



Instructions for all 6m width marquees

www.marqueesandpartytents.co.uk



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Thank you for purchasing a Primrose Marquee. We hope you will be very satisfied with your purchase.

These instructions should tell you all you need to know in order to put the marquee up but if you would like to see a video please visit our website at www.marqueesandpartytents.co.uk

In addition if you have any questions or need any help please do not hesitate to call us or email us.

Checking your purchase

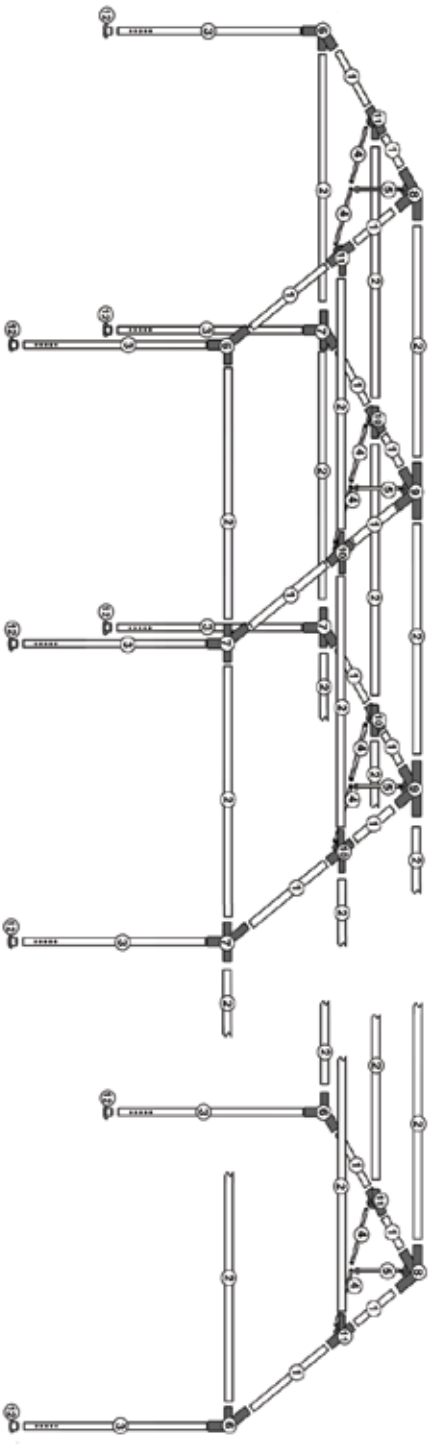
Please check your marquee well in advance of your event. We have a high level of quality control at our warehouse and all components are checked before they are sent out. However, we use third party couriers and it is possible that boxes become seperated on route.

First check you have the correct number of boxes (see parts list).

If you haven't received the correct number of boxes please contact us as soon as possible.

Please open the boxes and check the contents.

All 6m width marquee frame diagram (not including optional ground bar kit)



Please refer to parts list

WARNING!

1. Please take care not to force the poles and joints together when erecting the frame as damage may occur to the paintwork and destroy the weatherproofing.
2. Marquees are temporary structures and are not suitable for long-term use. It is particularly important not to use your marquee in strong winds, heavy snow or extreme weather. Check your local weather forecast before erecting your marquee.
3. Only erect your marquee on a suitable site. The ground must be firm enough to support the structures weight and for the pegs to hold the marquee in place in windy weather.
4. Whilst our marquees are fire retardant, please take care with naked flames (including use of candles, oil lamps and heaters) and electrical equipment which could start a fire. Keep the marquee material away from naked flames and other heat sources.

Please note: Images included in this document are for illustration purposes only and may not represent an individual product or be to scale.

ASSEMBLING YOUR MARQUEE

Step 1 – The roof frame

Requires the following parts (please refer to parts list):

Part 1 – 1470mm galvanized pipe

Part 2 – 1940mm galvanized pipe

Part 4 – 1510mm galvanized pipe

Part 5 – 510mm galvanized pipe

Part 6 - 110° 3 way connector

Part 7 – 110° 4 way connector

Part 8 - 140° 3 way connector

Part 9 - 140° 4 way connector

Part 10 – 4 way cross connector

Part 11 – 3 way cross connector

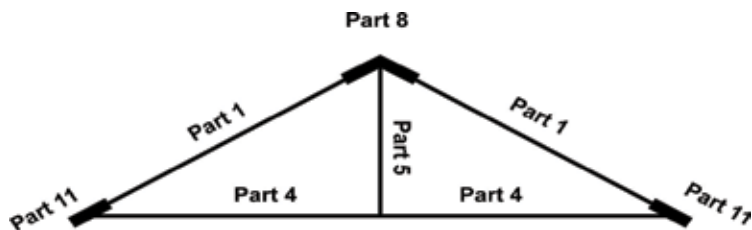
Part 16 – Screws

Part 17 – Nuts

Please note: Make sure all pipes are pushed firmly into connectors otherwise the roof fabric will not fit.

A)To create the two end apex frames.

Lay all parts on the ground as shown in the diagram below.



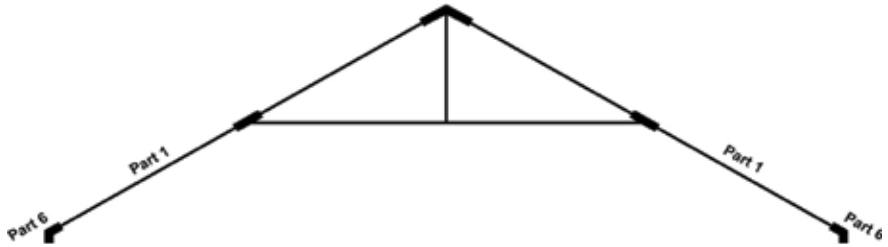
Make sure that the frame is laying flat on the ground, if not then you may need to swap parts 8 over (parts 8 and 11 should now provide 3 vertical tubes facing upwards).

Attach poles (parts 1) to connectors (parts 8 and 11) using the screws (part 16). Make sure that the poles are fully inserted into the connectors before screwing in place.

Now attach pole (part 5) to connector (part 8) using screws (part 16) and nuts (part 17).

Attach both poles (part 4) onto the connectors (part 11) using tscrews (part 16) and nuts (part 17). Finally attach each pole (part 4) to pole (part 5) using screws (part 16) and nuts (part 17).

Now extend the frame shown in the diagram below using parts 1 and 6.



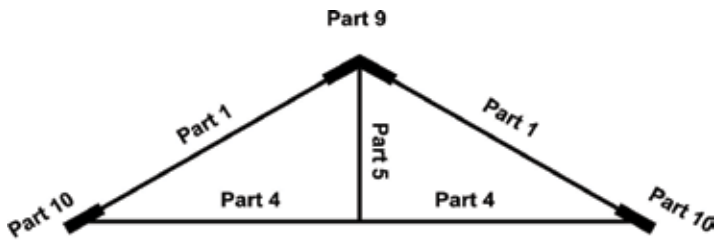
Attach both poles (parts 1) into connectors (parts 11) with screws (parts 16) making sure that the poles are fully inserted into the connectors before screwing in place.

Finally attach connectors (parts 6) onto the ends of poles (parts 1) with screws (parts 16), ensuring that the assembled frame is still able to lay flat on the ground. If it does not then you may need to swap connectors (parts 6) over.

Repeat for the other end. You should now have two assembled end roof frames.

B) Create the central apexes.

Assemble the central apexes as per the diagram.



The number of central apexes that you will have to construct depends on the size of your marquee:

Marquee Size	Number of Central Apexes
6m x 12m	5
6m x 10m	4
6m x 8m	3
6m x 6m	2

Unlike the two end apexes that you have just constructed, these middle frames will not lay flat on the ground.

Attach poles (parts 1) to connectors (parts 9 and 10) using the screws (part 16). Make sure that the poles are fully inserted into the connectors before screwing in place. Now attach pole (part 5) to connector (part 9) using screws (part 16) and nuts (part 17). Attach both poles (part 4) onto the connectors (part 10) using screws (part 16) and nuts (part 17). Finally attach each pole (part 4) to pole (part 5) using screws (part 16) and nuts (part 17).

Now extend the frame shown in the diagram below using parts 1 and 7.



Attach both poles (parts 1) into connectors (parts 10) with screws (parts 16) making sure that the poles are fully inserted into the connectors before screwing in place. Finally attach connectors (parts 7) onto the ends of poles (parts 1) with screws (parts 16).

Repeat for the remaining central apexes. You should now have assembled all of the roof frames. Please refer to the table on the previous page.

C) Join the roof frames together.

Connect all of the central and end apexes together using poles (part 2) and screws (part 16). It is easiest to start from one end and work your way to the other and to insert the top most poles first to give your frame stability when erecting. It is also recommended that you assemble your roof frame in the exact location that you intend your marquee to stand.

The picture below shows the roof frame for a 6m x 8m marquee, with 2 end apexes and 3 central apexes.



Step 2 – The roof canopy

The roof fabric is heavy, we recommend unrolling it onto the frame before inserting the legs.

Requires the following part: Part 20 - Roof

This part of the assembly process is easier with 3 people for any marquee over 8m long.

A) Extend the roof along the top central ridge of the roof frame. It helps to have one person in the middle of the roof and one person at either end. The eyelets will need to be on the inside of the roof.

Unfold the roof out over the the whole frame, pull the fabric gently out to the corners.

Please Note: We recommend that you attach the roof to the frame with bungees as you go. Please see step 3.



Step 3 –Attaching the legs

Requires the following parts:

Part 3 – 1920 galvanised pipe

Part 12 – Foot plate (If you are not fitting the optional ground bar kit)

Part G2 – Corner ground plate (If you are fitting the optional ground bar kit)

Part G3 – 3 way ground plate (If you are fitting the optional ground bar kit)

Part 18 – Bungees

Part 16 - Screws

A) Fit the foot plates /ground plates

Each leg pole (Part 3) should be fitted with a foot plate (part 12) if you are not fitting the ground bar kit. If you have chosen to fit the ground bar kit, a 3 way ground plate (part G3) or corner ground plate (part G2) should be fitted.

Use screws (part 16) to fix the plates in place.

Please note: there are a series of holes at one end of the leg poles (part 3), this end should go into the ground plate/foot plate.

B) Attach the legs to one side of the marquee

Only fit legs on one side at this stage. You may need 3 people for this stage as the marquee frame is heavy and needs to be lifted to insert the legs.

Lift the corner of the marquee roof frame and insert 1 leg pole (part 3) with a corner ground plate (part G2) or foot plate (part 12) into the connector (part 6). Make sure that the holes on the leg pole are facing outwards. Fix in place with a screw (part 16).

Work down the marquee inserting all of the remaining leg poles, if you have chosen to fit the ground bar kit the poles you need will have 3 way ground plates (part G3) attached. Lastly insert a leg pole with a corner ground plate (part G2) or foot plate (part 12)

If you have enough people it is easiest to insert all the legs for one side at once, including the corner legs.

C) Attach the roof onto the frame using bungees (part 18)

Please note: Start with the ends of the marquee to ensure the roof is taut before you attach the sides. Ensure every eyelet has a bungee through it.

To fit the bungees (see picture overleaf):

Feed a bungee through each eyelet on the roof. Pull the elastic around the back of the pipe and hook the elasticated loop around the plastic ball. The roof material is quite heavy and tough, it may be easier to pull the roof fabric taut (and to make sure that it is in the right place) whilst attaching the bungee cord to prevent the bungee from being over-stretched and potentially snapping. It is particularly important to do this at either end of the marquee, especially for the 10m and 12m lengths.



D) Repeat the whole process from part b), attaching the legs to the other side of the marquee.

On a windy day, anchor the marquee down at this point using the corner ropes / storm straps (please refer to steps 6/7 below).

Step 4 – Inserting the ground bar kit (optional)

If you have purchased our optional ground bar kit, now is the time to fit the bars.

Requires the following parts:

Part G1 - 1940mm (194cm) galvanised pipe

Part G4 - 2 Way ground plate

Part G5 - Screws M6 x 10mm

The number of pipes running along each side depends on the size of the marquee, but there should be 3 G1 pipes running along each 6m width end. Please refer to the table below to see how many pipes you require.

Size of Marquee	No. of G1 pipes along each side
6m x 12m	6
6m x 10m	5
6m x 8m	4
6m x 6m	3

Slot the ground bar kit pipes (part G1) between the 3 way ground plates (part G3) along both sides of the marquee. Use small screws (part G5) to fix them in place.

At one end of the marquee, slot one ground bar kit pipe (part G1) into a corner ground plate (part G2), fixing in place with a small screw (part G5). Now attach one 2 way ground plate (part G4) and fix in place with a small screw (part G5). Insert a second ground bar kit pipe (part G1) in the 2 way ground plate (part G4) and fix in place with a small screw (part G5). Again attach one 2 way ground plate (part G4) and fix in place with a small screw (part G5). Finally, insert a third ground bar kit pipe (part G1) in the 2 way ground plate (part G4) and fix in place with a small screw (part G5). Fix this third ground bar kit pipe (part G1) into the opposing corner ground plate (Part G2).

Repeat for the opposing end of the marquee.

Picture below shows a ground bar kit fitted to a 6m width marquee, with missing side and door panels.



Step 5 – Attaching the walls and doors

Requires the following parts:

Part 21 - Side wall

Part 22 - End wall

Part 18 - Bungees

Part 20 - hooks

Parts 15 and 14-pegs (soft ground only)

Please note - the side walls have windows and the end walls have doors.

A) Attaching the walls and doors

The walls are designed to fit in between the marquee legs. They should be hung with the arch at the top and the eyelets at the bottom on the inside.

The walls and doors are hung using the bungees already used to attach the roof. For Luxury PVC marquees use short bungees to attach the end doors to the roof fabric.

Join adjacent walls together with bungees, as shown below. The elastic should pass from one eyelet around the back of the leg pole, through the other wall eyelet and then over the white plastic ball. Similarly connect the walls to the roof by sharing bungees.

If you have purchased a ground bar kit, use bungees to secure the bottom of the walls to the ground rails.

These images below illustrate how to tie the bungees.



B) Fix leg covers

Once all of the walls and doors have been hung, fix the leg covers in place using the Velcro ties and hooks (part 20)



C) Pegging in: Pegs can only be used on soft ground such as grass or turf. Use the large pegs (part 14) to secure the feet and small pegs (part 15) to secure the fabric to the ground.

Image below shows small pegs fixing the material down.



Step 6 – Fitting corner ropes (optional)

Requires the following parts:

Part 19 - Corner ropes

Part 13 - Spiral pegs

Use one rope on each corner of the marquee.

Tie a knot in one end of the rope and feed through the corner eyelet from underneath upward.

Pull the rope through until the knot prevents the rope from pulling through any further. Mark out an appropriate position for the peg a short distance from the marquee, screw the peg into the ground and tie the other end of the rope to it as securely as possible.

If the marquee is on hard ground you may need to use heavy weights to anchor the marquee instead of pegs.



Step 7 – Fitting storm straps (optional)

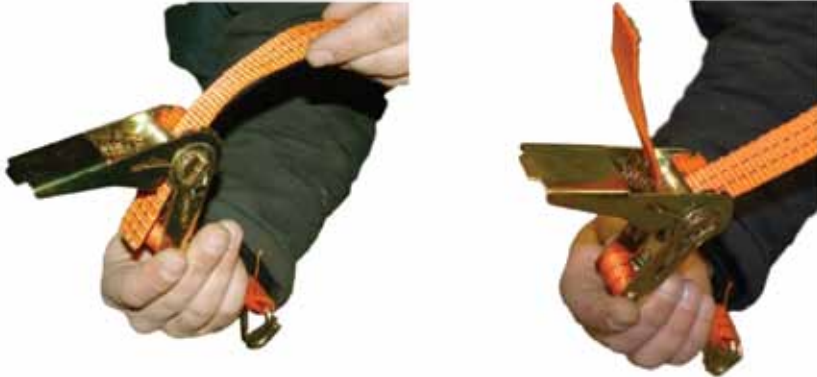
These go on the long sides of the marquee. We recommend you position them 2m apart.

First secure the hook to the bar of the marquee as in the picture below.



Next screw the peg into the ground in an appropriate position.

Feed the strap to the outside of the marquee. Then attach the tensioner. First feed the strap through the tensioner as shown below.



Next pull the strap through so that it is a little longer than you require.


















Secure the strap to the ground by pushing the peg through the metal hook. Tension the strap by lifting the ratchet up and down.







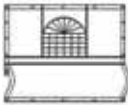
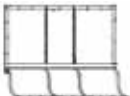
Marquee Parts List

Number of Boxes:






	6 x 12m quantity	6 x 10m quantity	6 x 8m quantity	6 x 6m quantity
Marquee	16	14	12	10
Ground Bar Kit (optional)	2	2	2	2
Tie down kit (optional)	1	1	1	1

Parts List:

Part no.	Part Name	Diagram	6 x 12m quantity	6 x 10m quantity	6 x 8m quantity	6 x 6m quantity
1	Frame pole		28	247	20	16
2	Frame pole		30	25	20	15
3	Leg pole		14	12	10	8
4	Strengthen bar		14	12	10	8
5	Strengthen bar		7	6	5	4
6	110° 3-way connector		4	4	4	4
7	110° 4-way connector		10	8	6	4
8	140° 3-way connector		2	2	2	2
9	140° 4-way connector		5	4	3	2
10	90° 4-way connector		10	8	6	4
11	90° 3-way connector		4	4	4	4
12	Foot plate		14	12	10	8
13	Spiral peg		4	4	4	4
14	Large peg		14	12	10	8
15	Small peg		54	48	42	36

Part no.	Part Name	Diagram	6 x 12m quantity	6 x 10m quantity	6 x 8m quantity	6 x 6m quantity
16	Screw		172	150	128	106
17	Nut		28	24	20	16
18	Bungee ball		176	128	110	92
19	Guy rope		4	4	4	4
20	Hook		14	12	10	8
21	Roof canopy		1	1	1	1
22	Side walls		12	10	8	6
23	End Walls		2	2	2	2

Ground Bar Kit:

G1	Pipe 1940mm		18	16	14	12
G2	Corner ground plate		4	4	4	4
G3	3 Way ground plate (sides of marquee)		10	8	6	4
G4	2 Way ground plate (ends of marquee)		4	4	4	4
G5	Screw		50	44	38	32

Tie Down Kit:

TD1	Strap		10	8	6	4
TD2	Peg		10	8	6	4



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Customer Services

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