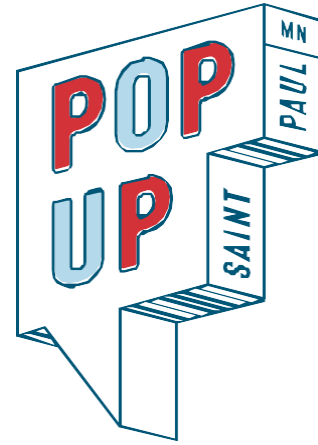


# Pop-Up Meeting Kit: Canopy Tent Instructions



NOTICE: THIS TENT DOES NOT COME WITH WEIGHTS. USERS MUST SUPPLY THEIR OWN METHOD OF STABILIZING TENT. NEED AT LEAST TWO PEOPLE TO SET UP. TENT WILL BLOW OVER EVEN IN LIGHT WINDS.

## OPENING

1. Unzip roller duffle bag, slide bag off tent frame carefully.
2. Stand frame upright. (Canopy should be attached)
3. With another person, grab opposite ends of the tent frame and expand frame by lifting up and moving backwards.
4. When frame is expanded fully, lock/snap top corners into place.
5. After all 4 corners are securely engaged, velcro remaining loose overhang of the canopy to the frame.
6. Last, working with a partner, elevate canopy by extending frame legs until securely in place, at any of the 4 height settings. (You will know these settings as they “snap” into locked positions)

Two side walls come with your canopy tent. They are in the side pouch of the bag, along with rope and stakes for lawn events. If you use this tent on concrete or another hard surface, you must have weights or sand bags to secure the tent to the ground.

## CLOSING

Lower the canopy, detach middle velcro straps (leave corner velcro), disengage corner locks, and collapse frame upright leaving canopy attached. Once completely folded (leave upright), slide roller bag over tent from top to bottom. Lift and zip roller bottom closed. If wall sides were used, fold and return to side pouch.

