



Assembly  
Instruction  
Manual

## Table of Contents

Part 1 - General Information

Part 2 - Assembly Guide - Frames

Part 3 - Assembly Guide - Covers & Walls

Part 4 - Dismantling Guide

Part 5 - Fundamentals

Part 6 - Guarantee, After Service & Hot Line

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## Part 1 - General Information

As with any structure, the success of the unit is dependant upon it's installation and operation. If the structure is handled properly during transportation, erection and dismantling, its life span will be increased. It will look better, more professional, and the resulting installations will be safer for all concerned. Before assembling, workers should acquaint themselves with the safety precautions, necessary implements and materials.

### Safety Precautions

1. Before starting to work, make sure all people involved in the erection of the structure are familiar with the procedure of operations and safety precautions.
2. The supervisor needs at least 6 qualified assistants to setup the tent.
3. Solid shoes and helmets must be worn at all times during the erection of the structure.
4. The Instructions must be followed to prevent damage to the fabric, the site or risk injuries. At some stages the structure may not be stable and the surrounding area should be kept clear except for personel directly involved in the construction process. Unauthorized access to the working area is to be prohibited. This Manual should be available at all times during construction.
5. If the foundation soil is loose, it is necessary to eliminate the danger of a breaking foundation by adding sufficient soil compression for expansion of the bearing surface.
6. Ensure the site is free of any underground pipes or cables.
7. Follow any instructions associated with electrical equipment to be used within the structure once constructed.
8. Local safety regulations are applicable with this structure.
9. Ensure the site is secure for if construction will continue beyond a single day. If construction occurs at night, ensure the site is well lit with proper safety precautions in place.

## Safety Precautions Continued

10. Tents fixing methods: If the site surface is concrete exceeding 15cm deep, fix the structure with swell screws or weight bags; for a grass or bitumen surface (or any other soft ground), use steel ground-anchors.
11. The ground level of the site should not vary in excess of 5cm or the safety of the structure could be greatly compromised.
12. Adverse weather conditions can greatly affect the safety of the structure during construction or after completion. Local weather forecasts should be checked for hail or winds greater than 80km/hr. If these conditions are forecast, the tent should be dismantled to avoid risking a compromise in structure safety. In snow conditions, make sure the roof is cleared if more than 3cm falls.
13. Any local regulations for temporary building are applicable.
14. In case of fire, Loosen the ropes and zippers on the walls and open the doors to allow for fast exit.
15. In the case of any other special situation, please contact the Extreme Marquees on 1300 850 832.

## Necessary Implements:

Access equipment (Spanners, Setup-ropes, Purlin-Fork, Hammer, Pliers, Drills, a protecting foil or carpet, gearing lift) must be checked to ensure that no damage has taken place since the last installation.

Protective clothing (helmet, solid shoes, overalls, safety harness etc.) should be supplied where necessary. Where possible, the structure should be assembled at ground level and then hoisted into place. The safe use of ladders, working platforms, and powered equipment is covered and does not need repeating here.

All bolts, pins or spring fasteners must be in good working order and well maintained. Spare fasteners should be carried in case of shortages. If the ground anchors are used to support the structure, The Pull-up Peg Machine is required when dismantling.

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## Siting

The siting of all temporary structures involves common sense most of all. Good access, safe fire exits, solid ground for siting, the ability to service the units, these are all criteria for safe installation. Other questions are: is it suitable for the intended use? Is it well drained? Is it level? Does it have good access roads? Are there secondary exits for emergency vehicles? Installers must insure that a reasonable distance be kept from nearby buildings or fences to restrict the potential spread of fire and there is nothing hazardous underground that can be affected by ground work's or stakes.

Choosing the site for your event is the hardest part of the planning. Don't persuade yourself that it is suitable if it isn't. The right combination of usability, convenience, access, drainage, and soil conditions, have to be there before confirming the site. Artificial roadways may be required in muddy weather. If soft soil conditions are encountered, timber spars may be used to spread the point loadings at ground level.

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## Part 2 - Assembling Guide - Frames

### 1. Mark Out and Stake Base-Plates to Ground

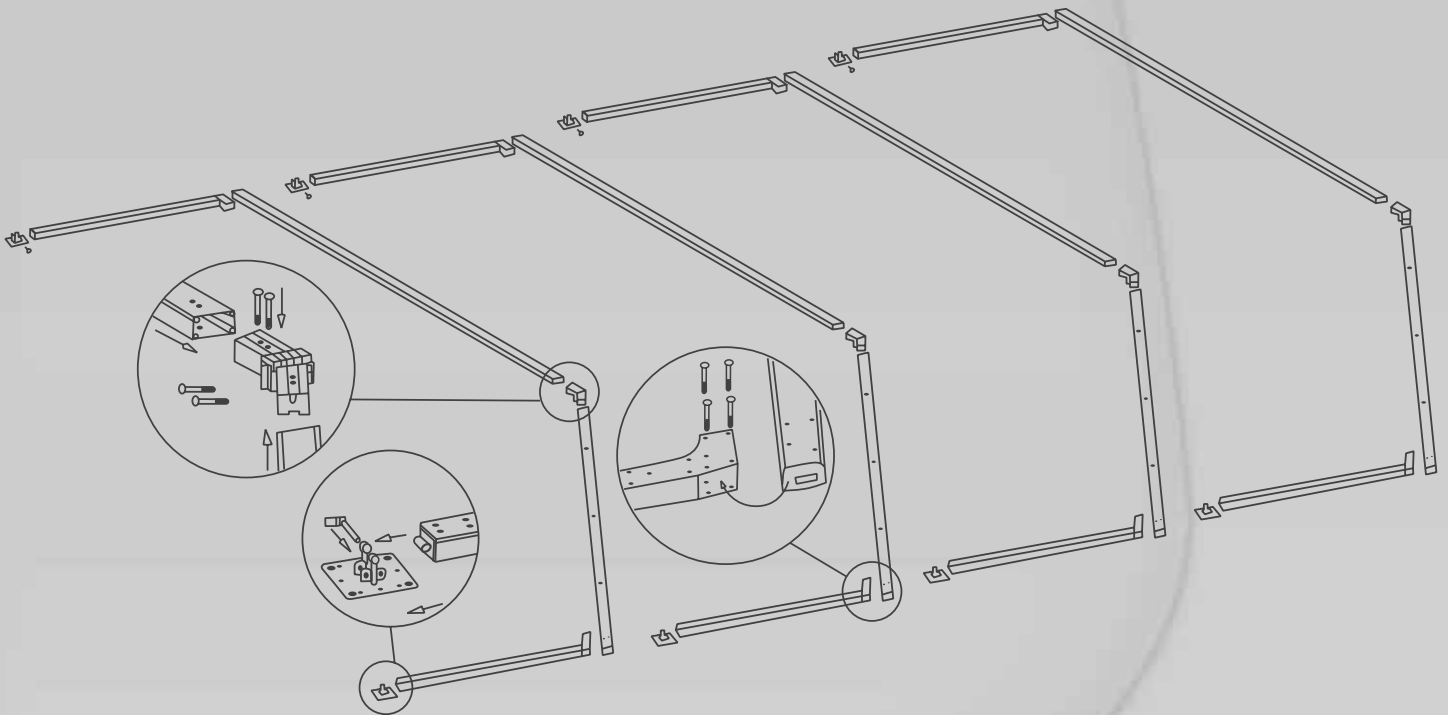
Access the drawing of Base-Plates position in the delivery technical data files. Mark the base-plate positions according to the drawing: After marking out the location of the base plates in stage one, make sure the plates are marked squarely. This is done by measuring the distance from the centre of one plate to the centre of the opposite plate in the next bay. This distance is referred to in the drawing.

Once plates are correctly positioned, they require staking. First stake the base-plate to the ground in the position noted on the appropriate setting out plan, set dimensions to the centre of the plates each time. Make certain that the plates are absolutely square.

## 2. Assemble frames on ground and prepare for erection

Place the frames in the location indicated in the illustration. The hoop must be laid out on its side on the flat place of the ground or the stage. Then the two Roof-Beams should be assembled onto the Roof-Connection and the Right-Supports, then pinned to the Base-Plates. A point to mention is when assembling hoops for virtually any structure they should always be assembled from the centre outwards, on no account must the plates be attached to the leg first.

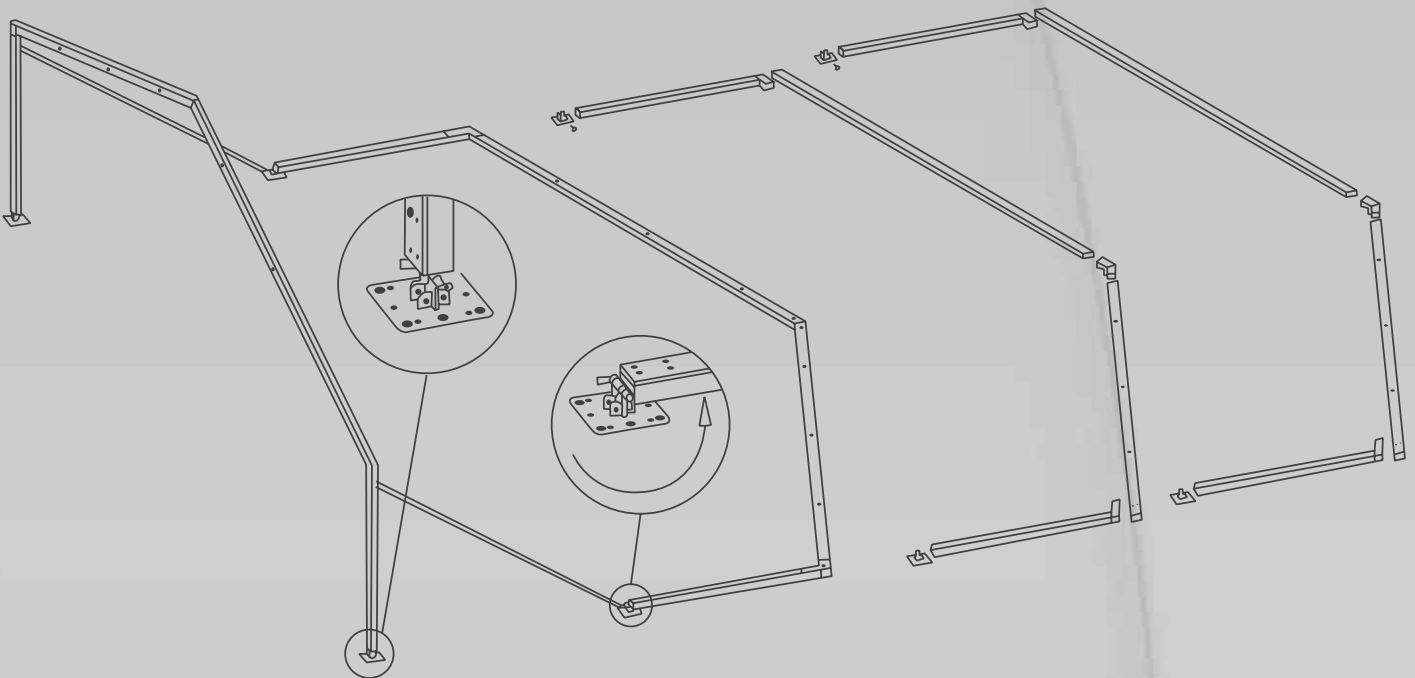
The Top Connection should be the first, working outwards towards the plates, and then hoop should be completed before sliding it into place. to insert the plate pins. The "Power Bar" should be fitted after the whole hoop has been assembled. Place bolts and nuts inward facing to the next hoop on the suitable hole of each section. From these the loop end of the roof cable must be attached to the uppermost point on each roof section.



### 3. Lift frames, add purlins, roof cables & X-cross bars of the first bay

Using lifting gear, or sufficient manpower to lift the weight, hoist the hoop into its vertical position. If lifting gear is to be used, the hoist should be attached to two points on the frame, about two thirds up the eave.

Once the first hoop has been hoisted into a vertical position, it should be tied off, with using X-Cross Bars. Hoop one is now secure.



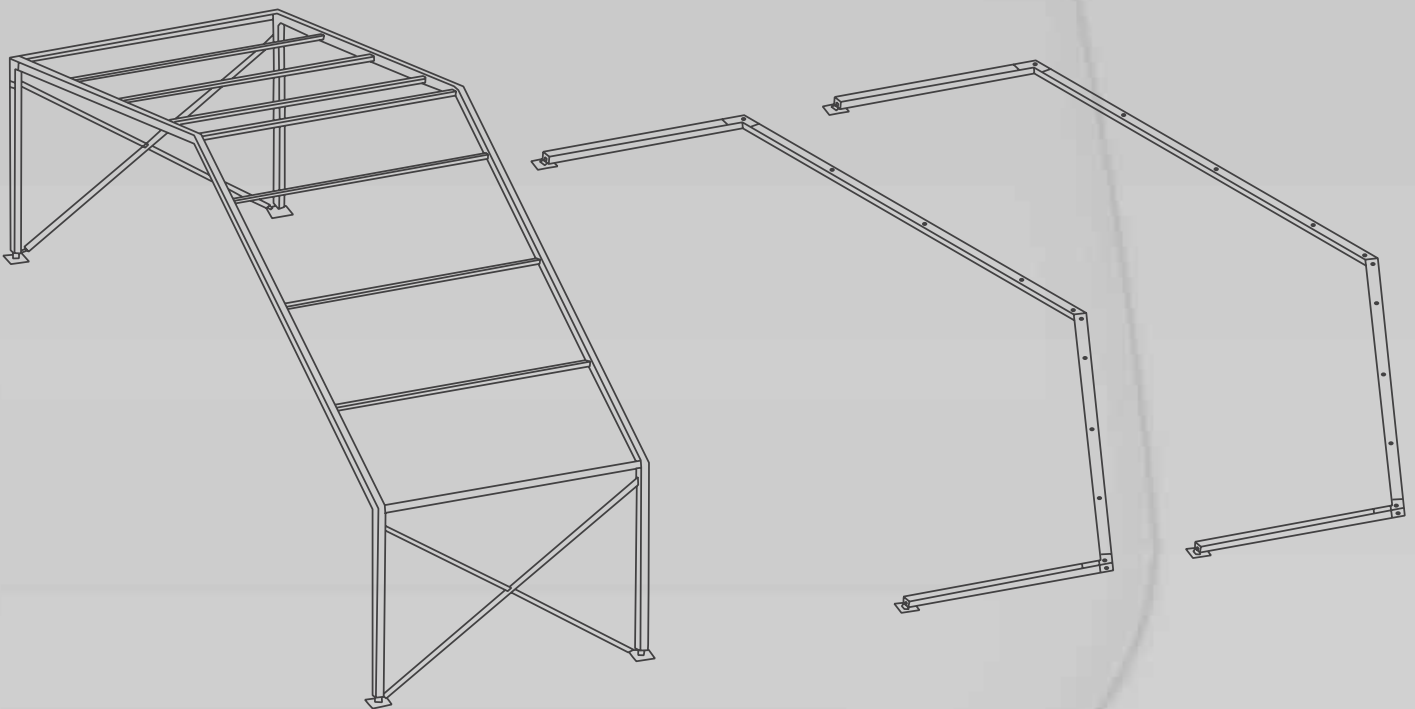
The assembly procedure for hoop one should now be repeated and the lifting gear transferred to hoop two so that it can also be hoisted into a vertical position.

The X-cross Bars for the leg section should be installed next, these need to be fixed to make the lower part of the first bay secure. When tensioning the X-Cross bar, it is important to ensure that you are pulling the frame into a vertical position.

The purlins should then be installed. Ridge purlin, intermediate purlin and eave purlin has a hook at either end, one curved and one straight. These hooks are used for connection to the top hat sections of the main frame. To do this, simply drop the curved hook into the first top hat, and then, once the first hook is in position, the straight hook can be dropped into the other top hat bracket using a set of step ladders or a mechanical man hoist, or by using a long purlin fork.

At this point, the higher purlins can be inserted by working from the ground up towards the middle. Once the purlins are in place, the roof cables can be added and tensioned. Now ensure that the cables are tight, and that the frame is square and vertical.

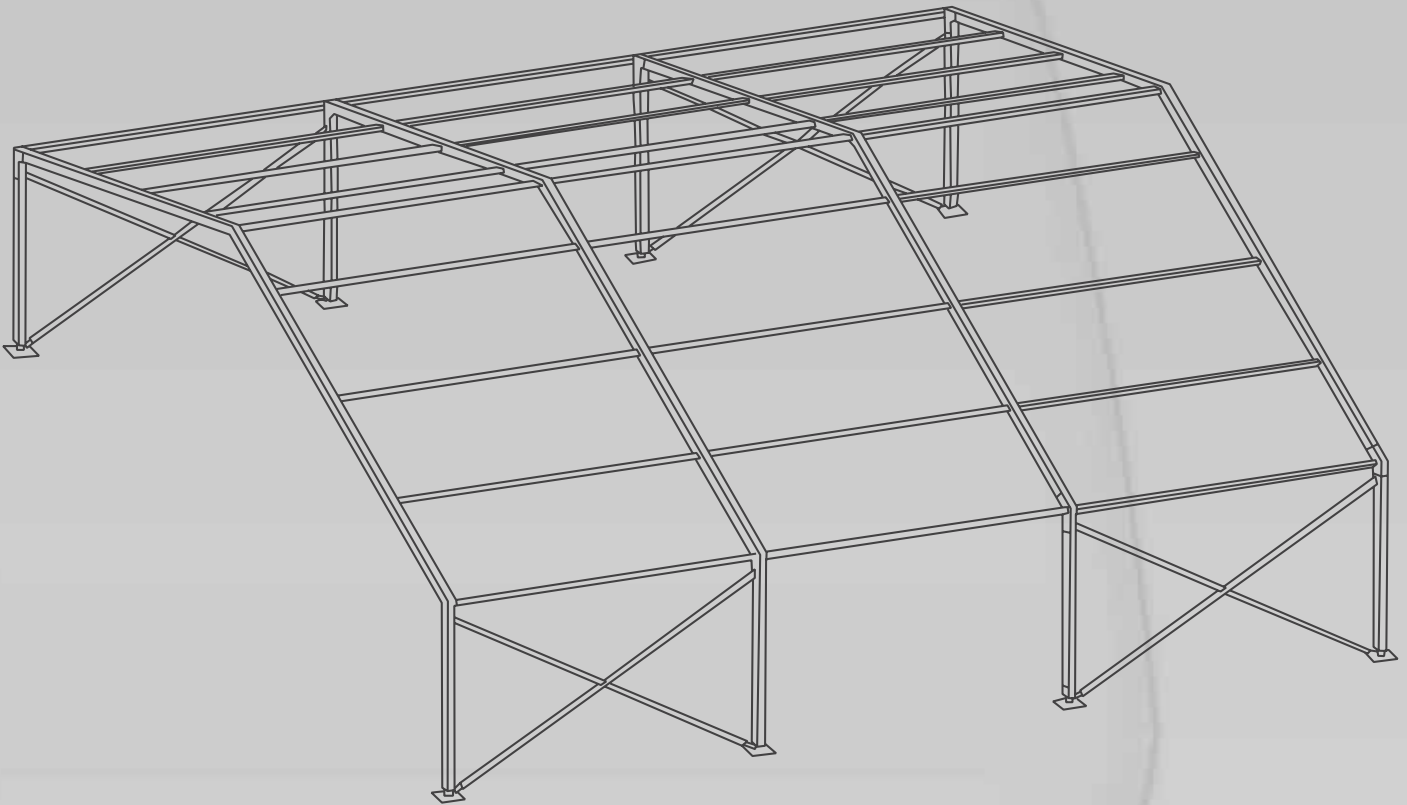
Once all roof cables have been tensioned the first bay will be stable.



## 4. Erect all bays

Hoop three can then be assembled and, by transferring the lifting gear to the Ridge Connection of hoop two, hoop three can be hoisted.

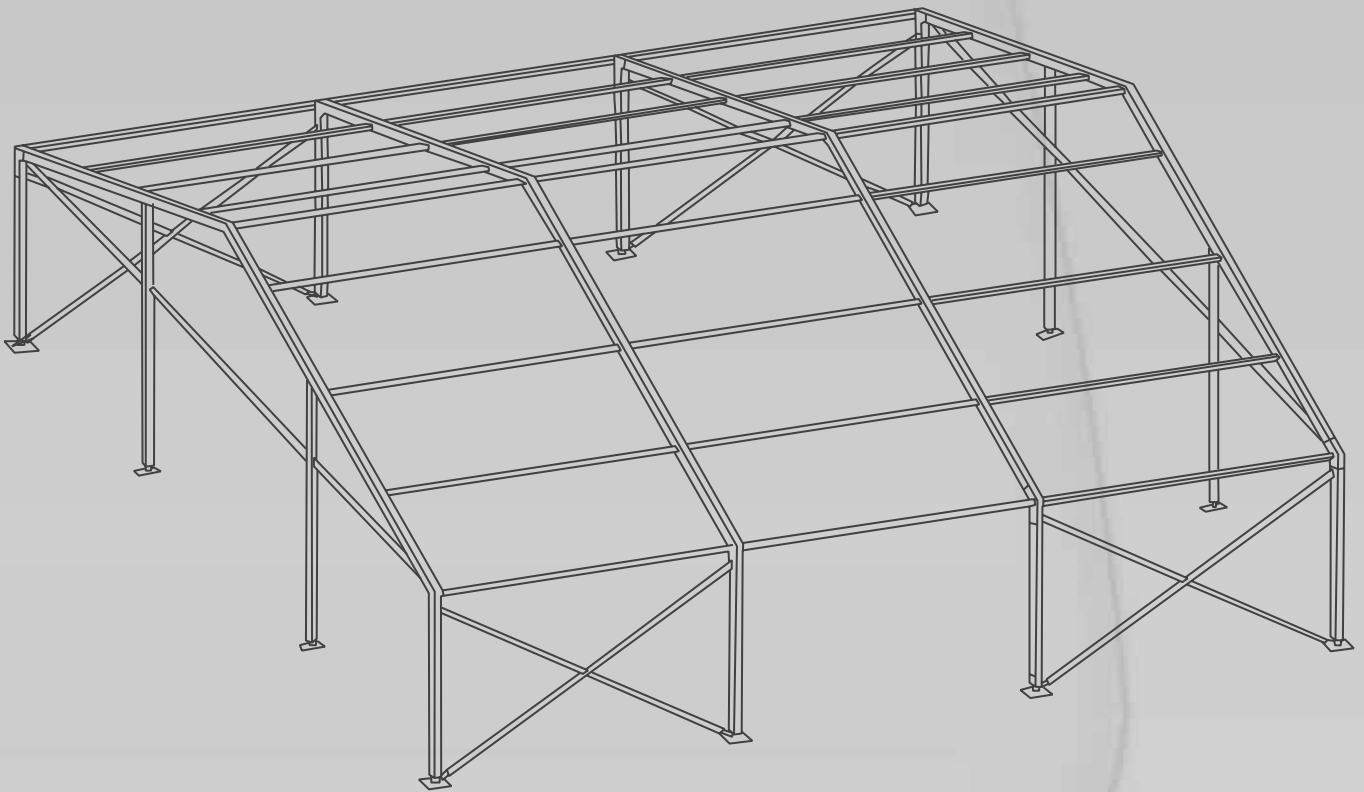
The procedure for bay two should be repeated for as many bays as required for the particular installation. Repeat the operation for each structural hoop, fixing the X-cross bars and tensioning the roof cables as the particular installation requirement.



## 5. Install the Gable-Poles & Gable-Beams

fix the gable-poles indicated in the illustration. The upside of the poles should be installed first, and then, sliding it into place to inset the plates pins. Sure that the base-plates for the gable poles are in the correct position as marked on the drawing.

install the Gable-Beams like the purlins - simply drop the curved hook into the first top hat , and then, once the first hook is in position, the straight hook can be dropped into the other top hat bracket using ladders or purlin hooks.



## Part 3 - Assembling Guide - Covers & Walls

### 1. Roof Cover

Unpack the Roof-Cover and put it onto a protecting foil or carpet to avoid it getting dirty or damaged;

Throw 2 pc of Setup-Ropes over the one bay of the frame;

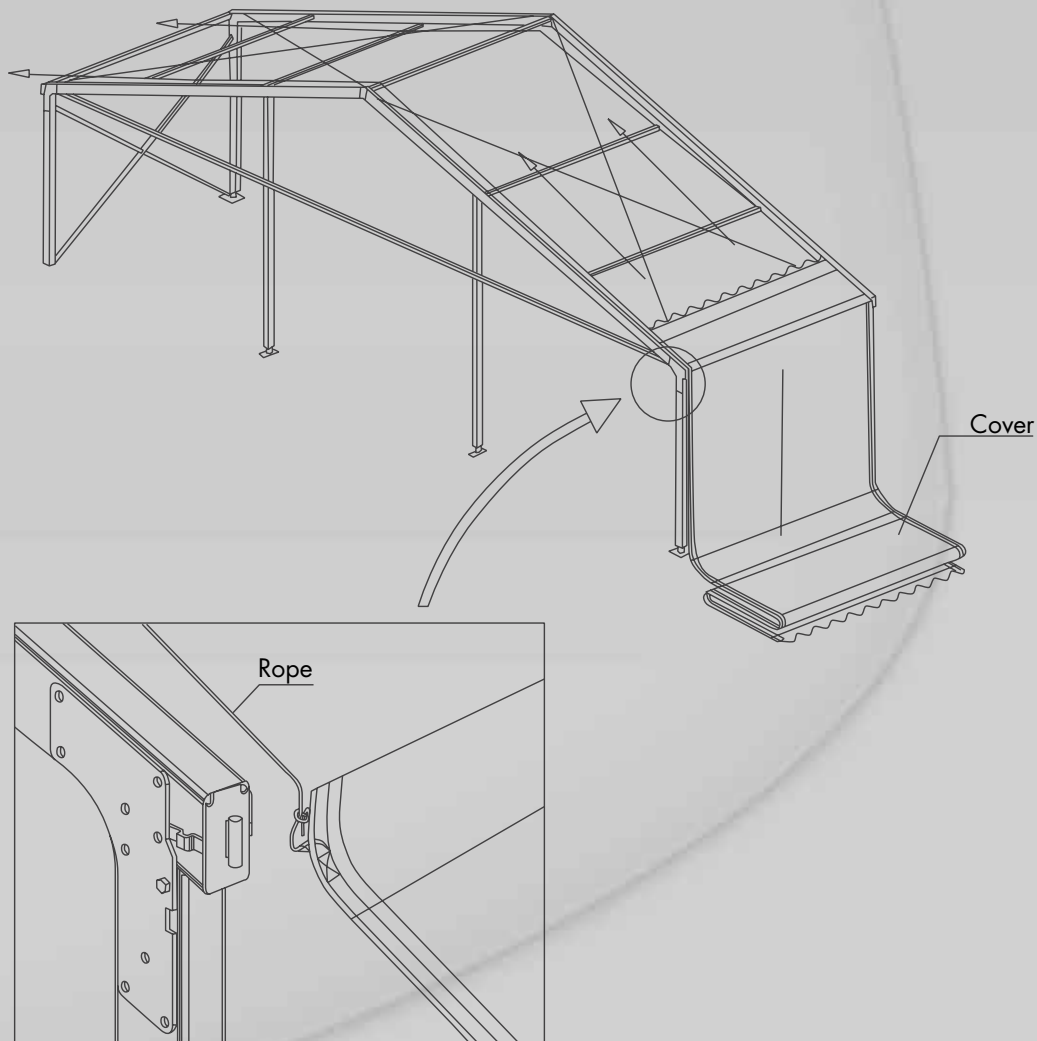
Tie one end of one rope onto the "D" ring at the corner of the roof cover. Tie the other rope onto the "D" ring that is 5m away from the first;

Lift the Roof-Cover up to the eaves and feed the Keder track rope into the grooves of the Roof-Beams

Slowly slide the Roof-Cover into the bay by pulling on the other end of each rope. Care is required to ensure that the ropes are pulled uniformly and together;

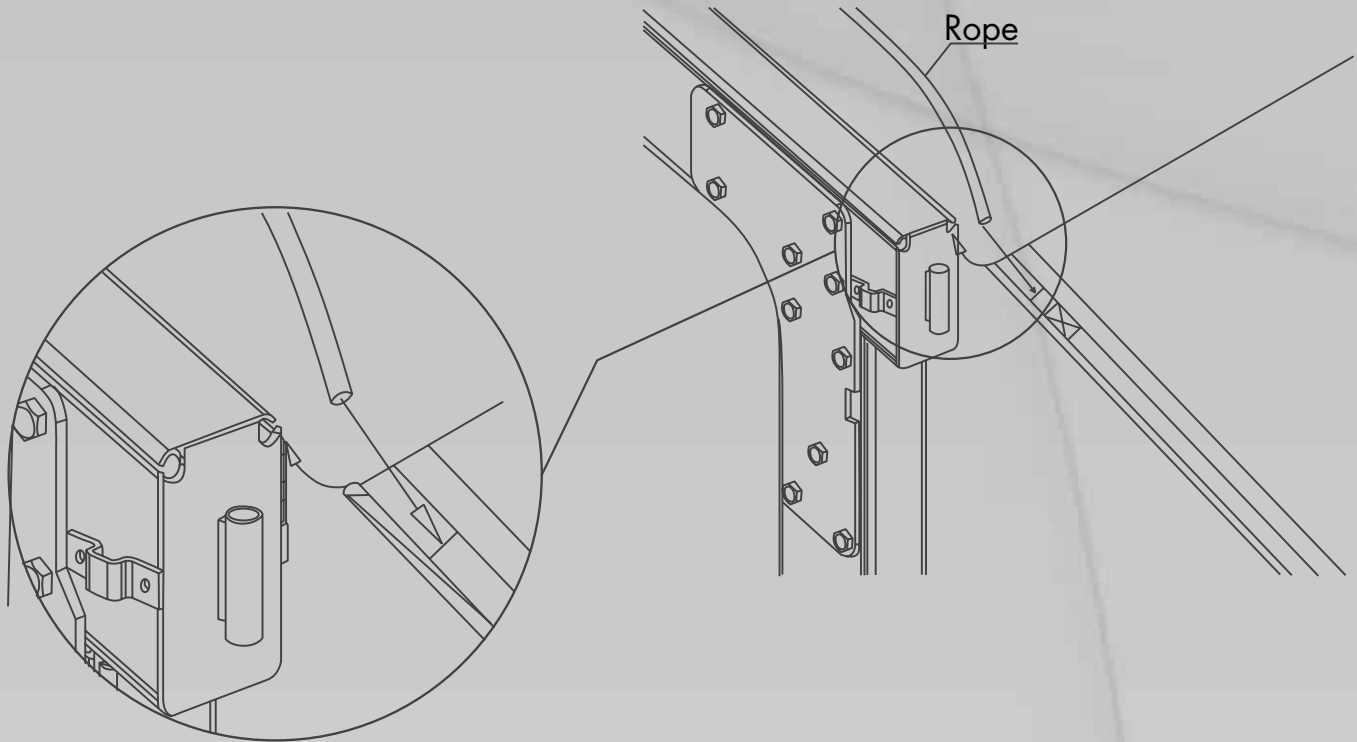
Pull in until the Roof-Cover reaches the opposite eaves; taking care not to drag the sheet on the ground.

Repeat the procedure until all Roof-covers have been pulled on



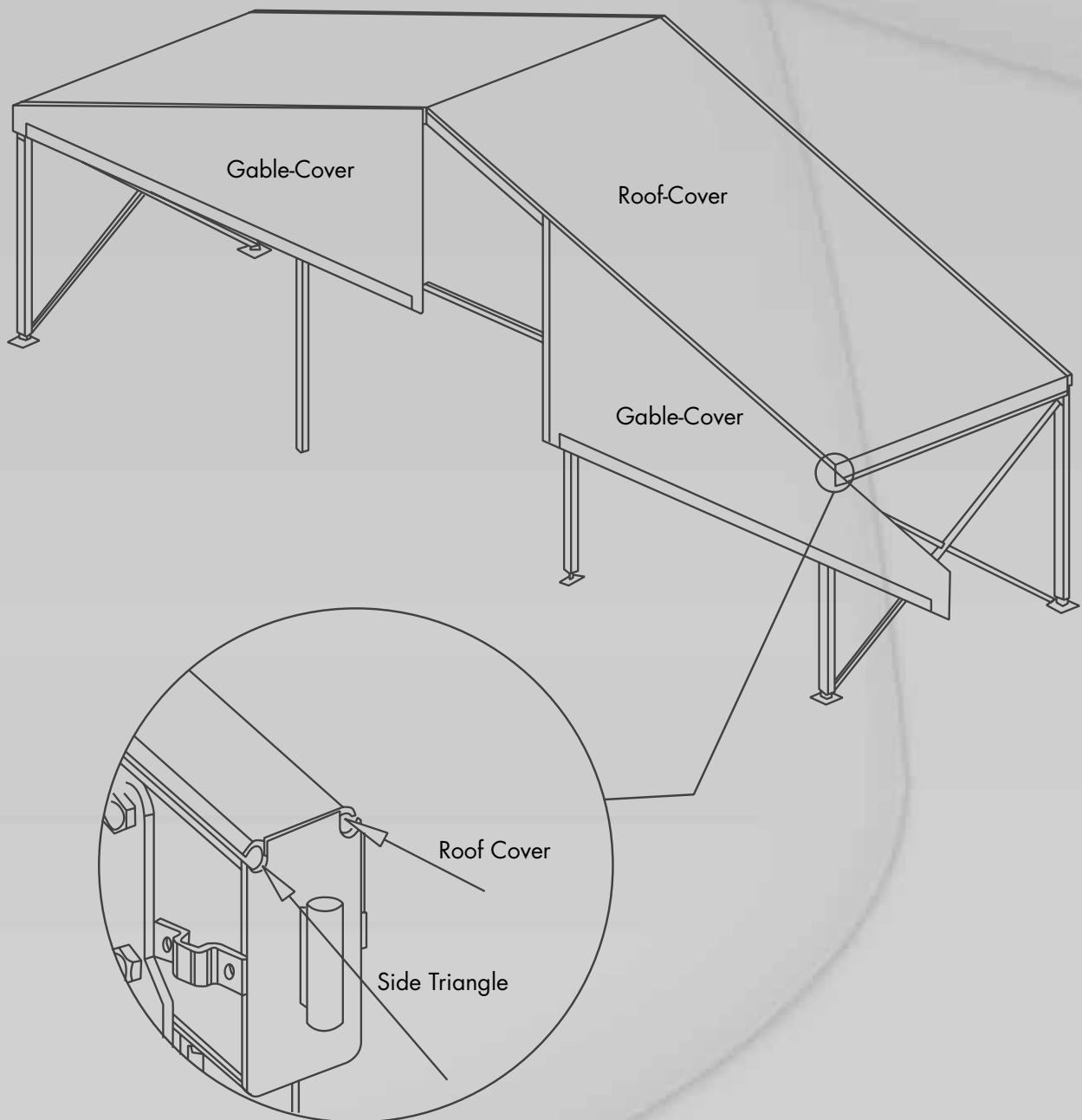
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Caution: Roof-Cover has to be completely inserted into the groove of the Roof-Beam.



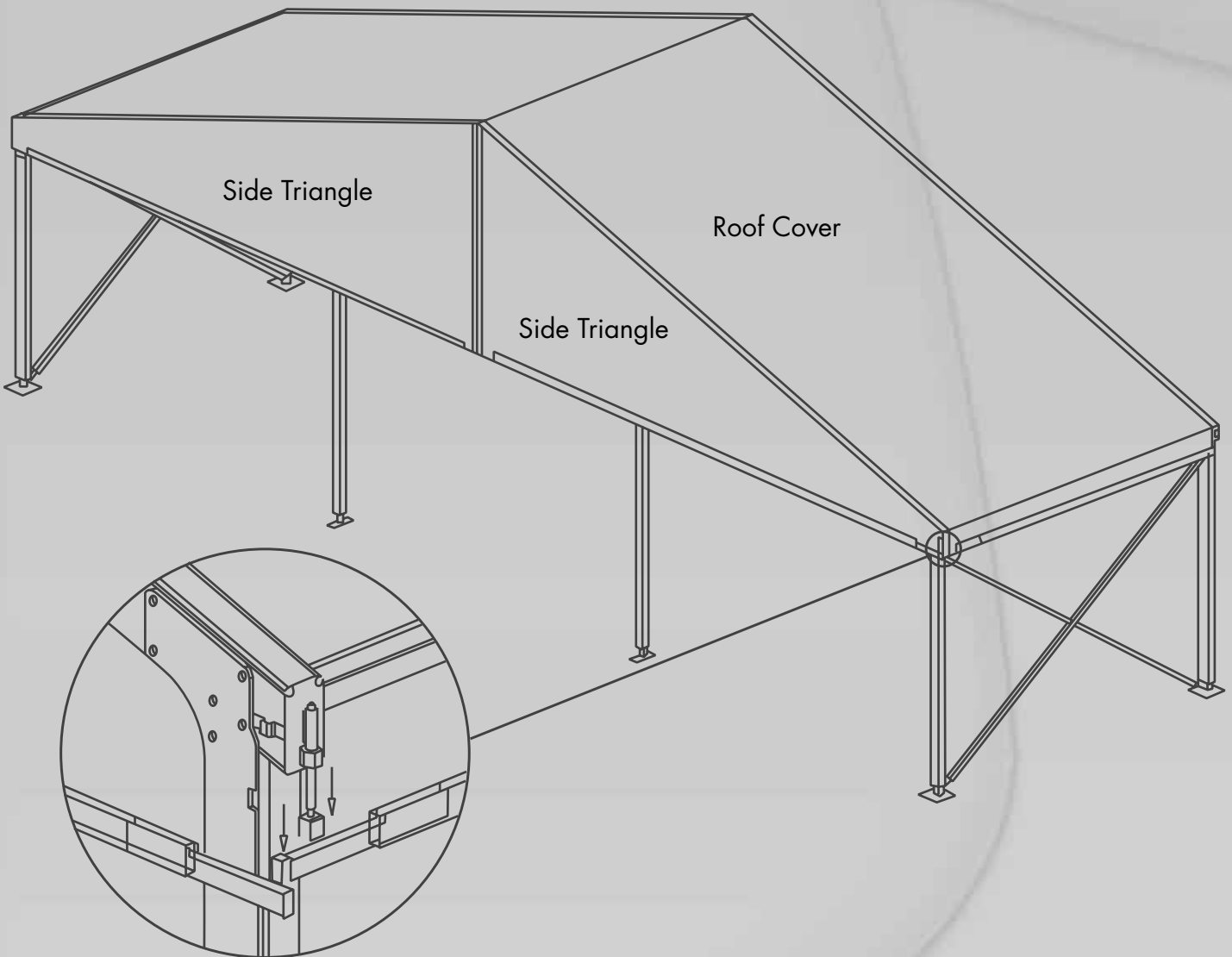
## 2. Gable Triangle Cover

Divide the Gable-Cover into two pieces;  
Pulling each triangle up the Keder grooves.  
Connect the two triangles with the Connection-Bar.



## 3. Tensioning the Roof Covers & Triangle Covers

Once all Roof-Covers and triangle covers pulled in, simply slide in the Tension-Bars into the pocket of the Roof-Cover and Gable-Triangle cover. Then, fix the connection of the Tension-Bar by tensioning the rigging screws as below drawing.



### 3. Side and Gable Walls (Upper Part)

Put down the walls in front of the A-Frame-Unit or the Gable-Unit.

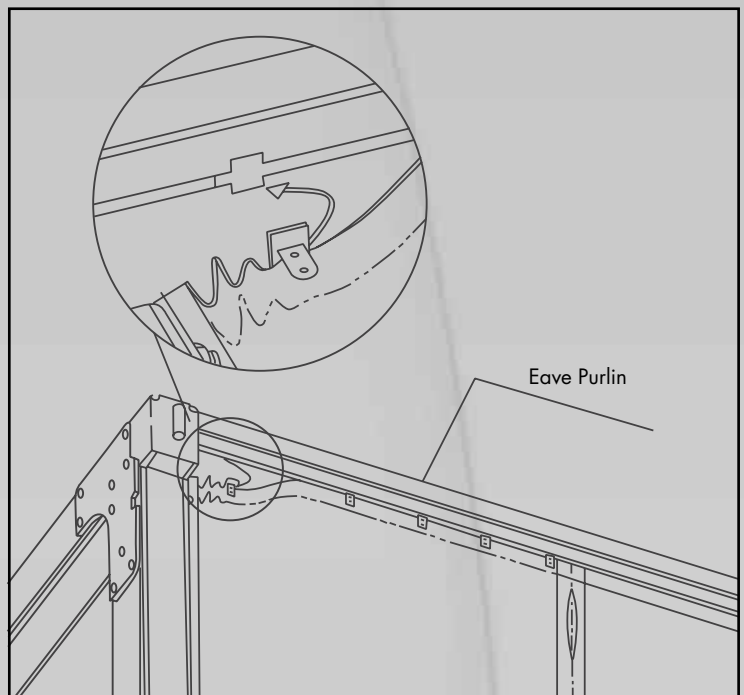
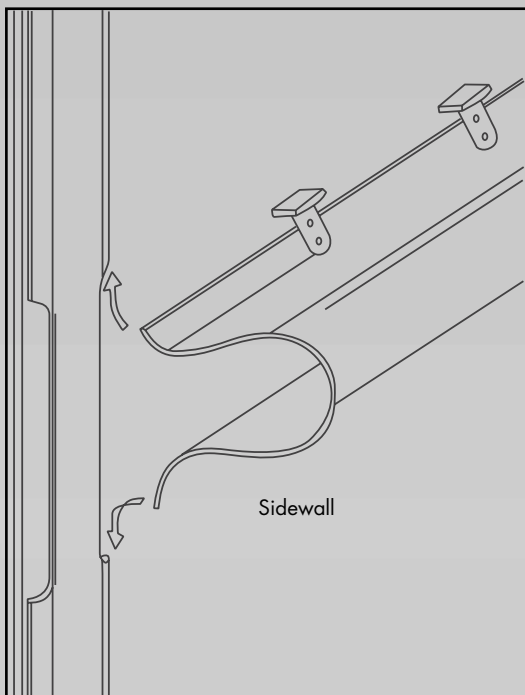
Open the rope or zipper

Insert the Keder of the walls into the groove at the Insertion-Gap in the middle of the Upright-support

Pull up the wall in a synchronized movement (left & right side) until reaching the eaves.

Insert the hanger into the groove of the Eave-Beam.

Close the zipper



### Dismantling

Dismantle the parts in the opposite order presented in these instructions.

## Part 4 - Fundamentals

1. Make sure the surface of the aluminum profiles are free from dirt, grit or other substances that may scratch or damage the protective layer.
2. The stack height of the aluminum profiles can't exceed 80cm. Otherwise, a crosstie should be applied every 80cm height.
3. Modification of any aluminum profile or making any gaps or grooves in them is prohibited.
4. During transportation, the crossties should be put among the aluminum profiles. Avoid heavy weight on the aluminum profiles, this may cause distortion.
5. To avoid mildew, make sure the fabric is 100% dry when folding.
6. The Covers and Walls are required to be deposited in their packing Sacks. Avoid a damage of the fabrics by friction ,fire, dye, etc.
7. Avoid glue on the frame or covers, this will affect the appearance of the tent.
8. When installing the Covers and Walls, make sure they are put onto a protective foil or carpet to avoid them getting dirty or damaged.
9. Bolts should not be freely loosened. Bolts should not be over tightened to avoid any damage to the aluminum profile.
10. Caution should be taken with barbeques or other items that omit heat. If the temperature over 70°C , the cover fabric will distort.
11. The frame parts and fabric for Roof, Gable Triangle, Covers & Walls should be packed in this respective order
12. The tents should be stored in a dry place.
13. If any of the fabric, rope or frame is damaged, please use the repair kit & spare parts to repair the damage.

## Part 4 - Guarantee, After Service & Hot Line

Guarantee time : one year after delivery date

After service: During guarantee time, if the tent is handled properly during transportation, erection and dismantling, Extreme Marquees will repair and change the spare parts for free for any quality problem. Issues caused by incorrect transportation, erection and dismantling, or after an expired guarantee date, repairing or spare parts are provided with reasonable charges.

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