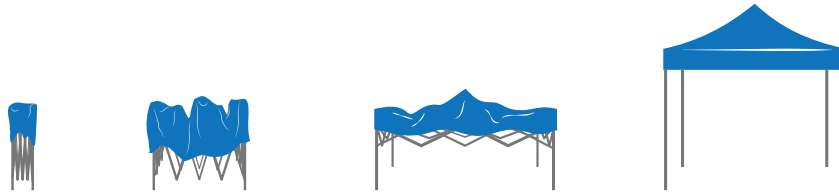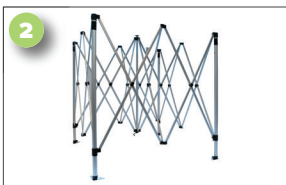# Pop Up Tent Set Up

Setting up your custom event tent is a very simple and straightforward process. However, please use the following instructions to ensure proper setup. While it is possible to set up your tent alone, we recommend using at least two people for optimal results.
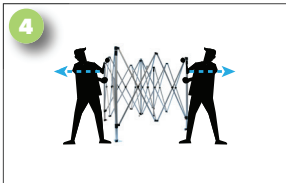
1 Remove the tent frame from the carrying case and stand it upright.

2 Slightly expand the tent to the point where you can grab ahold of the interior bars. Using two people, stand across from each other and begin to expand the tent by holding onto the center of the hardware while stepping back. Be sure to avoid the scissor sections of the frame as it unfolds, as it may become a pinching hazard. Continue expanding until the tent is about 5 feet wide.
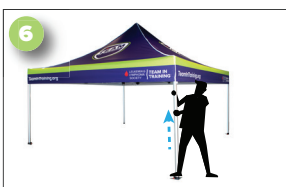
3 Place the canopy on top of the frame, aligning the corners and using the velcro to fasten the canopy to the frame.
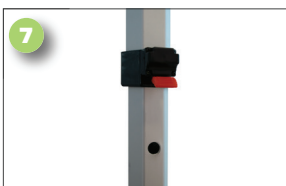
4 Each person will then grab a tent leg, lift, and step backwards to continue expanding the tent. Alternate between legs until the tent has expanded to the full 10 feet. When the tent is fully expanded you will be able to lock it into place by sliding up the locking mechanism at the top of each leg until it clicks into place.

5 Next, you will need to tighten the tent canopy. Do so by rotating the crank in the center of the tent counterclockwise (when looking down at the crank, clockwise if you are looking up at it). Continue rotating until the center pole has reached its maximum height, making the canopy tight.

6 Now raise the tent by stepping on one of the footplates and raising the leg of the tent until you hear it click into place. Repeat this process on all four legs of the tent ensuring all four legs click into an equivalent height setting.

7 You may adjust the height of the tent by pressing down on the red switch on the leg's locking mechanism and sliding up or down until the leg clicks into place. There are four different height settings for your tent.

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