Of The Mini-Marquee™ Premium & Maxi Brackets



For increased protection against water pooling, both the Premium and Maxi Ranges have been fitted with new End and 'L' Brackets.

1. The brackets are fitted with a velcro backing, so that it can be fixed to the corresponding velcro pad on the canopy. This gives the canopy another anchor point to the frame.
2. To use, simply line the velcro pad up with the bracket and push together.



IMPORTANT We advise regular removal of rainwater which may collect in some roof panels.
REMEMBER A Mini Marquee is a temporary structure and must be treated as such in adverse weather conditions.

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Height Adjustment



Step 1



Step 2

1. Locate the lower (height adjustment) pin on each of the legs

Lift the leg slightly above ground level whilst holding the outer section.

Press the pin in and press down on the foot thus sliding the inner leg down

Whilst pressing foot down – raise the outer leg until the pin emerges from the hole located 35cm from bottom of the outer leg

Repeat this in sequence for all legs

Repeat the process until all the height adjustment pins can be seen from the holes located 3cm from the bottom of the outer leg

Tip. For ease of fitting the side panels – begin attachment at this stage and adjust for final height once the upper side panel fastenings have been attached

2. There now remains a further 33cm of adjustment on the legs, and each leg may be set individually for uneven ground.

Ensure legs are fixed in a true vertical position to optimise canopy fit and side panel attachment.

Refer to: a) Pegs and guy ropes.

b) Hard surface kit.

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Side Panel Attachment



Step 2



Step 3



Step 4

Before proceeding to attach side panels, ensure that the framework is securely anchored using the supplied Peg and Guy Rope Kit or optional Hard Standing Kit

1. Identify the side panel to be fitted and using the velcro on the upper edge, attach along the canopy valance.
2. Attach the wider webbing straps to the canopy and tension.
3. Loop the narrower straps around the framework cross bar and tension.
4. Work down the legs from the top attaching the velcro loops around the legs as tight as possible.
5. Each side panel has an inner “flap” on one edge and an outer flap on the other edge.

When the side panels are used singly - the outer flap wraps around to attach to the outside of the adjacent panel and the inner flap comes round attaching to the inside of its adjacent panel.

In either situation the leg is able to be entirely covered.



IMPORTANT We advise regular removal of rainwater which may collect on some roof panels.
REMEMBER A Mini Marquee is a temporary structure and must be treated as such in adverse weather conditions.



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Collapsing the Mini-Marquee[™]



IMPORTANT When collapsing the Mini-Marquee[™] in strong wind always remove all side and back panels before releasing the ratchet straps and any pegs through the feet.

1. Remove the side and back panels with their associated pegs.
2. Remove all ratchet straps and pegs anchoring the frame.
3. Lower the Mini-Marquee[™] to its lowest setting. ie. Outer leg rests on nylon foot.



IMPORTANT Always lower the side of the Mini-Marquee[™] facing the wind first.

4. Lower the centre uprights, reversal of erection. (Maxi Range Only)
5. Locate and release the locking pins allowing the sliders to drop.
6. By grasping the upper 'V' section of the frame, through the material, ease the frame together tapping it lightly on the ground while it is collapsing.



IMPORTANT Ensure that the sliders do not foul on the height adjustment pins as the Mini-Marquee[™] collapses.



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Storage

The Mini Marquee is designed to be collapsed with the canopy attached to the frame, however care should be taken whilst in transit to avoid any accidental damage.

During storage make sure canopy and side panels are completely dry. Ideally the canopy should be dried whilst erected. If this is not possible simply open the frame a little to allow air to circulate. Failure to do so could result in mould growth and / or colour bleeding.

Wash or sponge using cold water and a non-biological soap powder. Allow the canopy to dry thoroughly on the frame.

Long term storage should be undertaken with the canopy and sides returned (dry) to their original packaging.

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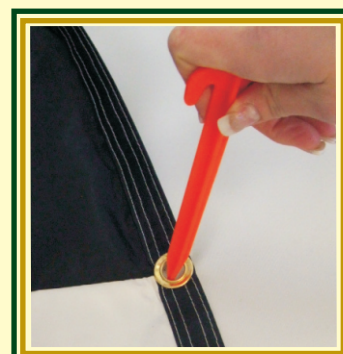
Pegs and Guy Ropes



Step 1



Step 2



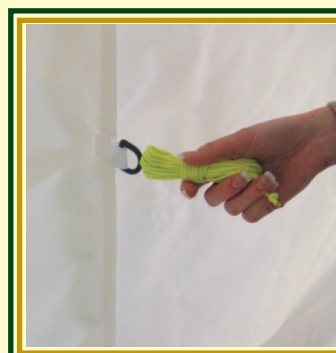
Step 3

Although the Mini-Marquee[™] has been designed primarily as a free standing unit, it is essential that whenever used outside it is firmly secured.

1. The framework is to be secured at all times through the holes in the feet.
Ensure legs are in a true vertical position before fixing.
2. Clip the hook of the ratchet strap through the eyelet on the link strap and secure to steel peg – tension using spring loaded tensioner.
3. Secure the outside lower edge of the side panels using the 200mm pegs supplied
4. Lay the “sod cloth” section of the side panel to the inside of the marquee and secure with the “groundsheet pegs”
5. Using the guy ropes provided – secure the “D” links on the side panels to the anchored 300mm red plastic pegs.



Step 4



Step 5