

[www.marqueesandpartytents.co.uk](http://www.marqueesandpartytents.co.uk)  
Customer Services: **0118 903 5210**

## **Instructions for 3m x 9m Budget Marquee**

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

### **Checking your purchase**

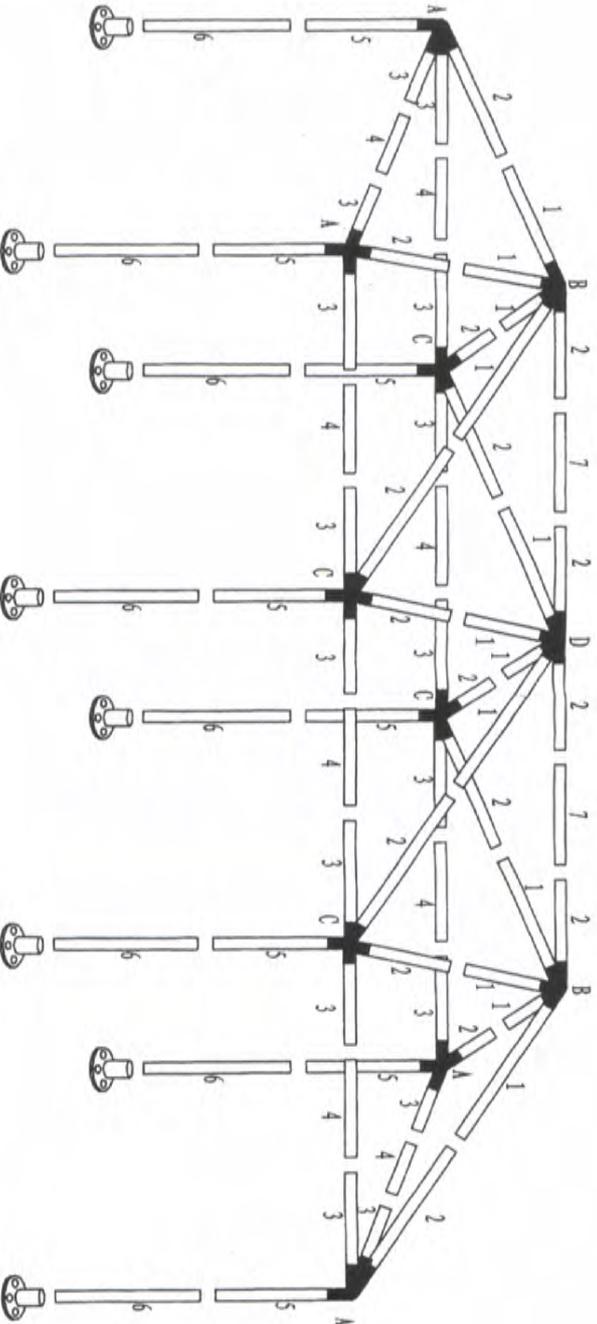
Please check your marquee well in advance of your event. We have a high level of quality control at our warehouse and all components are checked before they are sent out. However we do use third party couriers and it is possible that problems may occur. We can sort the problem out it as long as we have enough time to do so.

**Please open the box and check the contents!**

## 3m x 9m Budget Marquee

Please check that you have all the parts shown below

### 3 x 9M



1#		12pcs	A		4pcs
2#		16pcs	B		2pcs
3#		16pcs	C		4pcs
4#		8pcs	D		1pc
5#		8pcs			8pcs
6#		8pcs			8pcs
7#		2pcs			16pcs

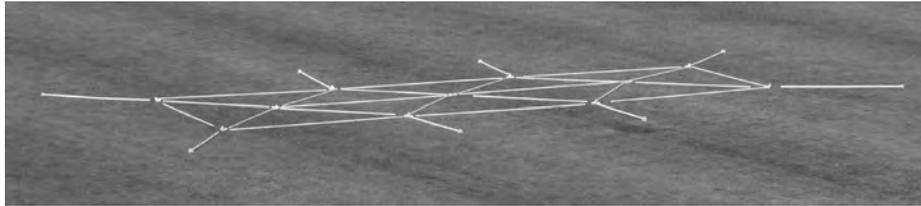
# ASSEMBLING YOUR MARQUEE

## Step 1 – The roof frame

**Note: Please refer to diagram on page 2**

a) It is a good idea to lay all the frame and joint parts out as shown in the image below using the diagram on page 2 as a reference. This way you can check that you have received all of the parts and that none are faulty.

**You must do this before you start erecting the party tent.**



b) Join all the roof poles together making sure that the spring is holding them in place (see image below)

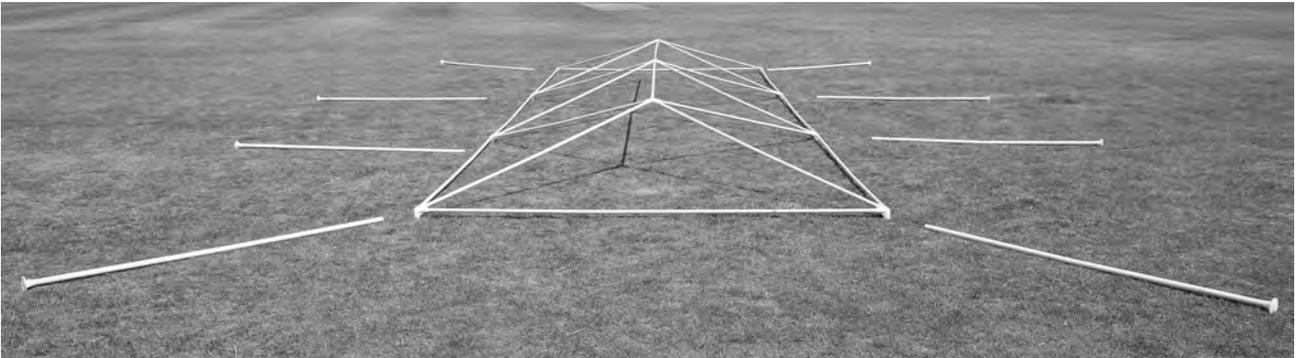


c) Now connect all the plastic corner joints to the poles, making sure that the poles clip into the plastic joints shown in the image below. Use the diagram on page 2 for guidance.



## Step 2 – Attaching the roof canopy

Your marquee should now look like this:



**It is much easier to put the roof on the frame before inserting the legs.**

a) Unfold the roof fabric onto the roof frame, make sure that you have the fabric up the right way. An easy way to tell this is to look at where the legs would join- there will be a strip of fabric to cover the leg poles, on this seam will be a loop for which the guy-ropes are attached: this must be on the outside. (see image)



b) At one end of the marquee (3m wide end) hook the roof fabric over the corner joints so that it fits snugly. Then ease the fabric along the frame up to the other end and do the same. This should result in a tight-fitting roof that will help hold the frame in place. Your marquee should now look like this:



### Step 3 – Attaching the legs and lifting up

The leg sections come in 2 parts. To prevent unnecessary stress on the roof frame when assembling it is advisable to connect the top leg section (part 5) first and then add the bottom half (part 6). It is also best to attach all 4 corner legs at once to prevent the marquee frame from unnecessary stress, however if you do not have 4 people it is possible to erect one side at a time.

a) Attach leg top poles (part 5) to one of the longest sides of the marquee starting with the middle, or to the 4 corners at the same time – the marquee is very light so this should be easily achievable. Make sure that the poles clip into the plastic joints - see page 3.

This photo shows our 3m x 4m standard Marquee mid-construction, where one side has been erected first.



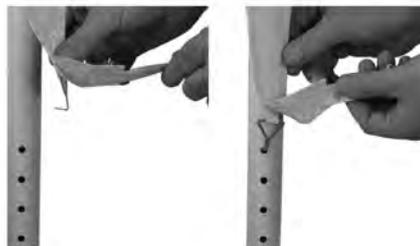
b) Now lift up the opposing longest side and attach the top leg poles (part 5), being careful not to put unnecessary stress on the roof frame by pushing or pulling on the opposing legs. If you have decided to attach the 4 corner poles first, attach the remaining top leg sections (parts 5) to the middle joints.

c) Repeat above with bottom leg poles (part 6). Make sure that the holes in part 6 are facing outwards.

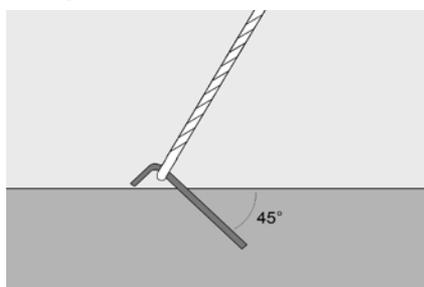
d) You can now get under the marquee and start to secure the roof by way of the Velcro straps. These are to go around the poles (see below image)



e) Hook the leg covers into the holes in poles no. 6 as shown below. If on soft ground you may wish to peg the foot joint in place - this is especially recommended for windy days.



f) Attach the guy-ropes to the tabs described on page 4 (there is a tab above every leg) and securely peg into the ground. We recommend that pegs are at a 45 degree angle into the ground facing away from the marquee to ensure maximum tension (please see illustration).



## Step 4 – Attaching the walls and doors

Your marquee should now look like this



**The side window panels and larger end panels can be easily attached or removed, so you can add any combination you require. It is also perfectly safe to have none at all.**

a) Side window panels and end panels are attached to the marquee frame by way of Velcro straps. Make sure that the end panels and the window panels are the right way up before fixing. This can be easily identified as the side with no Velcro straps should be at the bottom touching the ground.

b) It is easier to attach the two top corner Velcro straps on each panel before attaching the rest. Please see page 5 for an illustration of how to fix the Velcro straps.

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

**Important: Marquees are temporary structures and are not suitable for long-term use. They should be erected and dismantled on the day of use to avoid damage during the night when weather can change dramatically. Do not leave the marquee up in bad weather as it is not designed to withstand strong winds, heavy rain or other extreme weather. Check your local weather forecast before erecting your marquee.**

**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.**