Thank You for Purchasing a TopTec Tent

If you have questions about installation, maintenance, or take down, please call us at (800)845-2830. Our goal is that you are completely satisfied with our products. Please read this installation manual carefully and follow all instructions contained herein. Please note that the installer is responsible for the site selection, installation, and use. Do not erect during inclement weather and follow all safety procedures during the installation and take down process.

Please contact all utility companies for underground services. In many states, the utilities work together and have formed a Utility Locating Service. It is your responsibility to locate all underground services, including speaking to the owner about irrigation, pool and other special services that they may have installed. Also, please note that special precautions should be taken such that any overhead powerlines are duly noted and avoided during the tent erection process.

To provide the quickest possible service, please fill in the information below so that we may effectively help you should a problem arise.

<table>
<thead>
<tr>
<th>Size</th>
<th>Product Code</th>
<th>Serial Number</th>
</tr>
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<tbody>
<tr>
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TopTec Products, LLC in no way represents the estimated holding power to be true in all cases. It is an estimate, and as such does not imply that the figures are sufficient to hold any tent securely in windy or adverse weather conditions. The tent installer accepts sole responsibility for the safe installation, teardown, and maintenance of any tent. TopTec does not represent in any way that the materials provided with the purchase of the tent are sufficient enough to hold it up in windy or adverse weather conditions. There is no way for TopTec to know the site conditions or the weather conditions at the event to be able to recommend the adequate amount of holding power needed to hold the tent safely in position. Furthermore, we are not responsible for the methods which the installer uses to erect the tent or anchor it in position. Installers MUST be empowered to deem the tent unsafe for occupancy if/when the weather becomes unstable. For further recommendations on determining necessary staking values, please consult the IFAI Procedural Handbook for the Safe Installation and Maintenance of Tentage and the IFAI's Pullout Capacity of Tent Stakes. These resources are available from the IFAI Tent Rental Division.
Recommended Tools and Equipment

Personal Safety
- Gloves
- Hard Hat
- Safety Glasses

Layout
- Stake Line Diagonal Drawing
- (2) 300' tape measures
- (4) Large nails or screwdrivers
- Marking Paint
- Calculator with square root

Site Transport
- Hand Truck (tops)
- Center pole skid plate or dolly

Stake Installation and Removal
- 10 to 16lb. sledge hammer
- Gas powered stake driving machine (optional)
- 24" Pipe wrench for loosening stakes
- Mechanical stake puller

Tent Installation
- Ground Covers
- Plywood pads for side poles and center poles

Recommended Install Packages

Normal Install Package - 3 Hole stake bars at corners, 5 hole stake bars with 2" web guys at lace lines and center of ends. Single stakes with 2" ratchets at all other locations.

Full Install Package - 5 hole stake bars with 2" web guys at lace lines and center of ends, and 3 hole stake bars with 2" ratchets at all other locations. Recommended for installations in loose soil conditions or when engineered loads are required. Additional stakes and/or stake bars may be required due to weather or soil conditions.

Recommended Installation Method

It is imperative that in order to achieve proper tension in an engineered pole tent all installers follow these procedures for installing the tent. Deviation from these procedures is not advised in any way.

TopTec Products recommends squaring and installing the stake line accordingly prior to erecting the tent. This method ensures that adequate tension is applied and maintained to structural elements, given the adequate holding power of the staking system used.

This method also serves to minimize wrinkling of the top under tension and results in a finished, professional appearance.
Site Layout

Site Survey
The major purpose of a site survey is to accomplish the following:
1. Gather all pertinent information regarding the function or event.
2. Ensure that the proper equipment is used to suit the site and function.
3. Organize the information so that it becomes an effective means of clear communication for all parties involved.
4. Serves as a permanent record of the entire transaction.
5. Serves as a means of ensuring that all codes and regulations are met.

Site Plan
The major purpose of a site plan is to accomplish the following:
1. To ensure the tent and related equipment is installed in the proper manner.
2. To ensure that the layout conforms to local codes.
3. To locate obstructions.
4. To show access to the site.
5. To locate exit areas on tents and sidewalls.
6. To locate areas with specialized anchoring requirements.

Component Listing

<table>
<thead>
<tr>
<th>Component Listing</th>
<th>Normal Install Package</th>
<th>Full Install Package</th>
<th>Manpower Required</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>End 30' Mid</td>
<td>End 30' Mid</td>
<td></td>
</tr>
<tr>
<td>Bags/Sections</td>
<td>2 1</td>
<td>2 1</td>
<td>Three to six experienced tent installers are required to install a 60' x 90' tent. Allow three to four hours for a normal install.</td>
</tr>
<tr>
<td>Center Pole</td>
<td>1 1</td>
<td>1 1</td>
<td></td>
</tr>
<tr>
<td>Side Pole</td>
<td>24 6</td>
<td>24 6</td>
<td></td>
</tr>
<tr>
<td>3-Hole Stake Bar</td>
<td>12 0</td>
<td>28 4</td>
<td></td>
</tr>
<tr>
<td>5-Hole Stake Bar</td>
<td>4 2</td>
<td>4 2</td>
<td></td>
</tr>
<tr>
<td>40&quot; DH 1-1/8&quot; Stake</td>
<td>72 14</td>
<td>104 22</td>
<td></td>
</tr>
<tr>
<td>Web Guys</td>
<td>20 4</td>
<td>20 4</td>
<td></td>
</tr>
<tr>
<td>Hand Ratchets</td>
<td>16 4</td>
<td>16 4</td>
<td></td>
</tr>
</tbody>
</table>

A normal install requires five hole stake bars used on the main lace lines and middle of the ends. Soil conditions will determine the use of additional stakes and/or stake bars at other locations.

Three hole stake bars used on all corner locations.
60w Sectional Pole Tents

Tension Ratchets (Ref. A)

**Note**
When tying a center pole jump rope, make a half hitch in the rope and sling it to the top of the pole before proceeding with the sequence above. This will provide an extra measure of security in keeping the top seated securely on the center pole.

Side Pole / Center Pole Jump Ropes (Ref. B)

Preloading the ratchet as shown above will allow the slack to be pulled from the webguy. This is the most efficient way of installing the side poles.

**Note**
When tying a center pole jump rope, make a half hitch in the rope and sling it to the top of the pole before proceeding with the sequence above. This will provide an extra measure of security in keeping the top seated securely on the center pole.

This tent should be installed with 3-hole stake bars at all 3 positions in each corner. Additionally, it is intended to be installed with a 5-hole stake bar and two web guy ratchets at each lace line location as well as a 5-hole stake bar and 2" web guys in the center position of each end. Installation in a manner not consistent with this will result in a tent that does not meet wind load criteria.
Step-By-Step Installation Procedures

Begin installation by laying out the stake line based on the configuration of the tent and the prevailing soil conditions. A square stake line is critical to the secure installation of this tent. \textit{Note: See page 10 of this manual for diagonal information.}

**Step 1**

Once the stake line is square, mark the side pole and center pole locations.

**Step 2**

Spread a drop cloth within the stake line to protect the vinyl sections of the tent. Lay the tent tops on the ground cover and begin the lacing process, starting at the center pole location working toward the eave of the top. Start lacing by placing the first loop (nearest the center pole location) through the first grommet. While holding the first loop, pass the second loop through the second grommet and first loop. Continue this process until all laces are secure.

**Step 3**

\textbf{Important}

When the lace has been completed to the eave, tie a knot in the last loop (fig. A). This last loop should be clipped in the carabiner underneath. The carabiner MUST then be clipped to the D-ring on the adjacent section of top (fig. B). Once this has been tied and clipped, fasten the rain flap and recheck that no laces have been missed.
Step 4
The corner poles are the first to be installed in the tent. Insert the pin through the top, locate the base, and tie the jump rope. Hook outuy strap to d-ring and pre-tension only to the point that the corner pole will stand on its own. Over-tensioning these corner poles at this stage in the installation will only make the installation of the center pole more difficult.

Step 5
The other side poles can be installed and should also be attached to their respective outguys/ratchets. Be sure to also tie these jump ropes to the pole at this time. (See drawing Ref. B, p.5 of this manual for rope tying instructions.)

Step 6
Next insert the center pole(s) from the narrow end of the tent and place the pin through the hole in the top, taking care not to damage the top. Raise this center pole and place the base near its location as determined in the layout phase. Tie the jump rope to the center pole at this point. If the tent has multiple center poles, install the others in the same order as the first.

The second, third, etc. poles will go in easier than the first, so they can be placed nearer to their final resting place than the first pole. Come back to the first pole after the others are preliminarily installed. Beginning with the first center pole, place each one at its proper location as determined in the layout phase.
Step 6

Begin tensioning the tent by starting at the corners. They should be tensioned only until they are vertical - no more. Once the corners have been properly tensioned, the other side poles can be tensioned. Place the base at its proper location and tension the pole until it is vertical. Do not tension further, or it will be too difficult to properly tension the side pole location on the opposite side of the tent. It helps to have two people tensioning on exact opposite sides of the tent from one another at the same time. At the completion of this step, the tent should be securely tensioned.

Step 7

Once the tent is tensioned, you must take time to walk around it and check all straps, stakes, web guys, jump ropes, and lace lines to be sure that each is securely fastened. This inspection is critical to the safe installation of the tent. It is also advised that the installer take the time to secure all ratchet strap tails. This also gives the tent a finished appearance and is considered to be fully installed.
Installed Tent Inspection

1. Staking - Check all stakes for signs of movement.
2. Tensioning - Check all outguys for proper tension, making sure that the tent is set for proper drainage.
3. Poles - Check that all the poles are properly aligned, securely tied and structurally sound.
4. Sidewall - Check that they are properly secured as required.
5. Special Considerations - Make sure that the installation is in compliance with all the local building, fire, and public safety codes.

During inclement weather, particularly when the tent is in use, experienced tent personnel should be present to ensure the security of the equipment and those using it. All parties must be aware of the limitations for safe occupancy of the tent. The tent renter must retain the right to declare the tent unsafe for occupancy. Always follow the manufacturer's instructions and warnings as they take precedence over any conflicting information contained in this manual.

Take Down Procedures

Take down is a quick and easy process that is almost an exact reversal of the installation process. The following steps, if accomplished properly, will assure it is completed in a proper and safe manner. Adequate manpower is required to do this safely. Be sure that everyone has evacuated the tent during the take down process.

1. Lay out ground cloths to protect the tops from dirt and abrasions during the take down process.
2. Loosen all outguys around the perimeter of the tent to release the tension on the tent top, center poles, and side poles. Be sure that no one is under the tent during this process.
3. Move forward center poles to a slight angle against the wind. This will further release tension on the tent tops and allow for easier removal of the remaining center poles.
4. After untying the jump rope, remove center pole from the rearmost location. Start by moving inward to the angled center pole(s). Be sure that someone is available to catch the center pole as it is being lowered to prevent damage to the top. Adequate personnel must be available to handle these poles safely.
5. Repeat this procedure for the remaining center poles. Pay particular attention to the last center pole to ensure that adequate personnel are available to take the full load of this center pole as all the weight of the tent top is placed on the last pole.
6. Loosen the remaining tension on the side poles, untie their respective jump ropes, and begin removing them. Use caution when releasing the tension on the corner poles as they will drop quickly due to the weight (tension) that the top will be applying to them.
7. Unhook all guys attached to the top.
8. Inspect the top for damage, roll up, and place back in its storage bag. Roll up and tie all ground covers. If the top is damaged in any way, mark it accordingly so repairs can be made prior to the next rental. Note: If the top is wet or damp, be sure to take it out of the bag immediately upon arrival at your shop and let it dry fully before placing it back in its bag for storage.

At the completion of these steps, load your truck and get ready for your next event.
TopTec Products, LLC recommends using the diagonal method of squaring stake lines for the installation of ALL pole tents. A 6' stake line is recommended on side pole heights of 8' and an 8' stake line is recommended when using 10' side poles.