



Pavilion Marquee  
**3x3/4x4/5x5/6x6M**  
**INSTRUCTION MANUAL**



## **FOR SAFETY REASONS YOU MUST READ THIS INSTRUCTION CAREFULLY BEFORE USE**

### **IMPORTANT NOTICE**

**This equipment is heavy and requires 2 or more people to lift and move.**

**Keep proper footing and balance at all times. Use a ladder when necessary.**

**Ensure area is free from any sharp objects & overhead objects.**

**Recommended procedure to follow in this document.**

**Do not assemble your marquee in very windy conditions.**

**Do not use your marquee in extreme winds.**

**Do not leave your marquee unattended.**

**Exposure to direct sun light for long period of time can cause colour to fade.**

**Keep flame and heat sources away from the fabric to prevent damage.**

**Allow your marquee & accessories to completely dry before storing, do not store away wet.**

## CONDITIONS OF WARRANTY

**Hercules™ Instant Shelter provides a limited manufacturing warranty on all products from the date of original purchase that the product will be free from defect in material and workmanship. The length of the limited warranty may vary by product. The warranty is valid for the original purchaser from the date of initial purchase and is not transferable.**

<b>Product</b>	<b>Model</b>	<b>Warranty</b>
Pavilion Marquee	3x3/4x4/5x5/6x6m frame, 2.25 clearance height	5 Year
Fabric	PVC canopy	2 Year

**Hercules™ Instant Shelter will not be responsible for the damage to your product caused by adverse weather conditions, incorrect assembly, dismantling, improper storage or accidental damage. Colour fading and UV breakdown of any fabric from exposure to sunlight is not covered by the manufacturer's warranty. We advise you seek a private insurance to protect yourself against these possibilities. Please check the contents of the boxes in advance of using your product for the first time, we would recommend that you check if you have all the components within 14 days of receiving the products. Ensure that you are familiar with the erecting of the product and that all parts are accounted for. You should familiarise yourself with the structure including any restriction it may have for your particular use.**

**Should your marque roof or frame be damaged, please contact a nearest Hercules store for warranty claim or replacement parts purchase ([www.herculesgazebo.co.nz/contact-us](http://www.herculesgazebo.co.nz/contact-us)).**

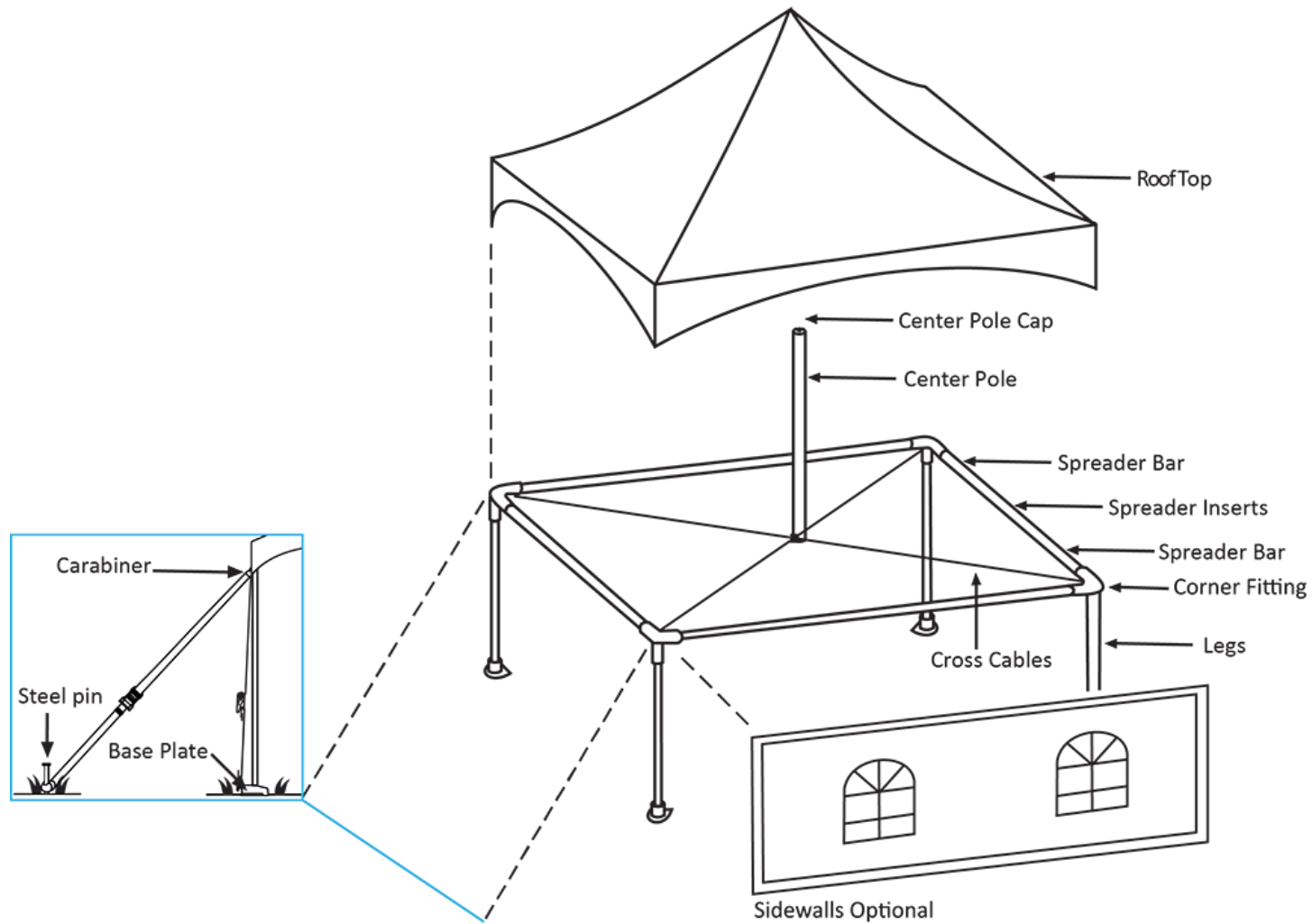
## PACKAGE INCLUDES



Pole & Parts	Quantity
A. Legs	X4
B. Roof spreader bar	X8
C. Roof spreader inserts	X4
D. Centre pole	X1
E. PVC roof	X1
F. Steel pins	X4
G. Steel cross cables	X2
H. Ratchets	X4
I. Steel corner fitting	X4
J. Steel base plate	X4

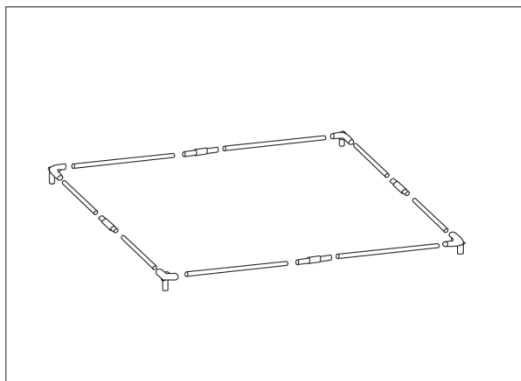
\*Sandbag is available at an additional cost.

## FRAME PARTS & MINIMUM STAKING LAY OUT



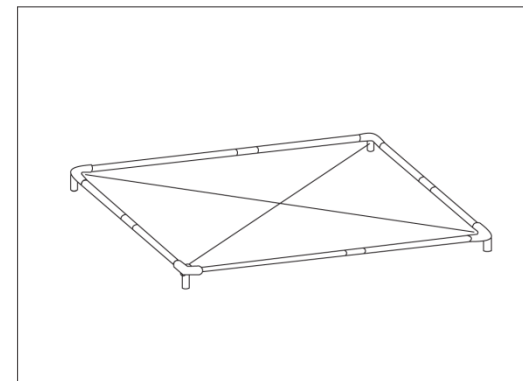
## ASSEMBLY INSTRUCTIONS

1. Lay out a drop cloth in the area the tent will be installed to protect the tent top of dirt and abrasions.
2. Lay out the frame parts on the ground in the approximate location that they will be when the frame is assembled. (See frame parts & minimum staking lay out diagram)
3. Start in the middle of one side by connecting both ends of the spreader insert to each of the spreader bars. Continue this until all four sides are completed.
4. Start at a corner, insert the spreader bar into the corner fitting. Continue to insert all spreaders into the corner fittings until a square is formed.

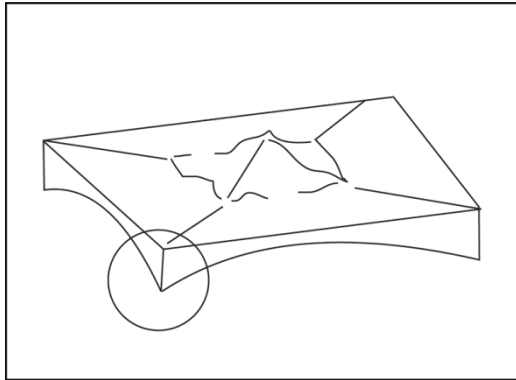


5. Connect one cross cable to the inside hook on the corner fitting. Connect the other end of this cable to the hook on the corner fitting at the diagonal corner. Repeat this method to secure other cross cables.

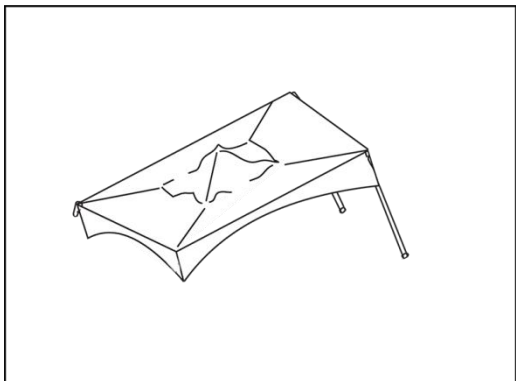
Tips: In order to fit the cable onto the 4<sup>th</sup> corner fitting hook, you may need to lift the frame up on that corner approximately a meter. This reduces the distance between the corners allowing the cable to reach the 4<sup>th</sup> corner fitting hook.



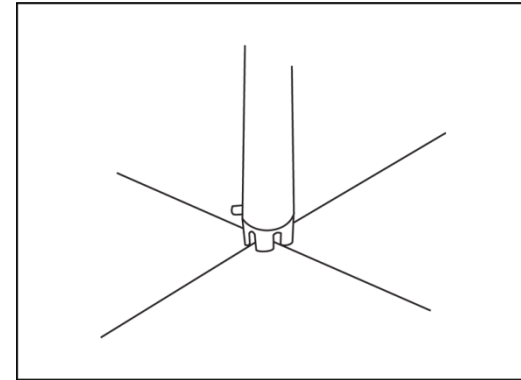
**6. Lay the roof top out over the cables and frame with the top of the roof facing upward. Pull the roof top over the frame, lifting up the fabric or “flapping” it to create a cushion of air. Make sure the roof top is centered. Secure all the white nylon straps over the hooks on the outside of the corner fittings.**



**7. Once the top is in place and secured, you're ready to install one side of legs. Lift one side of the roof top up and install two of legs to the corner fittings, leaving the marquee at an angle.**



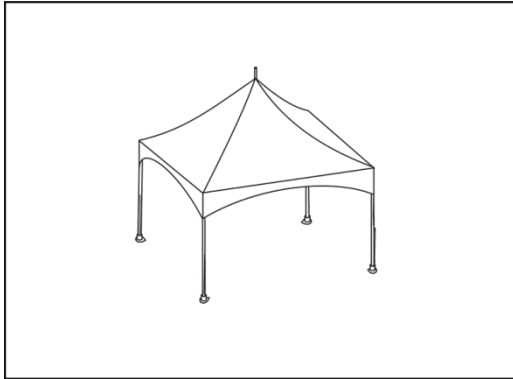
**8. Don't be hurry to install the remaining legs. Now you need to install the center pole through the roof top. Position center pole in the peak of the roof top and slide the bottom of the center pole up the cable toward the intersection of the cables.**



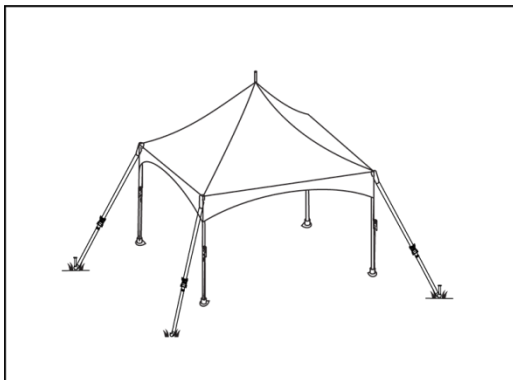
**9. Once the center pole is installed then attach Velcro strap around roof spreader bars.**



**10. Now it is time to install the remaining legs to the corner fittings. And attach the base plate to each leg with the holes facing the interior of the marquee.**



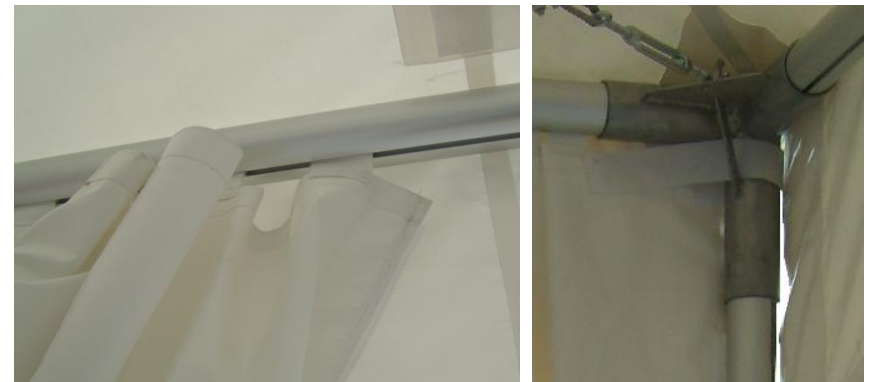
**11. Ratchet assemblies: Fasten the loop strap to each corner through the two steel D rings on the roof top. Make sure the legs are straight then secure each base plate by driving anchoring pins into the hole of the base plate or driving pins into the ground as deep as it can. Tension ratchets and ropes until firm.**



## **12. Sidewall Setup Instructions (This step is optional)**

**The sidewalls are designed to hang around the outside of the legs with the ratchet rope on the exterior of the sidewalls.**

- Hang each sidewall by buckling the straps on the top of the side wall around the spreader bar that runs around the perimeter of the marquee. Each sidewall will cover the distance between two legs. Loosen the roof top tension if it is difficult to get the straps around the spreader bar.
- Tighten the hanging straps so the sidewall is hanging at the appropriate height or fit with the ground surface the tent is sitting on. Tuck the ends of each sidewall between the ratchet assembly and the marquee leg. Make sure the sidewall is centered between the two legs.



## **DISMANTLING INSTRUCTIONS**

**Use the above setup instructions  
but start at step 11 and work  
back to step 2.**