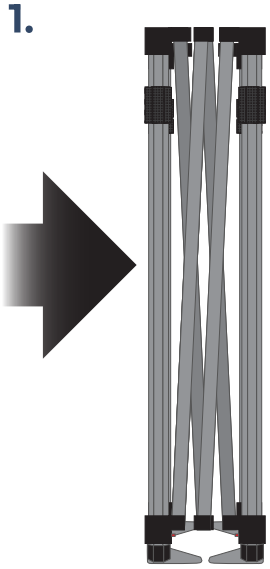
KEEPKOOP

10’ x 10’ Event Tent

Set-up instructions

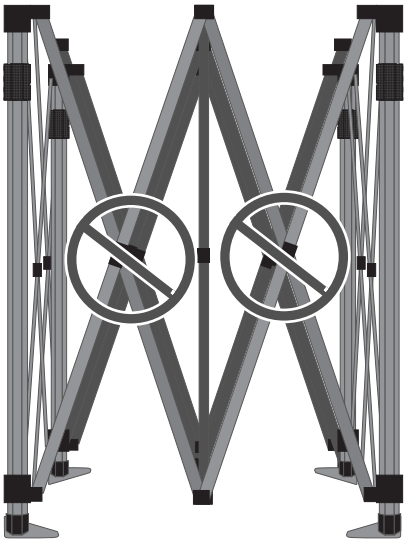
Two people are recommended for tent set-up.

1.



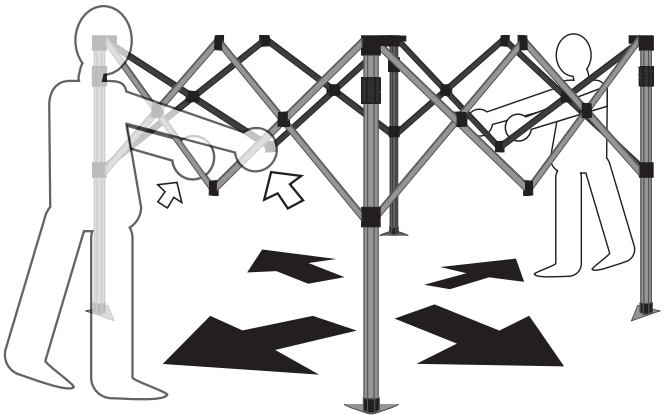
Remove hardware from carrying bag.

2.



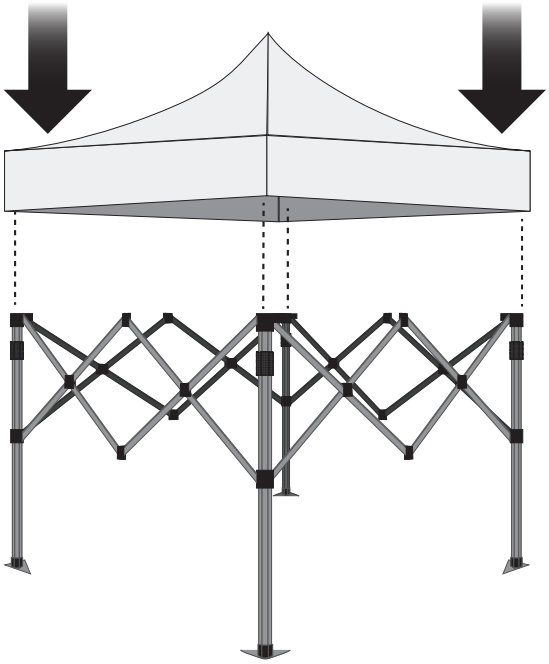
Be careful of the scissor sections of hardware as they are a pinching hazard.

3.



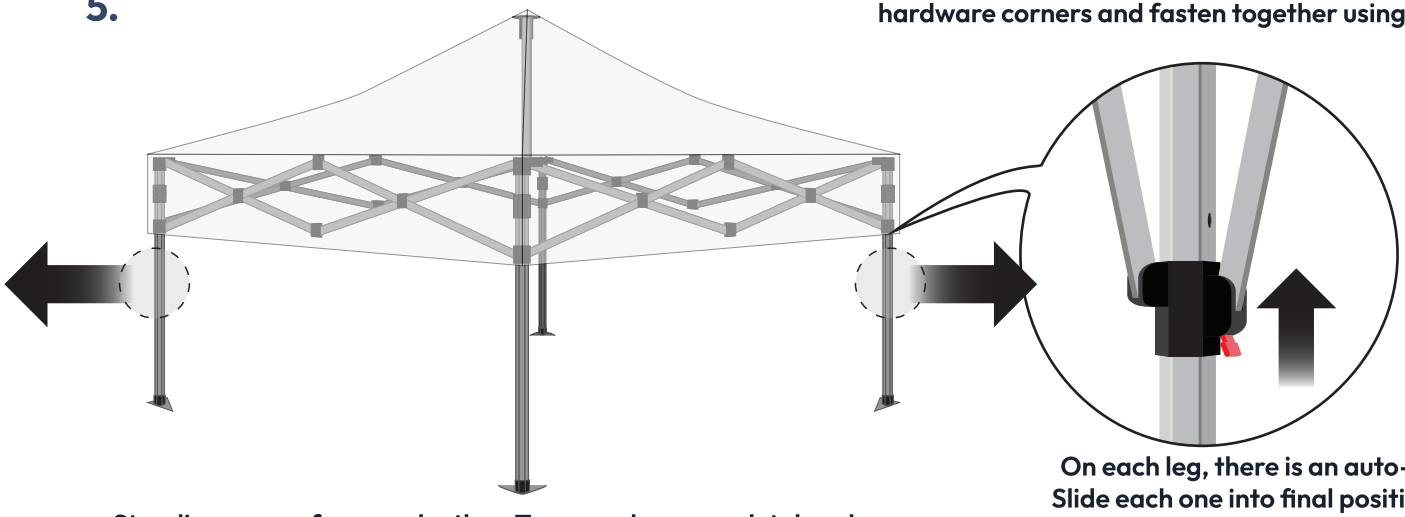
Standing across from each other, two people should use the center “V” of the hardware and lift up while stepping back. This will expand the frame. Stop when the frame is roughly 5 feet wide.

4.



Unpack canopy graphic. Place on top of frame. Align canopy corners with hardware corners and fasten together using the velcro.

5.



Standing across from each other. Two people can each take a leg lift up and step back. Expand the tent to the full 10 feet.

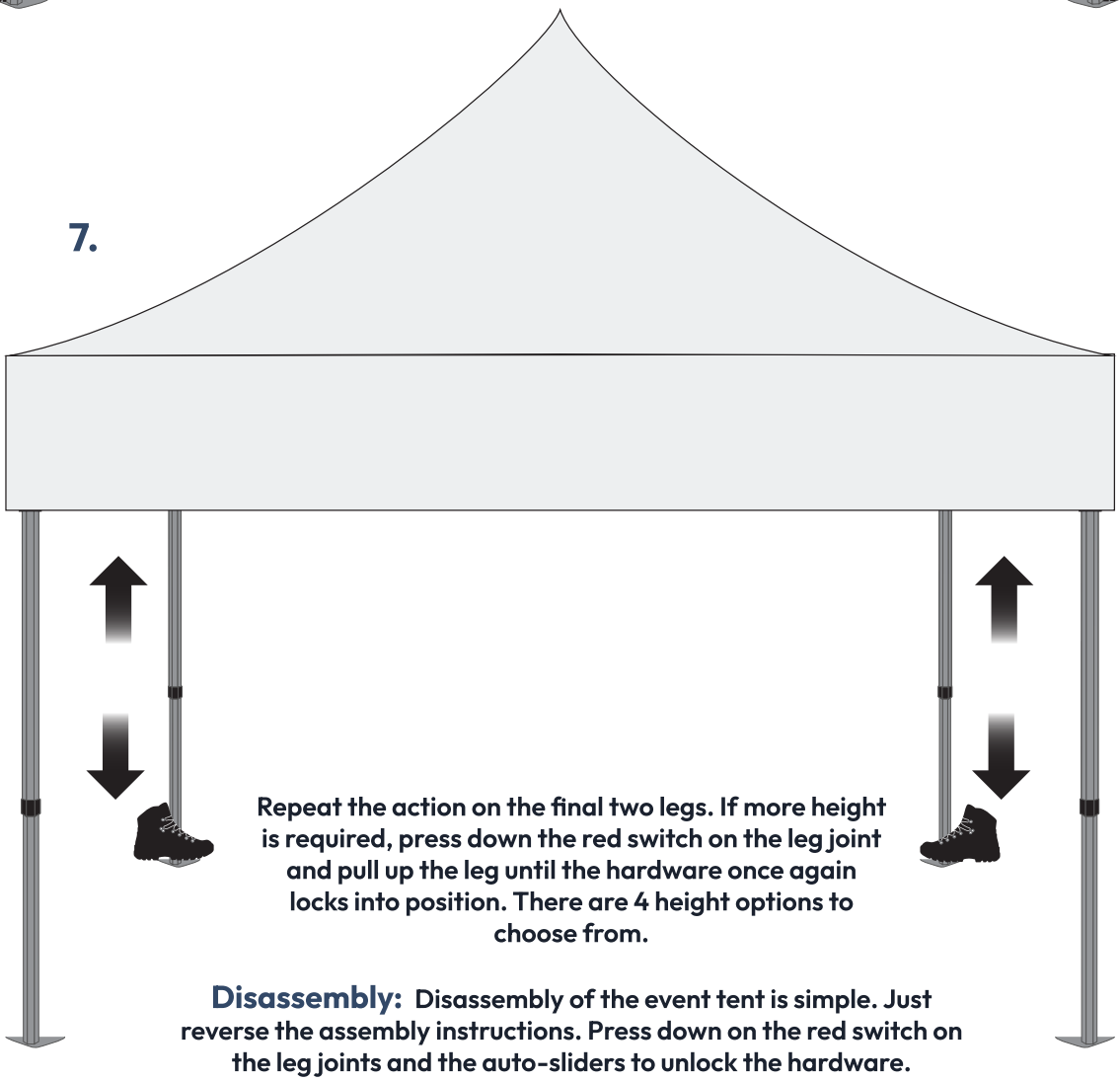
On each leg, there is an auto-slider. Slide each one into final position until they lock into place with a “Click”.

6.



Now to raise the tent. Stepping on the triangular foot, pull up on the hex hardware. The leg hardware will telescope up until it locks into the lowest raised position. This is easiest with a partner doing the same on the neighboring leg.

7.



Repeat the action on the final two legs. If more height is required, press down the red switch on the leg joint and pull up the leg until the hardware once again locks into position. There are 4 height options to choose from.

Disassembly: Disassembly of the event tent is simple. Just reverse the assembly instructions. Press down on the red switch on the leg joints and the auto-sliders to unlock the hardware.