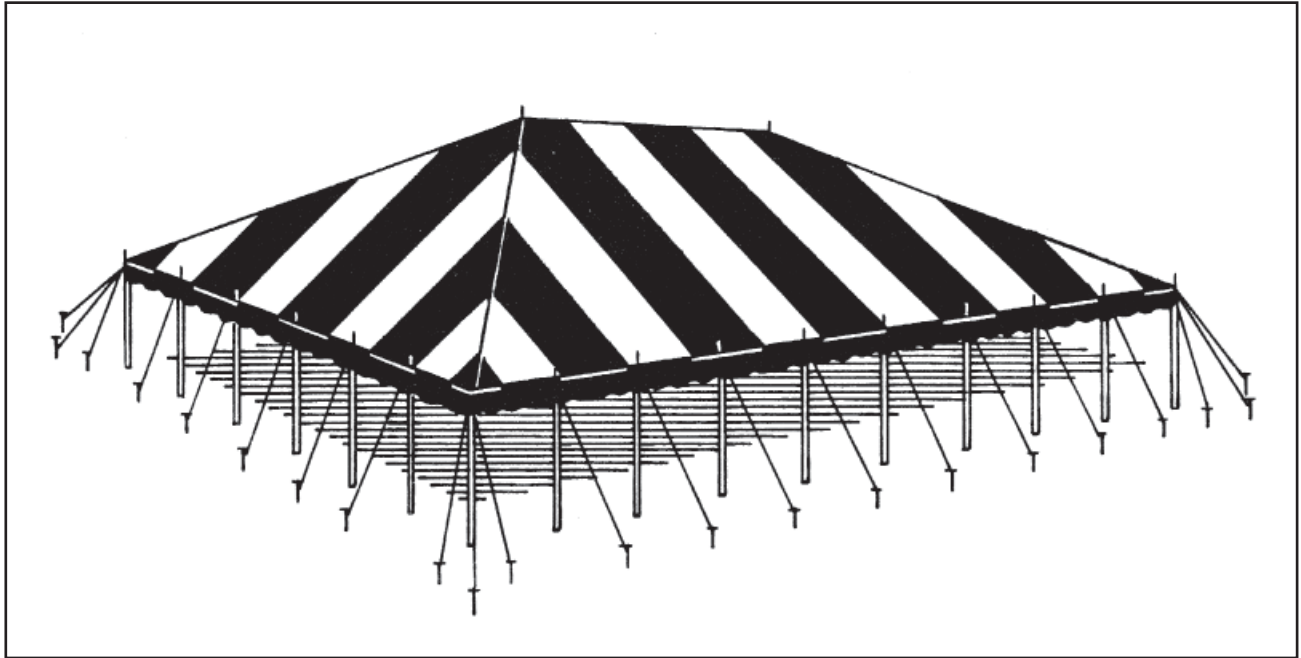


# Installation Instructions

## Party® Tents and Party® Mate

### 12' through 60' Wide Systems

### with expandable middle sections



Please read all assembly / installation instructions before the installation or removal of this product.



7701 Highway 41 N  
Evansville, IN 47725  
Phone: 812-867-2421  
Fax: 812-867-1429  
1-800-544-4445  
email: [tents@anchorinc.com](mailto:tents@anchorinc.com)  
[www.anchorinc.com](http://www.anchorinc.com)

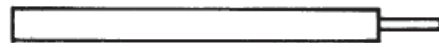
## PARTY® TENT PARTS LIST



CENTER POLE



QUARTER POLE  
(when applicable)



SIDE POLE



42" STEEL STAKES

### QUANTITIES FOR PARTY® TENTS & PARTY MATE

TENT SIZE	PITCH	SIDE POLES	QUARTER POLES	CENTER POLES	STAKES
12 x 12 SQ. END - 1 PC	3' 6"	8	0	1	12
14 x 14 SQ. END - 1 PC	4' 0"	8	0	1	12
14 X 20 SQ. END - 1 PC	4' 0"	10	0	2	14
16 x 16 SQ. END - 1 PC	4' 6"	8	0	1	12
20 x 20 RD. END - 2 PC	6' 0"	8	0	1	12
20 x 20 SQ. END - 2 PC	6' 0"	8	0	1	12
20 x 10 MID SECTION	6' 0"	2	0	1	2
20 x 20 MID SECTION	6' 0"	4	0	2	4
30 x 30 RD. END - 2 PC	9' 0"	14	0	1 (A)	18
30 x 30 SQ. END - 2 PC	9' 0"	16	0	1 (A)	20
30 x 15 MID SECTION	9' 0"	4	0	1 (A)	4
30 x 20 MID SECTION	9' 0"	6	0	1 (A)	6
30 x 30 MID SECTION	9' 0"	8	0	2 (A)	8
40 x 40 RD. END - 2 PC	11' 0"	18	0	1 (A)	22
40 x 40 SQ. END - 2 PC	11' 0"	24	0	1 (A)	32
40 x 20 MID SECTION	11' 0"	6	0	1 (A)	6
50 x 50 RD. END - 2 PC	13' 0"	22	6	1 (A)	26
50 x 50 SQ. END - 2 PC	13' 0"	32	8	1 (a)	40
50 x 25 MID SECTION	13' 0"	8	2	1 (A)	8
50 x 30 MID SECTION	13' 0"	8	4	2 (A)	8
60 x 60 RD. END - 2 PC	17' 0"	26	6	1 (A)	30
60 x 60 SQ. END - 2 PC	17' 0"	32	8	1 (A)	40
60 x 20 MID SECTION	17' 0"	6	2	1 (A)	6
60 x 30 MID SECTION	17' 0"	8	4	1 (A)	8

(A) = Aluminum Center Poles, otherwise wood is furnished

## MANPOWER REQUIRED

Two experienced installers should be able to assemble up to a 30' wide tent, three for a 40' wide tent, and four for 50' & 60' wide tents.

## TOOLS REQUIRED

Sledge Hammers/  
Stake Driver  
2 Measuring Tapes

## INSPECT SITE

### CAUTION:

Consult local utility company prior to installation.

Prior to actual tent assembly, be sure to look up, down, above & below for obstacles, pipes, wires, trouble, etc.

## LAYOUT & CHECK

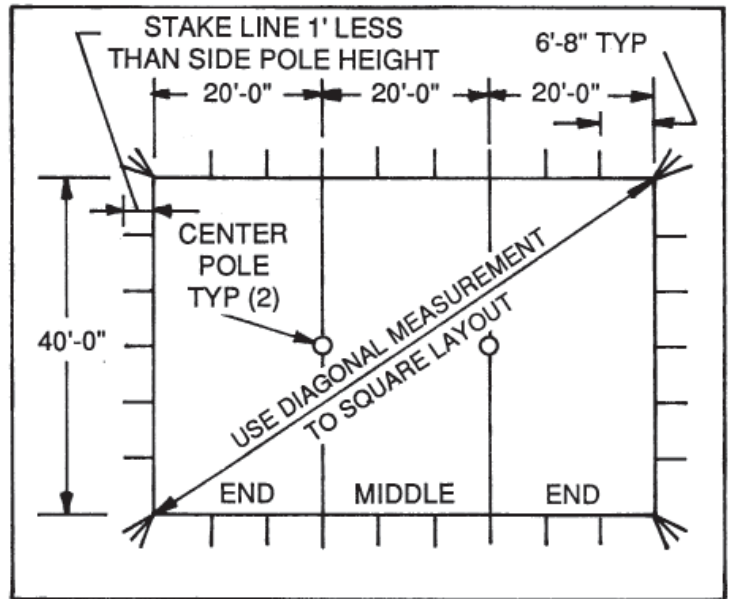
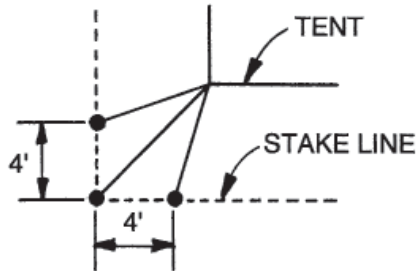
Utilize parts list for a quick I.D. and a check list to ensure that you have all the parts.

1

### MEASURE LAYOUT

Mark locations of stakes, side poles and center poles.

40' x 60' tent used as example. For other sizes, refer to tent sections for pole spacing.



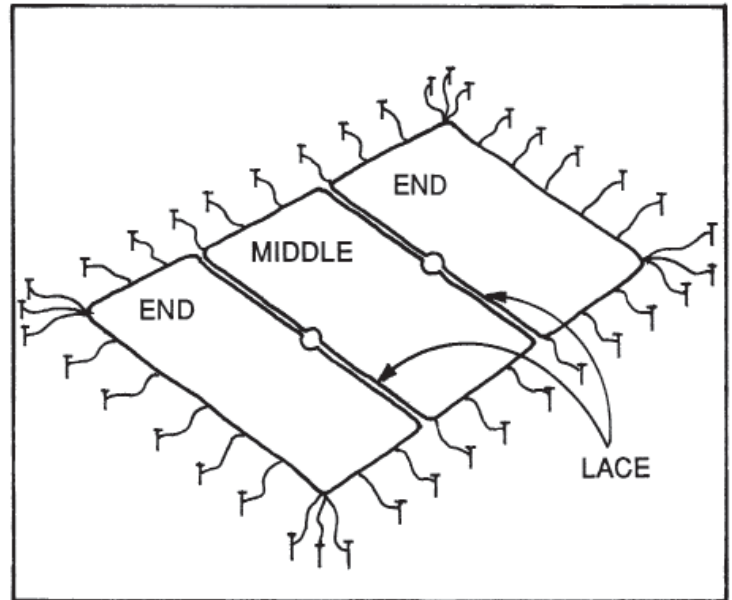
2

### LAYOUT AT SITE

Drive stakes vertically at points located.

Spread drop cloths and unroll tent.

Any objects with sharp projections which must remain on site under the tent should be padded and taped.



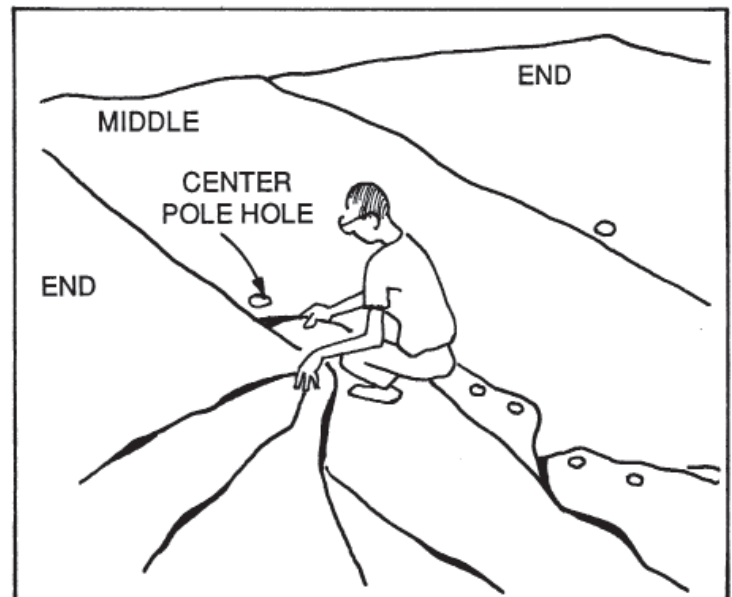
3

### LACING INSTRUCTIONS

With tent sections on ground, overlap center pole hole with grommet side on top. Starting at ridge, push first loop through corresponding grommet.

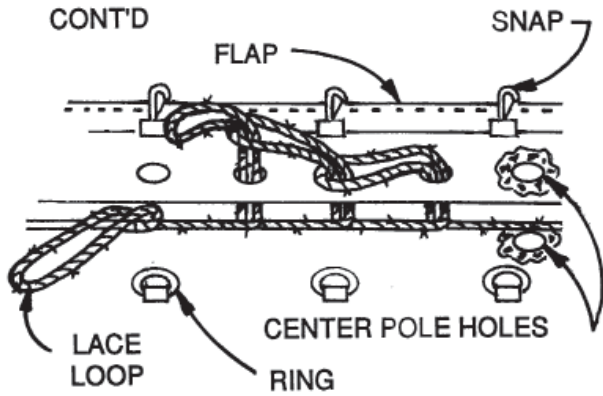
Continue lacing process and cover lacing with protective flap and snap to rings or rope as you move down tent section.

**NOTE:** One piece tops do not require lacing.



3

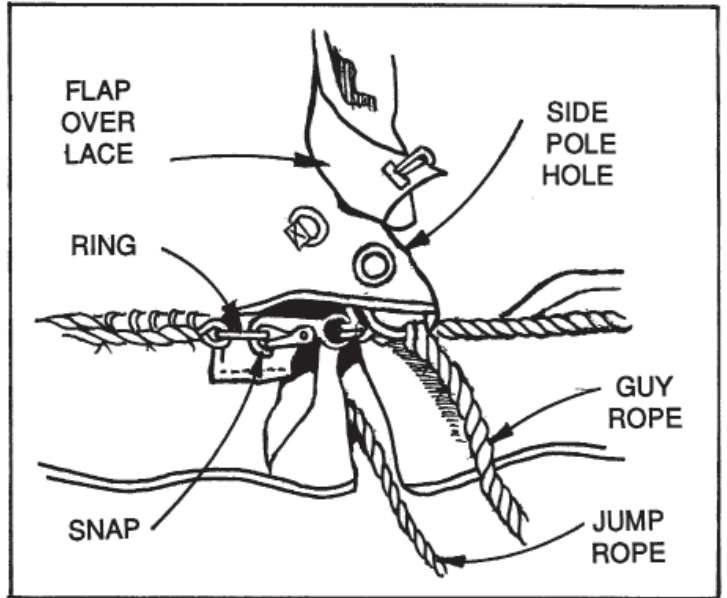
CONT'D



Tie off the last long lacing loop.

Attach snap to ring at eave. Repeat lacing steps on opposite side.

**Note:** Loops lace up on one side and down on opposite side.



4

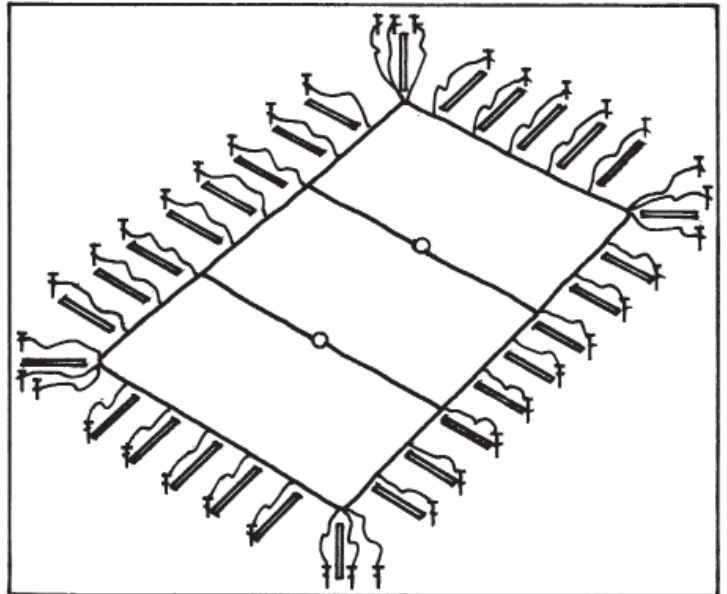
### TIE DOWN AFTER LACING

After lacing and snapping sections, tie-off guys loosely about 2' from the end of each guy rope.



Half hitch knot for quick tie down and easy adjustment on stakes.

**NOTE:** Guys are sold separately. Guy Ropes or Guy Webs are available.



5

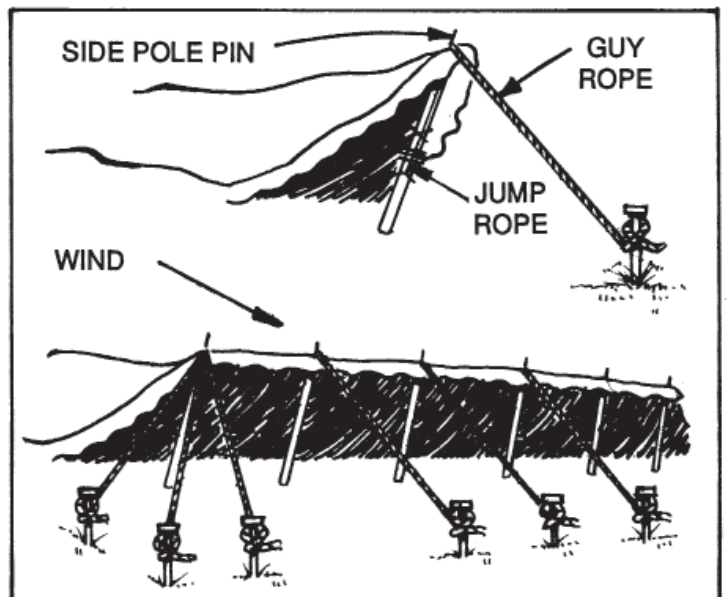
### RAISE SIDE POLES

Start at side opposite wind. Insert each side pole pin into side pole hole and raise slightly less than perpendicular. Bottom of each pole should be pointed inward toward center of tent.

Wall ropes are to be outside of corner and side posts.

Tie jump rope around each side pole as it is inserted in pole hole.

Continue around tent.



**6**

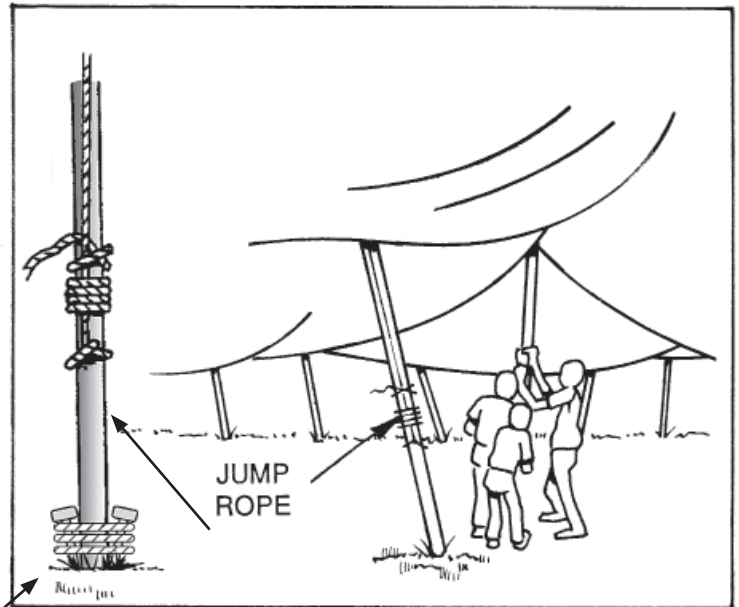
## RAISE QUARTER AND CENTER POLES

**Note:** Quarter Poles for Large Tents are raised **BEFORE** Center Poles.

QUARTER poles will be approximately 2'-0" less than perpendicular with base of pole set in toward center of tent.

Raise poles nearest to wind direction to approximate position. One installer to guide center pole pin through hole to prevent snagging or tearing of fabric as pole is being raised to position. Tie jump ropes after all center poles are in approximate position. Adjust poles to exact location.

**CAUTION:** At this point, it is required to properly anchor bases of all center and quarter poles to prevent movement.

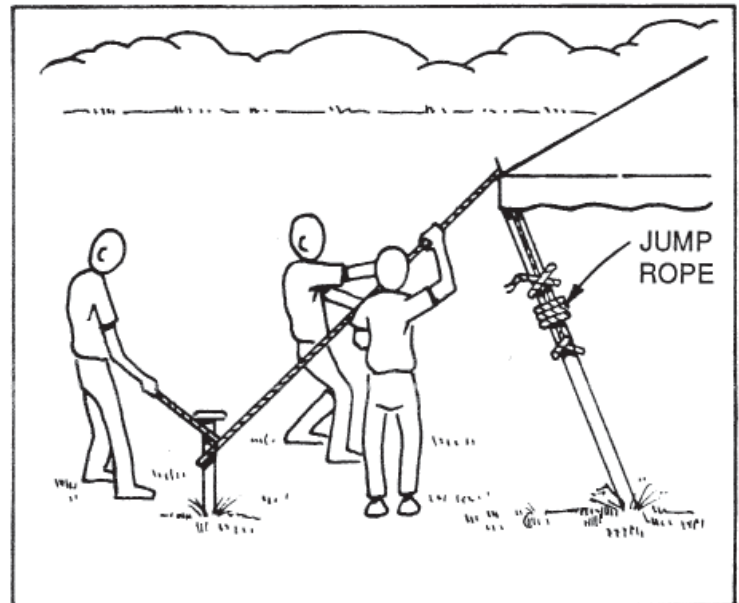
**7**

## FINAL SIDE POLE ADJUSTMENT

Adjust side poles to exact position with taut guy ropes starting with corner pole.

Tighten ropes while pole is on angle then set pole into vertical position. Due to changes in climatic conditions, periodic inspection and adjustment should be made.

Protective covers recommended for all stakes.

**8**

## TAKE DOWN USE EXTREME CAUTION REMOVING ALL POLES

1. Spread ground cover.
2. Slant side poles inward.
3. Remove center and side poles.
4. Reverse installation steps.

### **IMPORTANT:**

Check Guy Ropes periodically for tightness and maintaining of good condition. Stakes provided are for average soil conditions. Sandy soil or asphalt may require additional staking. Proper installation suitable to site conditions is the responsibility of the installer. Store tent in a cool, dry area. Never store while wet or damp.



**PHONE NUMBER**  
812 · 867 · 2421

**FAX NUMBER**  
812 · 867 · 1429

Anchor products are of superior design and operate best within the parameters of these instructions. It is imperative that the instructions be carefully read and **COMPLETELY FOLLOWED**. Please read installation instructions before the installation or removal of this product. Installation instructions are available online at [www.anchorinc.com](http://www.anchorinc.com) or by calling 1-800-544-4445.

### CAUTION:

1. For each installation, the installer is solely responsible for evaluating the site and the proper securing method determined. Some soils require different staking or securing than that provided with the tent. Due to this variety of soil conditions, these are the manufacturer's suggested sequence of installation procedures. Anchor's responsibility is limited to the manufacture of the tent parts and materials. We are not responsible for methods that installers may choose to erect and secure the tent to the ground.
2. The number of stakes suggested in the installation instructions do not necessarily meet all or any relevant codes on the site of the tent installation. The number of stakes suggested **will, in many cases, keep the tent erected**, however, due to various soil conditions; these stakes will be insufficient **to keep the tent secure in high winds**. It is the tent installer's responsibility, not the manufacturer, to determine the appropriate number of stakes to meet the necessary wind loads on the site. Regardless of the number of stakes we suggest, we make no representation or warranty as to whether this specific number of stakes will meet the local tent code. Anchor does not, nor can it make any suggestions, representation, or warranties about the adequate staking required at each specific installation site. Staking information provided in the installation instructions is **not a suggestion about what is necessary to meet a site-specific load**.

**For additional important information, consult: "The IFAI Procedural Handbook For the Safe Installation and Maintenance of Tentage" and the IFAI Pocket Guide "Pullout Capacity of Tent Stakes", both available from the IFAI Tent Rental Division on their website ([www.ifai.com](http://www.ifai.com)).**

3. Inasmuch as the weather is unpredictable, good judgment and common sense must be incorporated within installation guidelines. It is the responsibility of the tent installer/maintainer to determine the severity of the weather, proper time and method of installation and/or erection and disassembly. **Note: We recommend that snow and ice be removed from the tent surface as soon as possible because accumulation will damage the tent or fabric structure. Please consult with our Engineering Department about the maximum loads for each product.**

This product has been manufactured for use as a temporary structure. For the safety of all occupants, evacuation is recommended if threatening weather occurs, or if there is any doubt concerning the safe use of this product.

4. Proper safety equipment should be used at all times to insure a safe installation and take down. We suggest a careful evaluation be made to determine safety equipment needed, such as hard hats, steel-toe shoes, safety glasses and other as required. It is our desire that all installations are safe. Please be aware of hidden dangers both underground, i.e., gas lines, water lines, electrical lines, etc. and above the tent such as power lines and telephone lines.
5. Anchor stands behind its products in accordance with its standard Terms and Conditions of sale. A copy of our Terms and Conditions of Sale can be obtained by contacting Anchor at the telephone number and/or address on this document.