



Instructions for all 3m width marquees

www.marqueesandpartytents.co.uk



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Thank you for purchasing a Primrose Marquee. We hope you will be very satisfied with your purchase.

These instructions should tell you all you need to know in order to put the marquee up but if you would like to see a video please visit our website at www.marqueesandpartytents.co.uk

In addition if you have any questions or need any help please do not hesitate to call us or email us.

Checking your purchase

Please check your marquee well in advance of your event. We have a high level of quality control at our warehouse and all components are checked before they are sent out. However, we use third party couriers and it is possible that boxes become seperated on route.

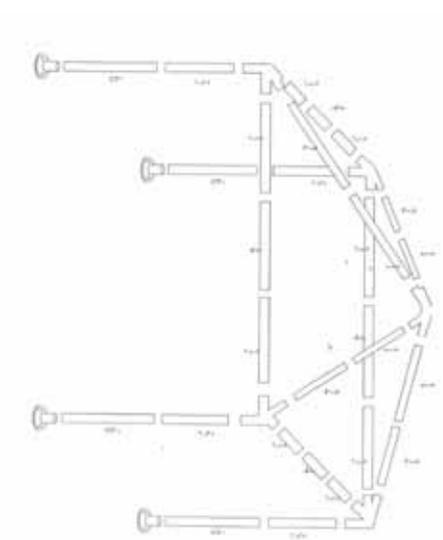
First check you have the correct number of boxes (see parts list).

If you haven't received the correct number of boxes please contact us as soon as possible.

Please open the boxes and check the contents.

All 3m width marquee frame diagram (not including optional ground bar kit)

3x3M



Please refer to parts list

WARNING!

1. Please take care not to force the poles and joints together when erecting the frame as damage may occur to the paintwork and destroy the weatherproofing.
2. Marquees are temporary structures and are not suitable for long-term use. It is particularly important not to use your marquee in strong winds, heavy snow or extreme weather. Check your local weather forecast before erecting your marquee.
3. Only erect your marquee on a suitable site. The ground must be firm enough to support the structures weight and for the pegs to hold the marquee in place in windy weather.
4. Whilst our marquees are fire retardant, please take care with naked flames (including use of candles, oil lamps and heaters) and electrical equipment which could start a fire. Keep the marquee material away from naked flames and other heat sources.

Please note: Images included in this document are for illustration purposes only and may not represent an individual product or be to scale.

ASSEMBLING YOUR MARQUEE

Step 1 – The roof frame

Requires the following parts (please refer to parts list):

Part 1 – 1590mm galvanized pipe

Part 2 – 1940mm galvanized pipe

Part 4 – 120° 3 way connector

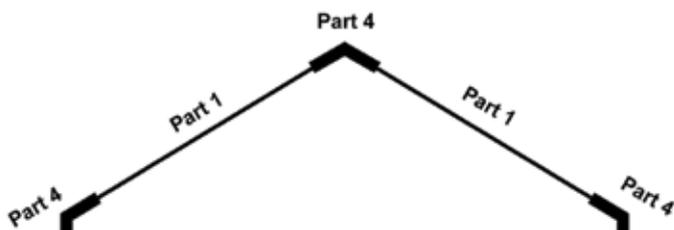
Part 5 – 120° 4 way connector

Part 12 – Screws

Please note: Make sure all pipes are pushed firmly into connectors otherwise the roof fabric will not fit.

A) To create the two end apex frames.

Lay all parts on the ground as shown in the diagram below.



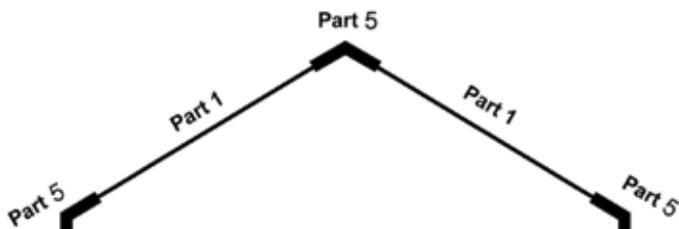
Make sure that the frame is laying flat on the ground, if not then you may need to swap parts 4 over (parts 4 should now provide 3 vertical tubes facing upwards).

Attach poles (parts 1) to connectors (parts 4) using the small screws (part 12). Make sure that the poles are fully inserted into the connectors before screwing in place.

Repeat for the other end. You should now have two assembled end roof frames.

B) Create the central apexes.

Assemble the central apexes as per the diagram.



The number of central apexes that you will have to construct depends on the size of your marquee:

Marquee Size	Number of Central Apexes
3m x 10m	4
3m x 8m	3
3m x 6m	2
3m x 4m	1

Unlike the two end apexes that you have just constructed, these middle frames will not lay flat on the ground.

Attach poles (parts 1) to connectors (parts 5) using the small screws (part 12). Make sure that the poles are fully inserted into the connectors before screwing in place.

Repeat for the remaining central apexes. You should now have assembled all of the roof frames. Please refer to the table above.

C) Join the roof frames together.

Connect all of the central and end apexes together using poles (part 2) and small screws (part 12). It is easiest to start from one end and work your way to the other and to insert the top most poles first to give your frame stability when erecting. It is also recommended that you assemble your roof frame in the exact location that you intend your marquee to stand.

The picture below shows the roof frame for a larger 4m x 4m marquee, with 2 end apexes and 1 central apex.



Step 2 – The roof canopy

The roof fabric is heavy, we recommend unrolling it onto the frame before inserting the legs.

Requires the following part: Part 14 - Roof

This part of the assembly process is easier with 3 people for any marquee over 8m long.

A) Extend the roof along the top central ridge of the roof frame. It helps to have one person in the middle of the roof and one person at either end. The eyelets will need to be on the inside of the roof.

Unfold the roof out over the the whole frame, pull the fabric gently out to the corners.

Please Note: We recommend that you attach the roof to the frame with bungees as you go. Please see step 3.



Step 3 –Attaching the legs

Requires the following parts:

Part 3 – 1920mm galvanised pipe

Part 6 – Foot plate (If you **are not** fitting the optional ground bar kit)

Part G2 – Corner ground plate (If you **are** fitting the optional ground bar kit)

Part G3 – 3 way ground plate (If you **are** fitting the optional ground bar kit)

Part 10 – Bungees

Part 12 - Screws

A) Fit the foot plates /ground plates

Each leg pole (Part 3) should be fitted with a foot plate (part 12) if you are not fitting the ground bar kit. If you have chosen to fit the ground bar kit, a 3 way ground plate (part G3) or corner ground plate (part G2) should be fitted.

Use screws (part 16) to fix the plates in place.

Please note: there are a series of holes at one end of the leg poles (part 3), this end should go into the ground plate/foot plate.

B) Attach the legs to one side of the marquee

Only fit legs on one side at this stage. You may need 3 people for this stage as the marquee frame is heavy and needs to be lifted to insert the legs.

Lift the corner of the marquee roof frame and insert 1 leg pole (part 3) with a corner ground plate (part G2) or foot plate (part 6) into the connector (part 4). Make sure that the holes on the leg pole are facing outwards. Fix in place with a screw (part 12).

Work down the marquee inserting all of the remaining leg poles, if you have chosen to fit the ground bar kit the poles you need will have 3 way ground plates (part G3) attached. Lastly insert a leg pole with a corner ground plate (part G2) or foot plate (part 12)

If you have enough people it is easiest to insert all the legs for one side at once, including the corner legs.

C) Attach the roof onto the frame using bungees (part 10)

Please note: Start with the ends of the marquee to ensure the roof is taut before you attach the sides. Ensure every eyelet has a bungee through it.

To fit the bungees (see picture overleaf):

Feed a bungee through each eyelet on the roof. Pull the elastic around the back of the pipe and hook the elasticated loop around the plastic ball. The roof material is quite heavy and tough, it may be easier to pull the roof fabric taut (and to make sure that it is in the right place) whilst attaching the bungee cord to prevent the bungee from being over-stretched and potentially snapping. It is particularly important to do this at either end of the marquee, especially for the 8m and 10m lengths.



D) Repeat the whole process from part B), attaching the legs to the other side of the marquee.

On a windy day, anchor the marquee down at this point using the corner ropes / storm straps (please refer to steps 6/7).

Step 4 – Inserting the ground bar kit (optional)

If you have purchased our optional ground bar kit, now is the time to fit the bars.

Requires the following parts:

Part G1 - 1940mm galvanised pipe

Part G1b - 1450mm galvanised pipe

Part G4 - 2 Way ground plate

Part G5 - Screws

The number of G1 pipes running along each 'window' side depends on the size of the marquee, but there should be 2 G1b pipes running along each 3m width 'door' end. Please refer to the table below to see how many pipes you require.

Size of Marquee	No. of G1 pipes along each side
3m x 10m	5
3m x 8m	4
3m x 6m	3
3m x 4m	2

Slot the ground bar kit pipes (part G1) between the 3 way ground plates (part G3) along both 'window' sides of the marquee. Use small screws (part G5) to fix them in place.

At one 'door' end of the marquee, slot one ground bar kit pipe (part G1b) into a corner ground plate (part G2), fixing in place with a small screw (part G5). Now attach one 2 way ground plate (part G4) and fix in place with a small screw (part G5). Finally, insert a second ground bar kit pipe (part G1b) in the 2 way ground plate (part G4) and fix in place with a small screw (part G5). Fix this second ground bar kit pipe (part G1b) into the opposing corner ground plate (Part G2).

Repeat for the opposing end of the marquee.

Picture below shows a ground bar kit fitted to a larger 4m width marquee, with missing window and door panels.



Step 5 – Attaching the walls and doors

Requires the following parts:

Part 15 - Side wall with windows

Part 16 - End wall with doors

Part 10 - Bungees

Part 13 - Hooks

Parts 9 and 8 - Pegs (soft ground only)

Please note - the side walls have windows and the end walls have doors.

A) Attaching the walls and doors

The walls are designed to fit one between the marquee legs. They should be hung with the arch at the top and the eyelets at the bottom on the inside.

The walls and doors are hung using the bungees already used to attach the roof. For Luxury PVC marquees use short bungees to attach the end doors to the roof fabric.

Join adjacent walls together with bungees, as shown below. The elastic should pass from one eyelet around the back of the leg pole, through the other wall eyelet and then over the white plastic ball. Similarly connect the walls to the roof by sharing bungees.

If you have purchased a ground bar kit, use bungees to secure the bottom of the walls to the ground rails.

These images below illustrate how to tie the bungees.



B) Fix leg covers

Once all of the walls and doors have been hung, fix the leg covers in place using the Velcro ties and hooks (part 13)



C) Pegging in: Pegs can only be used on soft ground such as grass or turf. Use the large pegs (part 8) to secure the feet and small pegs (part 9) to secure the fabric to the ground.

Image below shows small pegs fixing the material down.



Step 6 – Fitting corner ropes (optional)

Requires the following parts:

CR1 - Corner ropes

CR2 - Spiral pegs

Use one rope on each corner of the marquee.

Tie a knot in one end of the rope and feed through the corner eyelet from underneath upward.

Pull the rope through until the knot prevents the rope from pulling through any further. Mark out an appropriate position for the peg a short distance from the marquee, screw the peg into the ground and tie the other end of the rope to it as securely as possible.

If the marquee is on hard ground you may need to use heavy weights to anchor the marquee instead of pegs.



Step 7 – Fitting storm straps (optional)

These go on the long sides of the marquee. We recommend you position them 2m apart.

First secure the hook to the bar of the marquee as shown in the picture below.



Next screw the peg into the ground in an appropriate position.

Feed the strap to the outside of the marquee. Then attach the tensioner. First feed the strap through the tensioner as shown below.



Next pull the strap through so that it is a little longer than you require.



Secure the strap to the ground by pushing the peg through the metal hook. Tension the strap by lifting the ratchet up and down.

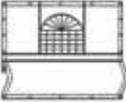
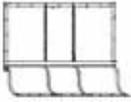
Marquee Parts List

Number of Boxes:

	3x10m quantity	3 x 8m quantity	3x 6m quantity	3 x 4m quantity
Marquee	13	11	9	7
Ground Bar Kit (optional)	1	1	1	1
Tie down kit (optional)	1	1	1	1

Parts List:

Part no.	Part Name	Diagram	3x10m quantity	3 x 8m quantity	3x 6m quantity	3 x 4m quantity
1	Frame pole		12	10	8	6
2	Frame pole		15	12	9	6
3	Leg pole		12	10	8	6
4	120° 3-way connector		6	6	6	6
5	120° 4-way connector		12	9	6	3
6	Foot plate		12	10	8	6
7	Spiral peg		4	4	4	4
8	Large peg		12	10	8	6
9	Small peg		44	38	32	26
10	Bungee ball		116	98	80	62
11	Guy rope		4	4	4	4
12	Screw		78	64	50	36
13	Hook		12	10	8	6
14	Roof canopy		1	1	1	1

Part no.	Part Name	Diagram	3 x 10m quantity	3 x 8m quantity	3 x 6m quantity	3 x 4m quantity
15	Side walls		10	8	6	4
16	End Walls		2	2	2	2

Ground Bar Kit:

G1	Pipe 1940mm		10	8	6	4
G1b	Pipe 1450mm		4	4	4	4
G2	Corner ground plate		4	4	4	4
G3	3 Way ground plate (sides of marquee)		8	6	4	2
G4	2 Way ground plate (ends of marquee)		2	2	2	2
G5	Screw		40	34	28	22
G6	Bungee ball		44	38	32	26

Tie Down Kit:

TD1	Strap		8	6	4	2
TD2	Peg		8	6	4	2



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Customer Services

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