



DIY Marquees

RAISING MARQUEES TO GREATER HEIGHTS

Erection instructions for your 6m x 12m (20ft x 40ft) DIY Marquee



You should receive 9 boxes containing marquee parts:

1. Contains the roof
2. Contains the windows, leg covers and walls
3. Contains parts 6-14, bungees, metal pegs, bag of leg cover clips, screw-in stakes, rope, cap-bolts, cap-bolt tool, eye-bolts and nuts.
4. Contains parts 1 and 5
5. Contains parts 4
- 6,7,8 & 9 Contain parts 2

We find it useful to open box 3 and place the numbered parts in separate piles before beginning assembly.

If the ground is very muddy covering the ground with polythene will stop the equipment getting dirty (we have done this in most of our photographs)

A video showing a DIY marquee being erected can now be found on our website



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01306 876767





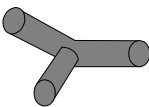
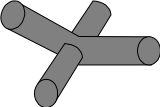
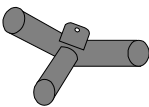
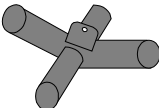
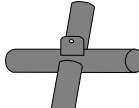
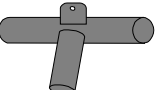

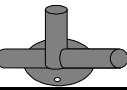
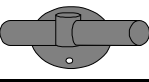




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Parts List for 6m x 12m Marquee

1					Roof bars	x28
2					Purlins & Ground bars & legs	x62
3		(no longer used)				
4					Horizontal Roof brace	x14
5		Vertical Roof Brace	x7	6		110° 3 Way joint x4
7		110° 4 Way joint	x10	8		140° 3 Way joint x2
9		140° 4 Way joint	x5	10		Cross 4 Way joint x10
11		Cross 3 Way joint	x4	12		Corner ground plate x4
13		Side ground plate	x10	14		Gable ground plate x4

Roof	x1
6m end walls	x2
Windows	x12
End leg covers	x4
Middle leg covers	x10

*eye-bolts and cap-bolts use the same M6 thread. We supply plenty of extra bolts, expect to have 150-200 bolts remaining once marquee is erected

Bag of eye-bolts*	Bag of cap bolts* & tool	Bungee loops	Large and small tent pegs	Screw-in eye anchors and rope
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Before starting:

Please note that part of the galvanising treatment leaves a small amount of grease on the long poles (parts 1 and 2), this prevents tarnishing while in transport/storage. To prevent the grease marking your marquee we advise wiping the long poles with a cloth or paper towelling –this can be done individually or when the frame is connected together (between stages 3 and 4 listed below).



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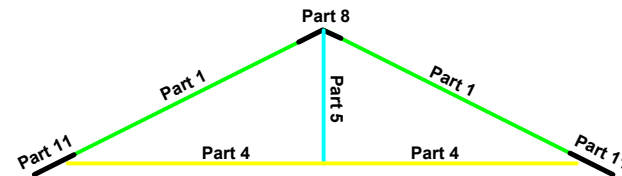
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Step 1: Assembling the apexes

Parts required: 1,4,5,8,9,10,11, cap-bolts, eye-bolts and nuts

- Lay out on the ground all parts for the first apex as per the diagram
- Make sure parts 8 & 11 have the third joint (the additional one welded on) sticking up vertically and the metal 'tab' with a hole in pointing horizontally
- Push part 1 pipes firmly into part 8, then parts 11 onto each end
- Attach each part 4 onto parts 11 using an eye-bolt and nut (it doesn't matter which way round the eye-bolts are attached).
- Attach part 5 onto part 8 using eye-bolt and nut
- Now attach the two part 4's and part 5 together using another eye-bolt and nut
- Finally lock the part 1's in place using cap-bolts in the holes in the top of parts 11 and part 8



NOTE: Only use the cap-bolt tool (allen key) to tighten the cap-bolts firmly. Over tightening may break the weld holding them in place.

If you break any of the welds holding the nuts do not panic as most joints are held in place by the roof when erected.

Repeat the above process again to give the apex for the opposite end of the marquee.

Now repeat this process five more times using part 9 instead of part 8, and use part 10 instead of part 11.

You should now have all 7 apexes assembled – 2 end apexes that can sit flat on the ground and 5 middle apexes as per the photograph.



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Step 2: Creating the A-frames

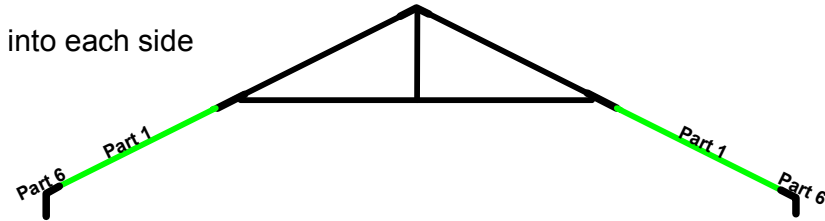
Parts required: 1,6,7 and cap-bolts

- Keeping an end apex still on the ground insert a part 1 pipe firmly into each side
- Slide a part 6 onto either side, again with the third joint (the one welded on) pointing vertically.
- Hold in place using cap-bolts
- Repeat for the remaining end apex

Repeat the above process for the 5 middle apexes using part 7 on either side instead of part 6.

Note: Be careful to put the part 7's in place so that the curve is as per the diagram above, it is very easy to put these on the wrong way round.

You should now have seven 6m wide A-frames. Make sure all A-frames are the same width. If one is larger than the others a part 2 or 3 is likely to have been used in place of a part 1.



Step 3: Assembling the roof frame



Parts required: 2 and cap-bolts

- Take an end A-frame to where you would like the marquee to begin and insert part 2's into each of the 5 joints sticking out. Ensure they are firmly in place and hold using a cap-bolt.
- Take a middle A-frame and attach it onto the end of the five part 2's coming from the end A-frame.

Tip: When attaching A-frames onto part 2 pipes start in the middle and work down each side of the frame. Only push in a small amount at a time.

- Hold the pipes firmly in place using cap-bolts.

Repeat the above three steps for all remaining A-frames – make sure you finish using the remaining end A-frame. The roof frame should look as per the bottom photograph to the left.

Ensure all pipes are fitted fully into the joints as the marquee roof is designed to fit the marquee frame at this size.



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Attaching the roof requires bungees

Using bungees

- Feed the bungee through the eyelet on the roof
- Pull the elastic round the back of the pipe
- Loop the elastic back over the white plastic ball



Note: Keep the smaller sized bungees to one side as they are used for the walls.

Step 4: Attaching the roof

Parts required: roof, bungees

- As the roof is quite heavy we recommend unfolding it along the ridge of the marquee
- Pull the roof out to either corner – we find it easiest to have one person at each end and one in the middle. The eyelets should be on the inside of the roof.
- If it is windy you may need to climb under the roof and use bungees to attach the roof onto the frame to stop it blowing away (if it isn't windy it is much easier to leave it until one side is erected)
- Lastly where the roof is pulled tightly over each corner fold the PVC back on itself so it is no longer taught. This is only temporary to allow movement in the frame while the legs are put in and avoids any unnecessary damage to the roof.



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Step 5: Erecting the marquee

Parts required: 2,12,13,cap-bolts,bungees, muscles

1. Take 7 legs (part 2's) and lay them out next to the side of the marquee 2m apart
2. The holes in these legs will need to be at the bottom of the marquee facing outwards
3. Attach part 12 ground plates onto each end leg and part 13 ground plates onto the middle legs. Hold in place using cap-bolts.

Now comes the heavy part..

4. Starting at one end lift the corner of the marquee and insert the end leg into the corner of the marquee (part 6). Use a cap-bolt to hold in place.
5. Lift the next bay of the marquee and insert a middle leg (into part 7) using a cap-bolt to hold in place.

6. Continue this until all the legs are in place on one side of the marquee.

Tips: Have one person inserting the legs and everyone else lifting the marquee.
Be sure to lock the legs in place using cap-bolts to avoid them dropping out.

This stage is the most convenient to attach the roof onto the frame.

7. Use bungees in the eyelets of the roof to attach the gables onto the end marquee A-frames, this pulls out any wrinkles in the roof.
8. Now attach the sides of the roof onto the sides of the marquee frame again using bungees through the eyelets though leave the last 3 in the corner (to allow movement when the other side is erected).

The last heavy part.

9. Repeat steps 1-6 for the opposite side of the marquee

10. Put bungees into the corner eyelets - All eyelets on the roof should now have bungees through them attaching to the marquee.

You should now have a roof-only marquee.

If it's very windy anchor the marquee down now (using tie downs, guy ropes or weights).



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Step 6: Attaching the ground rails

Ground rails add strength to the structure though you may want to leave them out where you have an entrance.

Parts required: 2,14,cap-bolts

- Slot a part 2 pipe into each bay along the sides of your marquee (you may need to lift the legs from side to side to slot the pipe in). Lock the pipe in place using cap-bolts. It is easiest to start in the middle of one side and work outwards as end legs have more movement.
- The side legs should be vertical so may need pushing towards the opposite side.
- Use two part 14 gable ground plates and 3 part 2 pipes at either end to create ground rails across the gable.
- If the ground rails do not span the entire gable it will be because the side legs aren't vertical – push one side of the marquee in.



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Step 7: Attaching the walls, windows and leg covers

Parts required: windows, walls, leg covers, bungees, leg cover clips

- Lay out the windows 1 to each bay on the sides and one wall at each end (note one wall has a larger entrance than the other)
- Unfold the window with the arch at the top and the eyelets at the bottom on the inside
- Undo the bungees in the roof (one bay at a time) and use these to hang the window (the elastic passes through the eyelet in the roof, round the back of the pipe, through the eyelet in the window and back over the white plastic ball).
- Use bungees to join windows together (elastic passes through eyelet in window on right, round the back of the leg, through eyelet in left window and back over the white plastic ball)
- Use bungees to connect the bottom of the windows to the ground rail.
- Repeat this process with the remaining windows and walls (smaller bungees for the walls)
- Once the windows and walls are in place the leg covers simply velcro on to cover the joins.



Note: During strong winds it is advisable to place an additional tight bungee between the two eyelets at the bottom of each zip in the walls to reduce the strain on the zips. This will give less wear and tear and a longer lifespan for your marquee.



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Step 8: Anchoring your marquee

Parts required: small & large metal pegs, screw-in stakes, rope

Important: Do not tie to the eyelets in the roof, tie to the metal frame then pass the rope/tie down through the eyelet to the stake – this keeps the roof flap in place but not under strain.

If your marquee is on grass

- Put one large metal peg through the hole on each foot plate.
- Use the small metal pegs to pull the bottom of the windows and walls away from the marquee (if it rains this brings the water further away from the marquee).
- Tie a rope onto each corner of the marquee, screw in a 'screw-in stake' into the ground a little distance away and tie the rope on to anchor the marquee.



If your marquee is on a hard standing

- Use heavy weights or use longer ropes to anchor the marquee to posts/stakes away from the hard standing.

In windy conditions additional anchoring points are strongly recommended. It is the responsibility of the people erecting the marquee:

- To ensure the site is suitable
- To ensure it is safe to erect the marquee
- To make sure there are sufficient anchoring points for the marquee.

The strongest way to add anchoring points to your marquee are to use 'guy ropes' (strong rope or ratchet straps are perfect) from the joint at the top of a leg going away at an angle of 45 degrees to a solid fixing in the ground. This is exactly how DIY Marquee external tie down kits are used.

You will have plenty of bolts left over, especially the eye-bolts –this is intentional! Bolts are the easiest part to lose which is why we supply plenty of spares.

Congratulations on erecting your DIY Marquee!



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General tips on looking after your marquee

- In poor weather the marquee should be inspected regularly:
 - Like any marquee strong wind and driving rain can cause 'pooling' of water just above the eaves rail, this should be pushed out from the inside
 - In strong winds it is better to have the sides on rather than off (as this leaves a large umbrella-style structure). You should also be aware of any wall panels constantly billowing in and out in the wind as this will place extreme stress on the fixings and eyelets
 - Snow build up on the roof should be avoided as the weight can add considerable strain to the marquee structure. Heating the interior of the marquee is usually sufficient for the snow to melt/drop off.
 - During strong winds it is advisable to place an additional tight bungee between the two eyelets at the bottom of each zip in the walls to reduce the strain on the zips. This will give less wear and tear and a longer lifespan for your marquee.
 - Your marquee should not be used in severe weather conditions
- Do not store the pvc or lining when wet. Wet pvc and linings can suffer from mildew and the window panels can turn cloudy if left in a wet condition. If the marquee must be dismantled when wet, try to find somewhere to hang/lay out the pvc and linings to dry as soon as possible (preferably within the next few days).
- When cutting cable ties (used for attaching the lining) ensure ONLY the cable tie is cut, not the marquee or lining. We find wire cutters the best tool for this.
- The pvc can be cleaned using washing up liquid or TFR (traffic film remover) available from Halfords/Auto factors.
- The lining can be washed in a washing machine using normal washing powder at 40 degrees. We recommend washing it just before putting it up, the lining will then dry in position avoiding any creases etc (make sure your hands are clean beforehand!)

We hope you have many years happiness with your DIY marquee, remember should you need any spares we sell each part separately.



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