



PARTY TENT - 20' X 20'

Parts	1
Optional Items	2
Requirements	3
InstallationSteps	4
Take Down Steps	5
Installation Photos	6
Layout Drawing	7

Volume # 2013-A
Document Property of
Diamond Event ©

PARTS

- 20x20 Tent Top
- Transportation Bag
- One (1) Center Pole (1-3/4" x 12'6" - 4 Pcs)
- 1 Center Pole Stake
- Eight (8) Legs (1-3/8" x 7' - 2 Pcs Each)
- 12 Leg Stakes (8 Legs + 4 Corners)



Sample Photo / Actual Party Tent Style May Vary.

OPTIONAL ITEMS

- Canopy Walls (8')

REQUIREMENTS

- Grass or Dirt Surface
- Sledge or Large Hammer to Drive Stakes
- Two or More People (4-6 Recommended)

LOCATIONS

SALT LAKE CITY
4518 South 500 West
801-262-2080

INSTALLATION INSTRUCTIONS

1. Unfold the tent top fabric on the ground with the shiny side facing up. Stretch out the fabric and pull the corners square.
2. Drive stakes, approximately 5-7ft out from the perimeter of the tent with the hooks facing away from the tent. Drive two stakes in for each corner tie-down at a 90 degree and one stake for each side pole leg.
3. Loop the tensioning rope over the hook of the stake and leave plenty of slack in the rope.
4. Assemble the two piece side poles with the tip (pin) at the top end of the pole. Insert the side poles into the grommets and reinforcement rings

- around the perimeter of the tent top. Erect side poles and leave just short of vertical.
5. Assemble and erect the center pole (4 pcs = 12'6" tall). From underneath the tent poke the tip (pin) of the center pole through the ring at the peak and push the fabric toward the sky until the center pole is vertical.
6. Straighten the side poles around the tent so that they are vertical and plum. Use the rope tensioners to pull the tent top tight. Be careful that you do not over tension one side of the tent as it will pull the opposite side out of vertical.

- (Steps 7 & 8)
7. Tie off the jumper rope. Connected to each reinforce-

TAKE-DOWN

- Untie rope and stake from the center pole.
- Remove center pole and disassemble.
- Untie rope and stakes from each leg.
- Remove legs and disassemble each.
- Remove all stakes from the ground and count/locate all 13.
- Stretch tent top out and place ropes on top of the tent top.
- With one person on two corners, fold the tent top in half so that the corners meet each other.
- Repeat this process until the tent top can be rolled up.
- Place the rolled tent top inside the bag.

ment ring at the peak is a 1/4" rope that should be tied to the center pole to prevent the top from lifting off the center pole during windy conditions.

8. Install any sidewalls needed by clipping the top hooks of the wall to the rope-line just under the valance of the tent.

PARTY TENT - 20' X 20'

Volume # 2013-A

Document Property of Diamond Event ©

STEP #1 - UNPACKING



STEP #2 - STAKING



STEP #3 - GUY ROPES



STEP #4 - SIDE POLES



STEP #5 - CENTER POLE



STEP #6 - ADJUST POLES



STEP #7 - JUMPER ROPE



STEP #8 - SIDE WALLS?

