



# E-Z Up Tent Rental Instructions

## Equipment Needed:

Tent - Canopy & Frame  
Cover bag  
4 tent stakes and clips (10 x 10 tent)  
6 tent stakes and clips (10 x 20 tent)

**Not provided:** Sledge hammer for driving tent stakes

## Set Up Instructions:

1. Place tent in the center of the area to be covered. Make sure there are no obstructions (low tree limbs, structures, etc., in the way). Remove blue cover bag. Make sure the tent is right side up, with the metal tent legs on the ground. With two people standing on opposite sides of the folded tent, each grasp two outer legs, lift off ground, and walk backwards (away from each other) several steps. Careful not to trip!
2. Grasp the bottom of the "V" shaped truss in middle of partially unfolded tent (in between the two legs). Lift up, step backwards and shake entire tent gently until tent is fully opened. **BE CAREFUL NOT TO PINCH FINGERS AS THE TRUSSES OPEN UP!!!**
3. **FOR 20' TENT ONLY:** After steps 1 & 2, each person move to each middle leg of the long (20') side of the tent. Grasp bottom of "V" shaped truss, lift up and step backwards. Both people must do this at the same time until tent is fully opened. **BE CAREFUL NOT TO PINCH FINGERS AS TRUSSES OPEN!!!**
4. **IMPORTANT NOTE:** It is MUCH easier to do the rest of the tent set-up if you have opened up the tent as FULLY as possible! Take a moment to make sure tent is fully unfolded and sliders (trusses that wrap around each leg and rides up leg as tent is unfolded) are as high up towards tent fabric as possible. Shaking tent legs while walking helps tent open up faster.
5. Grasp slider unit with one hand while holding top of leg (hand up on top of tent fabric) with the other. **Notice** silver snap button near top of tent leg. Snap button can be pushed in and will return to its "out" position. Notice hole on the top inside part of slider. Push slider up until it locks into place with snap button sticking out of hole in slider. Repeat this for all 4 legs (6 legs if 20' unit).
6. With two people working on the SAME side of the tent, lift the two legs up and pull down inner, sliding legs until snap button locks. Repeat for other two legs. (For 20': do the four corner legs first, then the two inner legs.) Now raise the tent to the desired height by adjusting all legs to one of the five snap button holes on each leg.
7. If setting up on asphalt, you must use the four weight plates on all four legs to make sure tent doesn't move if windy. There is an extra rental fee for these.
8. If setting up on grass: PartyLand will provide 4 heavy-duty tent stakes and clips. Locate the hole in the very bottom of each leg. Making sure there are no power/water lines below, line up holes in stake about 1" from hole in tent leg. Pound tent stake into grass until second hole from top of stake lines up with hole in tent leg. **DON'T** pound stakes too far into ground or they are extremely hard to pull out. Using clip provided, clip tent leg to stake (push straight rod through tent leg first and into stake hole. Wrap curved part of clip around leg and stake and snap over end of rod.)

## IMPORTANT NOTES:

- The frames on these tents can be bent fairly easily, make sure TWO people set-up tent on the same side to avoid truss stress.
- When pushing sliders up into their locked positions, it is usually easier if one person is inside the tent lifting slider up and one person is outside pushing down from top of leg until snap button lock in place. **DO NOT** use your shoulder blades to push slider truss up into locked position--sometimes a pinched nerve results!

- If windy, unclip 3 legs from the stakes, release ALL 4 snap buttons and fold in tent completely until windy conditions subside (unclip 5 legs, and release ALL 6 snap buttons for a 20' tent).
- If tent top is wet, allow to dry before placing in carry bag.
- For best appearance: grasp a corner of fabric top and peel it back and up to release the Velcro attachment. Then stretch and pull the corner back down and re-engage Velcro. Repeat for all four corners.
- If ground is not level, you can adjust legs at one of five different heights to achieve a level tent top.
- PartyLand also has tent backs, sides, and rails (for a booth appearance) at additional rental fees.

**Taking Down Tent:**

1. Release clips from tent stakes and pull out of tent leg. Using sledge hammer, hit thin side of stakes from both directions to make it easier to pull stakes out of ground. Put clips back on all 4 stakes (6 stakes for 20' tent) to avoid losing clips.
2. Lift two legs on same side of tent and depress snap buttons on legs to lower tent top. Repeat on other side. (For 20': release the 2 middle legs first, then the outer four corner legs).
3. Release sliders at top by lifting up slider truss and slightly depressing snap button. Careful not to pinch fingers! Repeat for all 4 legs (6 legs on 20' tent).
4. While on opposite side of tent, grasp top in the middle between the two legs, and walk towards partner while gently shaking tent so sliders ride down legs of tent easier. Walk until tent is about 3/4ths closed.
5. Grasp two outer legs and continue walking towards each other while fully closing tent. Careful not to pinch fingers!
6. While one person bear hugs tent closed, other person places cover bag over top of tent and both partners pull bag down from each side to the bottom of the tent.

**Feel free to call PartyLand with any questions or problems you have with our tents.  
1-800-489-7798**

**Returning the Rental Item**

Upon return this rental item must have all the following parts with it, in working order. Parts that are broken or missing will be charged at the price listed.

<b>U</b>	<b>Qty</b>	<b>Item</b>	<b>Price</b>
'	1	Canopy	\$ 289.00
'	1	Frame	379.00
'	1	Carrying Bag	85.00
'		Leg-60" Outer Corner	45.00
'		Leg-40" Inner w/foot	20.00
'		Slider-4" Sleeve-2 Tab	9.50
'		Slider-peak-4 Tab	11.50
'		Peak Beam	20.00
'		Peak Pole-44"	22.00
'		Truss-58 3/4" Outer	11.50
'		Truss-57 1\2" Inner	10.75

***A Cleaning Fee of 15.00 will be assessed on any rental item that is not cleaned upon return.***



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***Trouble shooting hints, power requirements, and additional copies of this form may be reprinted from the above website.***