



THE RENTAL  
STORE

# TENT INSTRUCTIONS

*For 10x10, 20x20, 20x30, and 20x40 tents*

## If we are setting it up

- If we are setting it up (there is an additional charge for this), we will take care of transporting it to and from, setting it up, and taking it down after the event.
- It is best if you meet us there to tell us where you would like it. You can but do not need to be there when we take it down.
- We stake the tents down using 24" stakes. It is your responsibility to check for electrical, water, etc. underground. Call GopherOne (phone number is 811) to have them do a free check of the area where the tent is going. If stakes are not an option, we have 55 gallon water barrels that can be used instead.

## Transportation

- If you are setting it up, **a trailer is recommended for transportation**, especially with the 20x20 and larger tents. The longest poles for 20x20 and larger tents are 14' 5". The longest poles for the 10x10 tent are 9'5".
- You should also bring ratchet straps to secure it to the trailer
- You will receive poles, legs, the tent top, a tote with fittings and straps, and stakes.

## Set Up

- Lay out the poles and fittings on the ground (see the "Tent Diagrams" document)
- Connect the outside poles together first, then the inner poles
- Unroll the tent top and pull it across the frame
- Lift each corner of the tent to place legs in the corners
- Put legs under the rest of the fittings
- Raise legs to desired height (we usually go to the first hole up)
- Pound stakes into the ground about 5' outside of each leg
- Connect ratchet straps from the fittings to the stakes

## Tear Down

- Backwards of the set up!
- Disconnect straps and remove stakes
  - To remove stakes, hit the side of the stake head back and forth a few times. This usually loosens it enough to pull it out by hand.
- Lower and remove legs
- Grab two corners of the tent top (on the long side) and fold it in half (like a hot dog)
- Fold it in half two more times
- Roll it as tight as possible
- Put the tent top in the bag and separate the poles and fittings

## If the tent gets wet

- If rain or water gets on the tent, try to leave it up for as long as possible to let it dry out. It is much easier to roll up a dry tent top! Feel free to call us if the tent rental is due but you think it should stay up to dry out longer.

Give us a call or email if you have any questions!

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