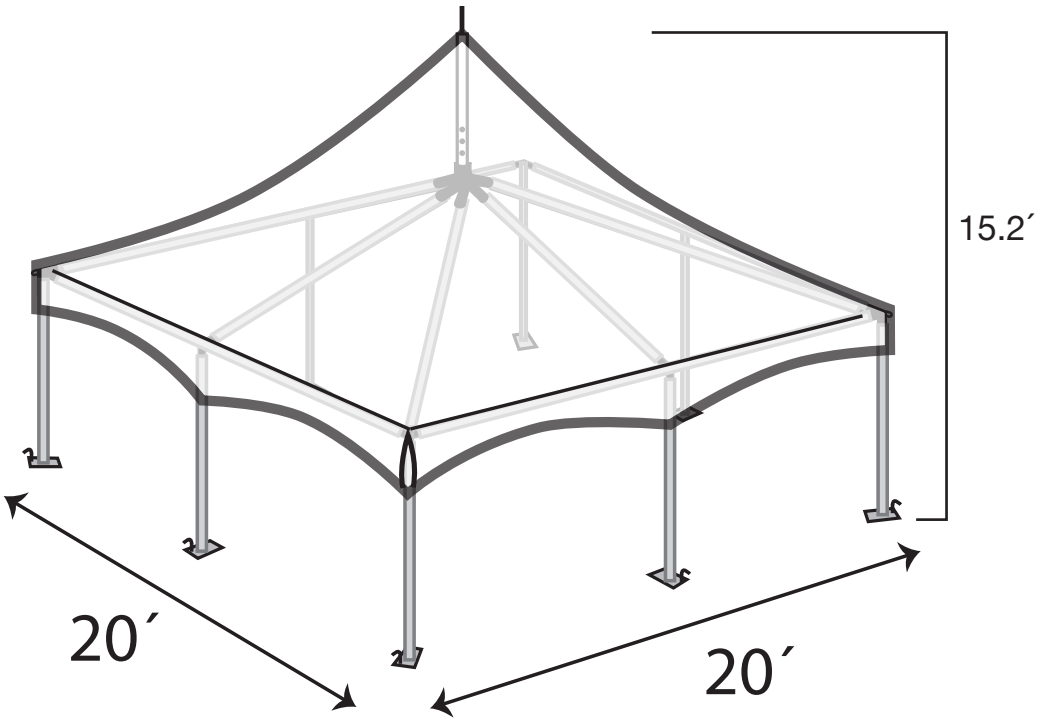


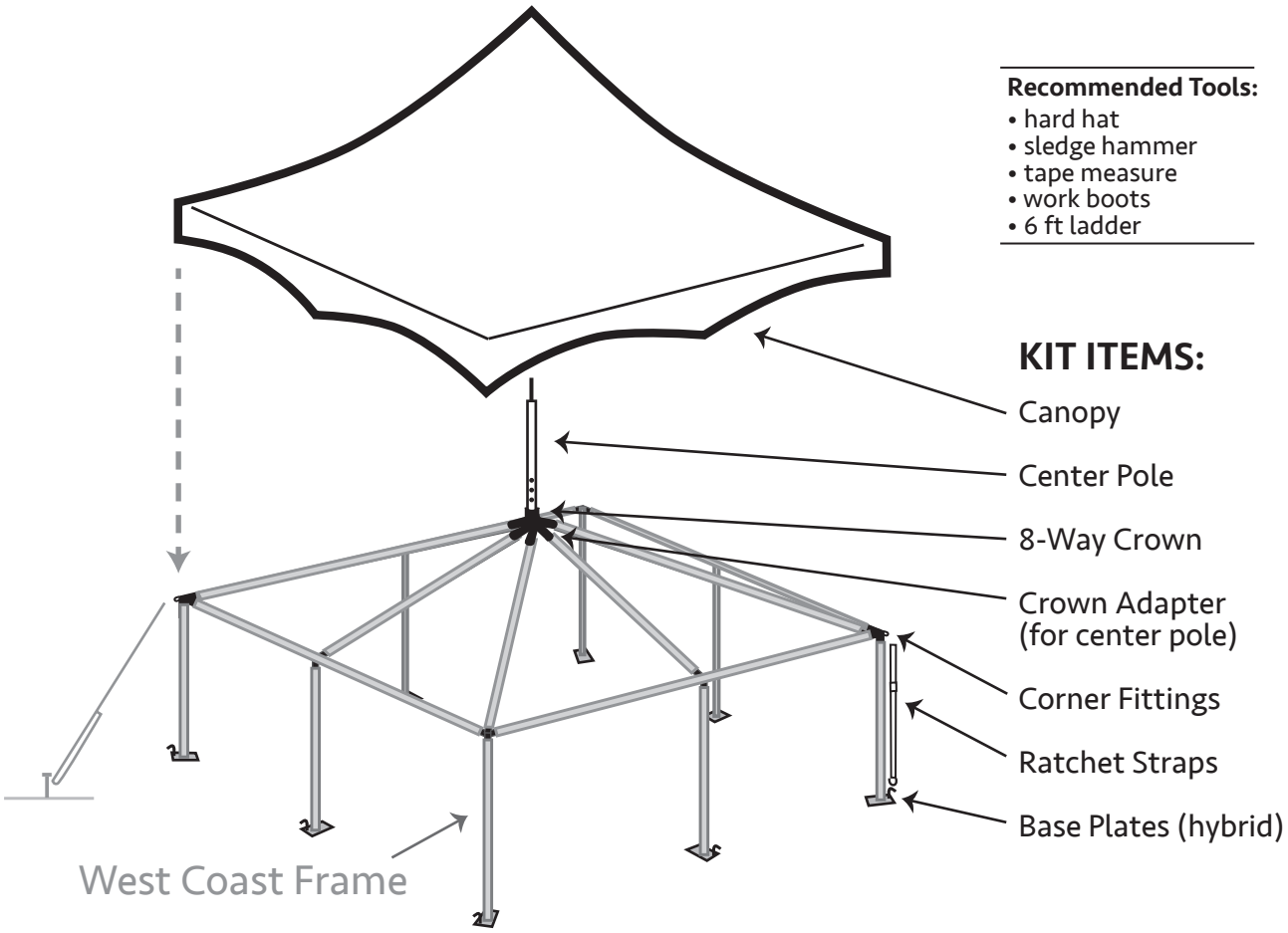
HIGH PEAK CONVERSION KIT

20´x 20´ (for west coast frame tents)

ASSEMBLY INSTRUCTIONS

TENTANDTABLE.COM

High Peak Conversion Kit (OVERVIEW)



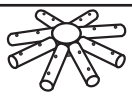
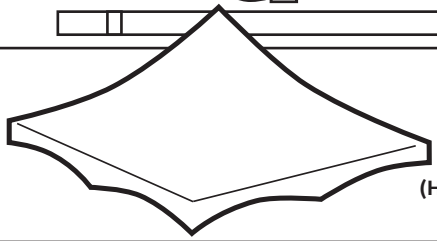
Recommended Tools:
- hard hat
- sledge hammer
- tape measure
- work boots
- 6 ft ladder

West Coast (HP conversion) Tent SPECIFICATIONS:

Width	20 ft. / 6.1 m
Length	20 ft. / 6.1 m
Area	400 ft^2 / 37.2m^2
Eave Height	7' / 2.1 m (opt. 8'/ 2.4m)
Overall Height	12' / 3.7 m (opt. 13'/ 4.06m)
Pitch	5' / 1.5 m
Complete Weight	450Lbs./204 Kg. (471 Lbs./214 Kg.)
Series	HP Kit for West Coast
Class	Frame
Center Pole	No
Style / Shape	Hybrid Tent
Expandable	No
Custom Printing Available	Yes

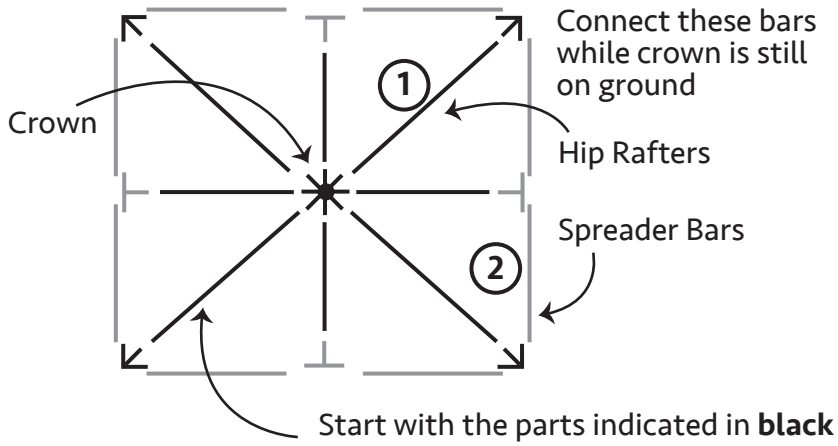
Fabric Material	PVC Coated Polyester
Fabric Material Weight	16 oz. / yd2 / 540 gsm
Fabric Translucency	Block-out
Water Repellent	Waterproof
Snow Load	None
Flame Resistant	Yes
UV Resistant	Yes
Mold and Mildew Resistant	Yes
Frame / Pole Material	Aluminum
Longest Component	14'4" / 4.4m
Persons required for setup	2–4
Occupancy	40 Sit Down Dinner
Occupancy (cont.)	67 Cathedral Seating

STEP 1. CHECK ITEM LIST 20ft. x 20ft. WCF (with 'HP' CONVERSION KIT)

Item	Illustration (West Coast Frame)	Size	Quantity
Hip Rafters (yellow/red)	Size: 14'-4" (red) SKU: BT-FWAST172	20x20	**4**
Rafters (green/red)	Size: 10'-6" (green) SKU: BT-FWAST126	20x20	**4**
Spreaders (white/red)	Size: 9'-4" (white) SKU: BT-FWAST112	20x20	**8**
Leg Poles (black) / **Base Plates**	Sizes: 6'-8" (brown) SKU: BT-FWAST080  **REMOVE** SKU: BT-FWBP	20x20	**8**
Corner Fittings	 **REMOVE** SKU: BT-FWCRN	20x20	**4**
Side Tee Fittings	 SKU: BT-FW4WST	20x20	**4**
8-Way Crowns	 **REMOVE** **(Original Crown)** SKU: BT-FW8WC	20x20	**1**
Rope- 12ft., w/ loop	 SKU: BT-TAROPE	20x20	**8**
'R' Pins	 SKU: BT-FWRP25	20x20	**48**
Single Head Stakes (3/4"x 30")	 SKU: BT-34SH30	20x20	**8**
Canopy Top	**REMOVE** **(Original Top)** SKU: BT-FW22WTT	20x20	**1**
	'High Peak' CONVERSION KIT (add/replace)		
Center Pole	 SKU: BT-FWCP-FHC	HP-Kit	**1**
Crown Adapter (for Center Pole)	 SKU: BT-FW8WC-FHC	HP-Kit	**1**
8-way Crown	 SKU: BT-FW8WC	HP-Kit	**1**
Corner Fittings/ Base Plates	 SKU: BT-FHCRN-FHC  SKU: BT-FWBP-FHC	HP-Kit	**4 / 8**
Ratchet Strap 2in x 8ft	 SKU: BT-FWRS28-FHC	HP-Kit	**8**
Canopy (HP)	 **(High Peak Tent Top)** SKU: BT-FW22-FHC	HP-Kit	**1**

STEP 2. LAYOUT FRAME

Position parts in the exact location of finished tent



- Place all tent poles/bars and fittings on the ground in the location you have selected for the finished tent
- This layout illustrates a 20 x 20 tent — Combined with a High Peak KIT

1) Start with the crown and its connecting poles—the drawing shows the correct position of the crown—secure these parts using (2) 'R' pins per bar/pole

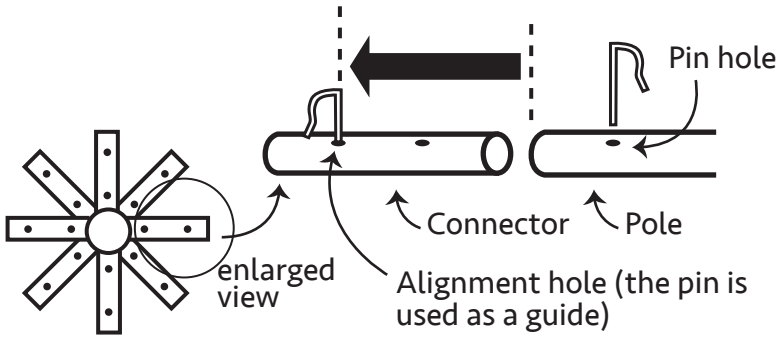
See (**figure A.**) 'R' pin usage

- Make all connections from to the crown

2) Lastly, connect all perimeter bars — spreader bars to fittings

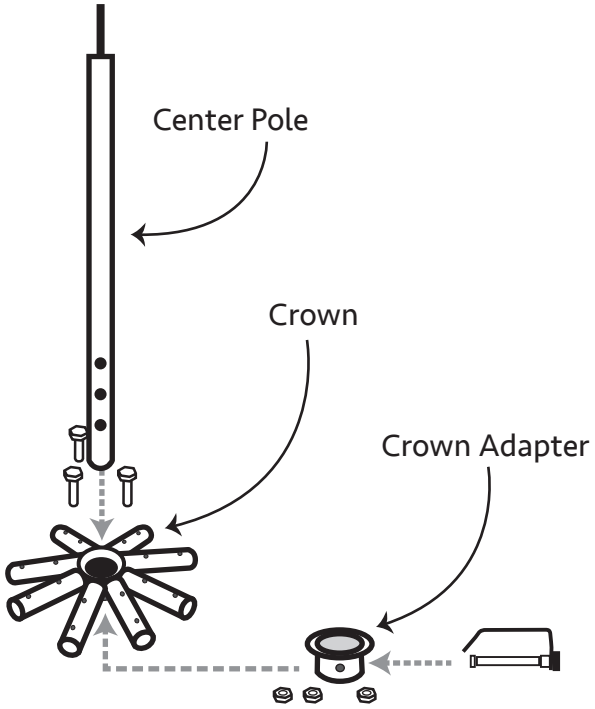
- When working around the perimeter, the last connection should be at a corner, *not* a side tee
- The frame should now be complete

(FIGURE A.) 'R' PIN AND ALIGNMENT HOLE



- All connection will be made using this method—2 pins needed
- Insert a pin, halfway, into the alignment hole—this will act as *stop*, for spreader and rafter bars
- Slide pole (spreader, rafter etc.), onto the appropriate connector—touch the *alignment* pin, as a guide
- The pin holes are now lined up—insert the second 'R' pin, all the way, until it locks in place

STEP 3. CENTER POLE and ADAPTER



- The **HP Center Pole** is basically 3 parts—Pole, Crown and Adapter
- The crown adapter gets bolted in place with 3 bolts, at the bottom of the crown
- The center pole slide in crown and is secured a Locking Pin

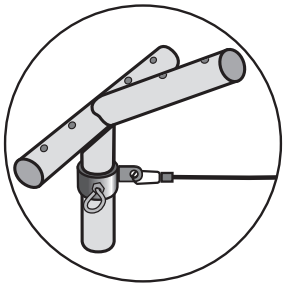
Note: There are a few holes at the bottom of the center pole for height adjustment

STEP 3. CHECK LOCATION/ SQUARENESS

If repositioning is necessary, try to have one person lift at each fitting, all the way around

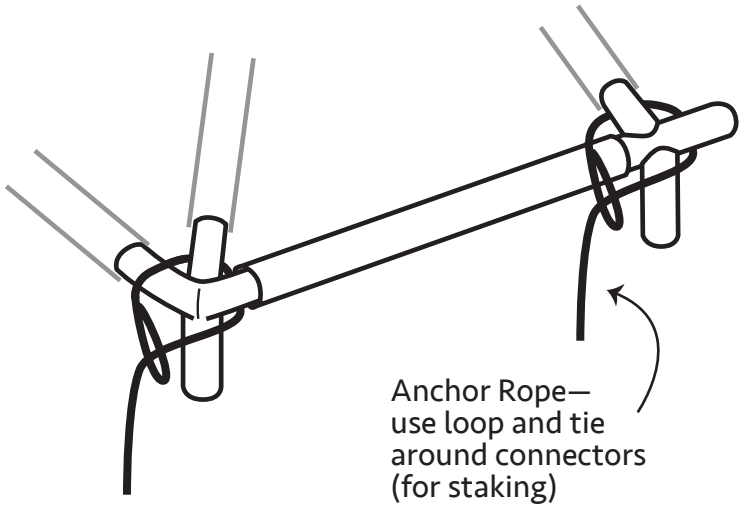
(***Option:*** *add 20ft. Cable(s) at this time, if you choose*)

- Now that the frame portion is complete and while the frame is still on the ground, double check the 'R'-pins
- Also, with plenty of hands on deck, lift and adjust frame re-position if needed, (check for square corners) at this point
- Always lift at a side or corner fitting



20ft. CABLE KIT OPTION: The Cable and Bracket Kit supports the frame structure by preventing spreading of the frame—this maintains the correct tent width—making attaching the tent top easier. (visit TentandTable.com)

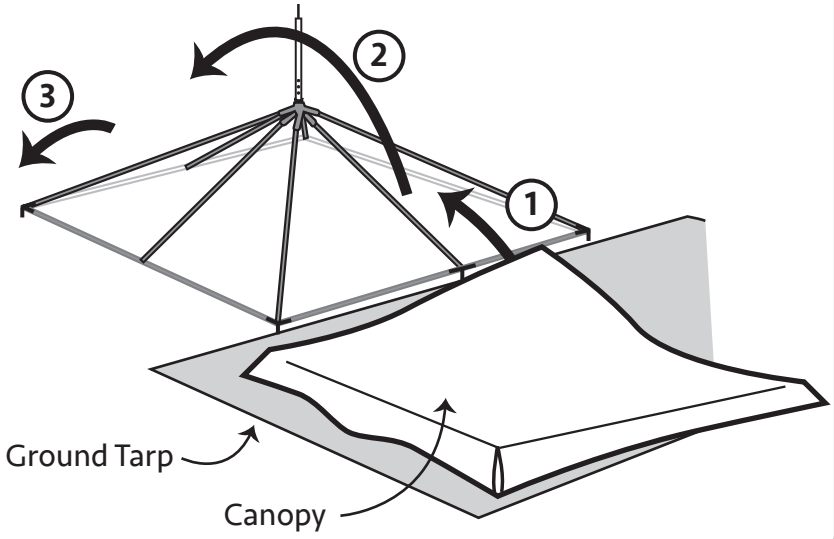
STEP 4. ANCHOR ROPES



- While frame is still on the ground, tie anchor ropes to the frame
- The ropes will be secured to the tent stakes at the end of the assembly
- One rope per leg pole
- The ropes go under and over, to prevent them from sliding away from leg—see (**drawing**)

Note: this step can occur after the leg poles have been installed and the frame is elevated

STEP 5. CANOPY



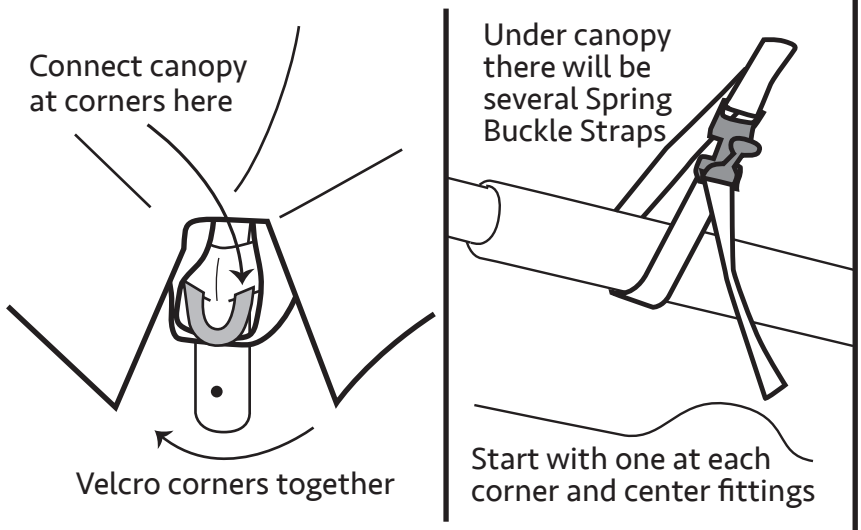
- Once again, while frame is still on the ground, lay down a tarp(s), to protect canopy—arrange canopy along one of the sides of the tent
- Place a ladder next to center pole —One person should guide canopy over center pole, as canopy is lifted
- Two (or 3)more people needed for near outside of frame and canopy

1) In unison, pull canopy up one side—'flapping' in the beginning, to create lift—slide canopy up rafters

2) Pull canopy over the center pole—guide center pole through grommet hole

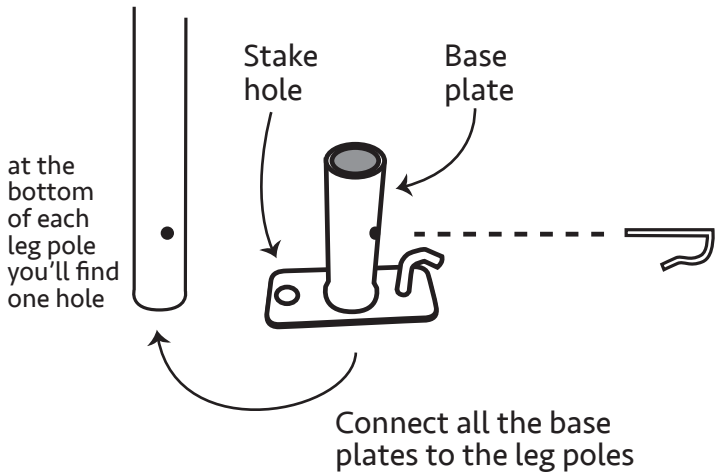
3) Pull down the other side—being careful that center pin stays in place

STEP 6. CANOPY CORNERS



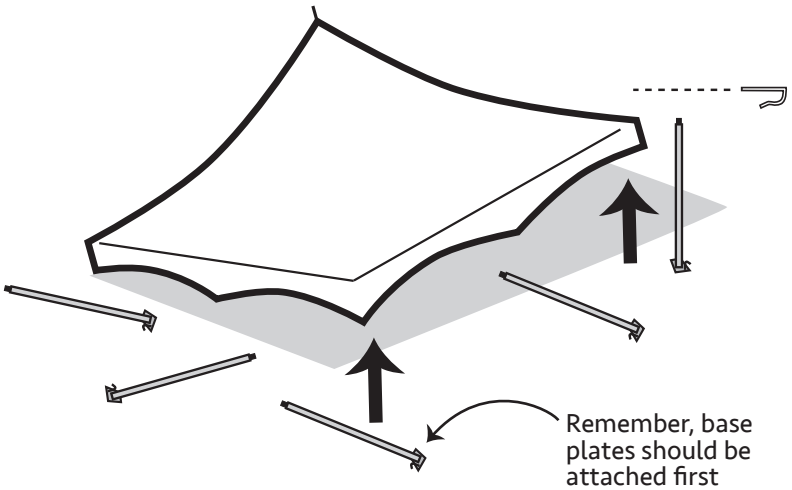
- After canopy is pulled over frame and and corners are pulled into position, velcro corner seams together, loosely— tighten after legs are installed
- The canopy should be attached to the frame, before legs are connected— secure some of the spring buckle straps, to keep canopy in place— start near corners and center fittings
- Spring buckle straps are located on the underside of canopy
- Secure the remaining straps after legs are installed on one side and secure— it's easier at this height— Final tightening happens after legs are installed (**step 10**)

STEP 9. BASE PLATES



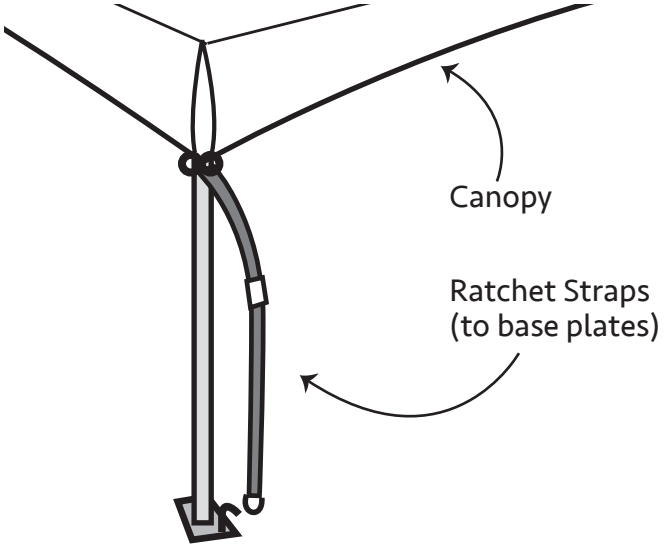
- Before the tent is raised, prepare the leg poles
- Place poles on top of base plate and secure with 'R' pins
- Stake hole faces inwards— ratchet hook should be facing perimeter
- Do this for all the leg poles— and lay them around the tent, near the fittings

STEP 10. INSTALLING LEGS



- Three or four people should be able to raise the frame and install the leg poles
- As the tent is square, pick one side and raise it, while the opposite side remains on the ground
- **Important**: Lift the entire side of the frame at once (not one corner)
- Install all the legs on this side—secure with 'R' pins—
- Repeat for opposite side, then install legs for the remaining two sides
- **Important:** tighten spring buckle straps— for security and to help pull canopy corners into place

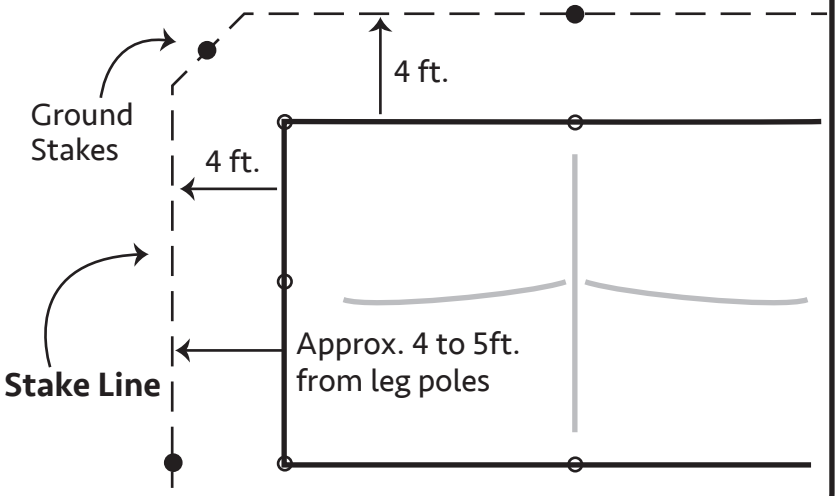
STEP 7. CONNECTING STRAPS TO BASE



- *Double check the canopy corners*—pull them down tight and straight
- Added to the HP-Kit are 2in. Ratchet Straps— secure these to canopy and pull down/ secure to base plates
- Check for 'squareness and tighten all

- **Important:** tighten spring buckle straps—for security and to help pull canopy corners into place

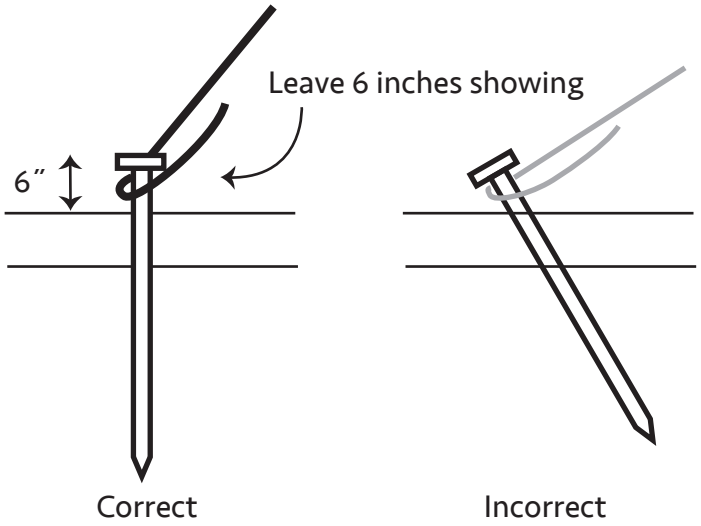
STEP 12. STAKE LINE



Double check leg poles—making sure each pole is straight and lined up correctly, while tent jacks are still handy

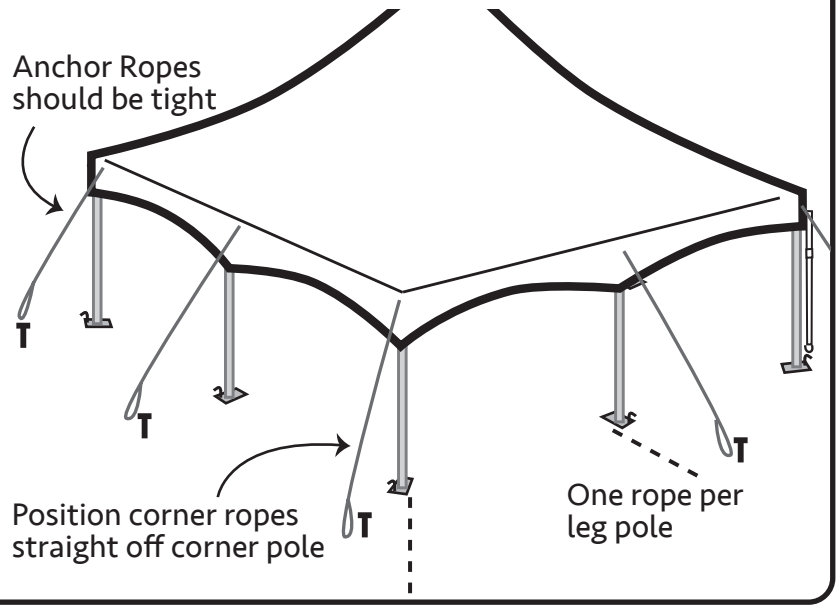
- Once the tent is vertical and all the leg poles are attached, begin the process of staking the tent—with plenty of hands on deck, lift and adjust tent position if needed, first
- Measure 4 ft. out from each leg pole and place a stake in the ground
- Stakes should look uniform, around the tent—and 6 inches above ground see (**figure B**)
- Stakes should then be hand hammered or for larger installs, use a stake driver

(FIGURE B.) HAMMERING STAKES



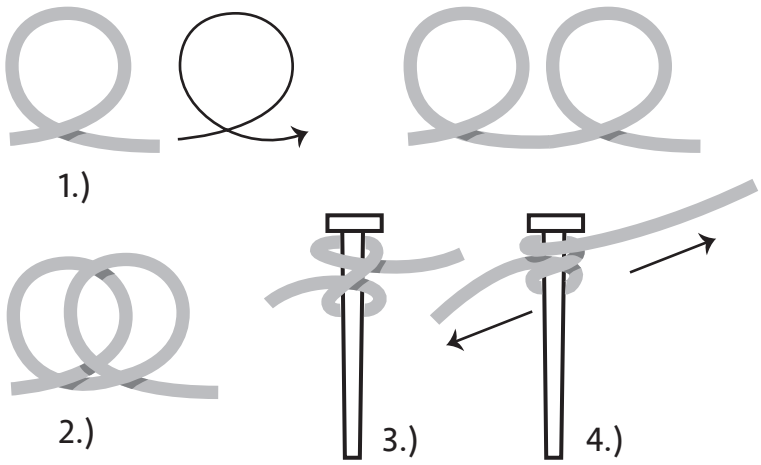
- Ground stakes should be hammered in vertical, not angled (sledge hammer required)
- Complete the hammering process by driving the stakes in and leaving 6 inches showing
- Connection of ropes to ground stakes, can be made with a few different secure knots (see **figure C**, page 7) for one of the more commonly used knots

STEP 8. SECURING ROPES



- As the assembly nears completion it is time to tighten all ropes/ratchet straps
- Keep an eye any lean that might be caused by the tightening process
- Go around the tent, make adjustments for any leg pole and tent lean
- This tent uses ropes to secure the tent to the stakes— see (**figure C**)
- Finally, secure any remaining spring buckle straps, under the canopy, that were not secured in step 8

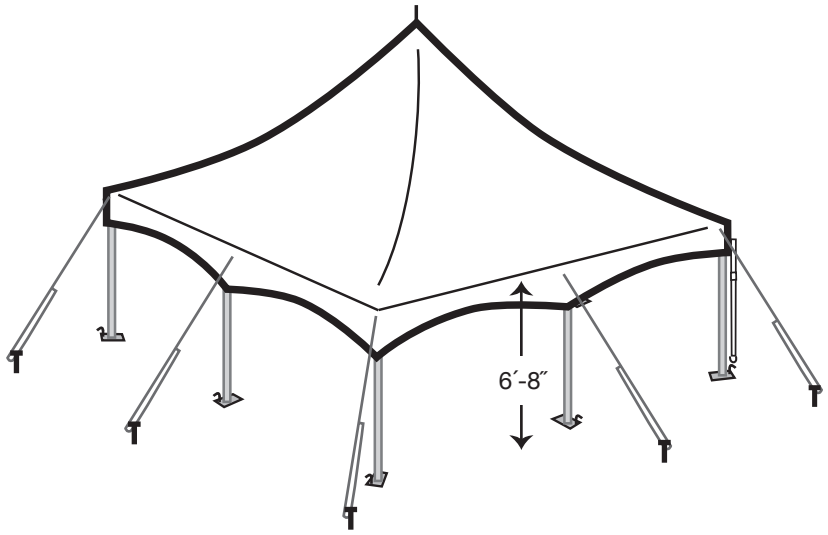
(FIGURE C.) CLOVE-HITCH KNOT



- A commonly used knot for securing a rope to stake is the *clove-hitch*

1.) Make two loops
2.) Cross loops by placing second loop over the first
3.) Place the combined loops over stake
Option: loops can be form directly on stake
4.) Pull on both ends to tighten rope
Note: outward force tightens and inward force loosens the knot—when making adjustments
5.) Excess line should be pulled half-way up the rope and tied off

FINISHED TENT: 20x20 West Coast Frame (with HP Kit)



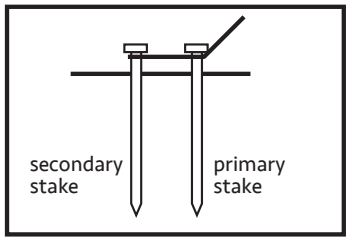
WIND / RAIN / SNOW – IMPORTANT INFORMATION!:

WIND!

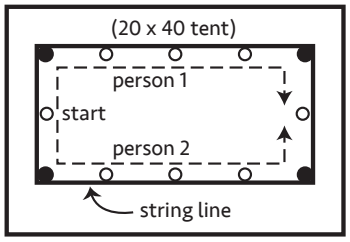
Wind can cause the ratchet assemblies and stakes to loosen, or cause the poles to **sink** or shift through constant movement and vibration — the tension of the tent will be negatively altered.

Follow these steps to provide extra security and safety during windy conditions:

- Very important, do routine maintenance checks — be sure to check proper tension regarding the ratchet assemblies, throughout the day/event. This is critical, if your tent must stay up, in moderate windy conditions.
- In the case of strong winds, remove any sidewalls. This will allow the wind to pass through the tent, diminishing major upward pressure on the tent top.
- Additional security can be achieved by adding additional stakes and ropes/straps to corners— and to the 'wind side' of the tent.
- When anticipating windy conditions, perform a **soil test** to determine proper staking:
  1.) drive a large steel stake approx. 20 in. into soil, vertically
  2.) measure the distance from the ground to the top of stake
  3.) with a 16lb. sledge hammer, strike stake with an average blow (don't over hit)
  4.) measure the **movement**/hold strength: (**0.2in.**/2500lbs) (**0.3–.5in.**/1600lbs) (**0.6–1.5in.**/800lbs) (**1.6–3in.**/400lbs) (**3–6in.**/200lbs) (**> 6in.**/100lbs) Double or triple staking might be necessary, 10in. behind primary stake (see figure **D**). [search web for: **tent.IFAI tent staking handbook** for detailed information]
- When SEVERE WEATHER is approaching, the TENT SHOULD BE EVACUATED— and TAKEN DOWN!
- **Proper Setup Note:**
  Make sure all poles are vertical and form a 'squared up' rectangle. (30 wide and larger: use a *Mason's* string — attach at the base of one corner pole, go around all 4 corners to form a box. Tighten the string — then align all side poles by having them touch the string). Proceed by bringing these poles vertical and applying proper tension to each strap — start at the middle of one of the short sides (2 people, same speed) and work around the tent, ending with the middle of the other short side (see figure **E**). **The person on the 'wind side' goes first.** Lastly, re-check the corner poles.



D.



E.

RAIN!

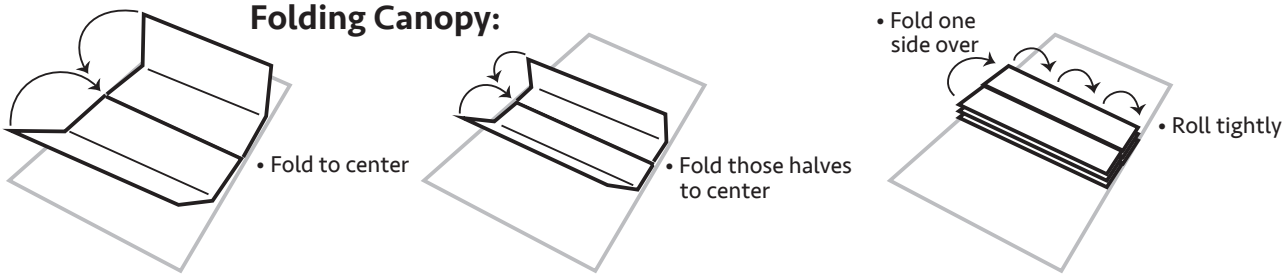
When rainwater collects on the tent canopy it causes 'ponding'— occurring in heavy weather conditions. If the tent is not tensioned correctly, this issue will be made worse. Additional weight from the water will cause the tent to sag — this may cause the poles and base plates to sink into the soil. In addition, water saturated soil will cause the stakes to lose their holding power. When you combine loosened stakes, added weight on the canopy and reduced tension on ratchet assemblies, the structure becomes a **safety hazard**. IT IS THE TENT OWNERS RESPONSIBILITY TO ASSURE THE SAFETY OF ALL INVOLVED.

SNOW WARNING: As weather can be unpredictable, the installer/end user must incorporate sound judgment regarding weather conditions. The owner is responsible for anticipating weather severity for safe usage. We do not recommend leaving our *event tents* set up in windy or adverse weather conditions. **Do not allow WATER or SNOW to accumulate on your tent top,** as this weight can destroy the tent fabric, reduce the holding power of stakes, or **collapse the tent.** Tents, canopies and temporary shelters are not designed to carry any type of snow load. These products should not be used if snow of any kind is present, and must be evacuated immediately.

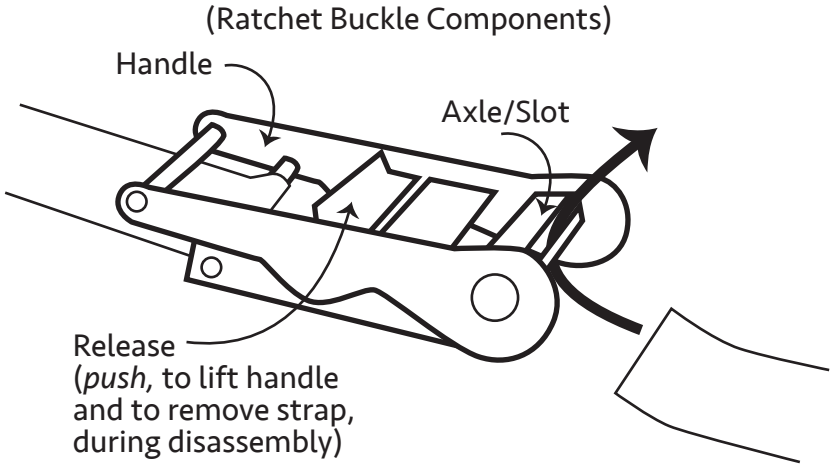
STRIKE PROCEDURE (basically, reverse order from assembly)

1.) Undo ratchet strap assemblies/untie ropes
2.) Unfasten spring buckle straps, under canopy
3.) Remove leg poles, on one long side (use tent jacks for larger tents)
4.) Remove adjacent center, leg poles, on short sides
5.) Lower first long side to the ground
6.) Repeat, remove leg poles, on remaining long side
7.) Lower rest of frame to ground
8.) Lay tarp next to a long side of frame
9.) Loosen canopy corners
10.) Slowly slide canopy off frame— flapping, in unison, as you go
10.) Fold and bag canopy (dry canopy)
11.) Disassemble poles and connectors
12.) Remove ground stakes

Folding Canopy:



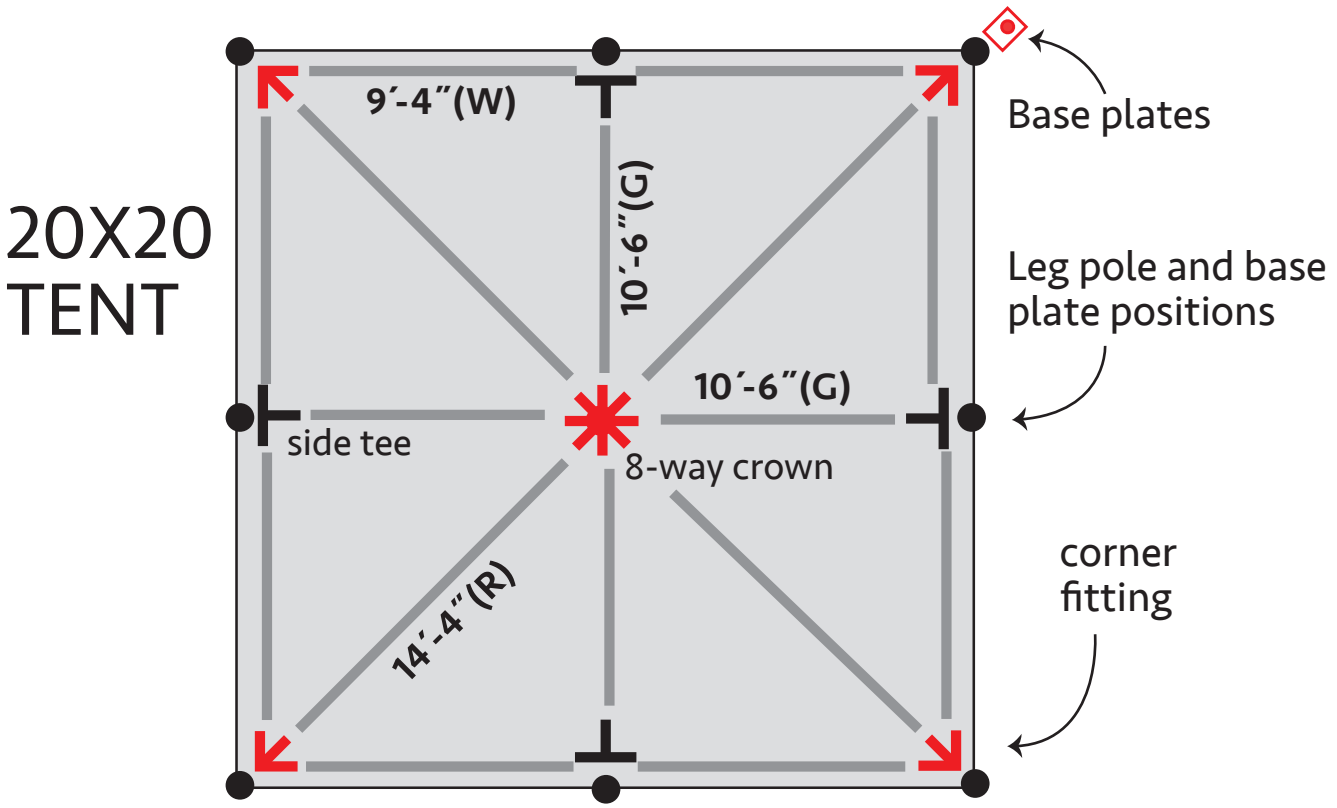
USING RATCHET STRAPS



- Release handle, crank until slot is pointing up
- Close handle
- Pass strap underneath and through the slot (as shown)
- While holding the whole strap assembly attach both ends (eg. tent to stake)
- Remove slack, before tightening
- Push 'release'— lift handle and tighten ratchet
- Roll-up any excess strap, put under handle
- Close handle

Appendix A.

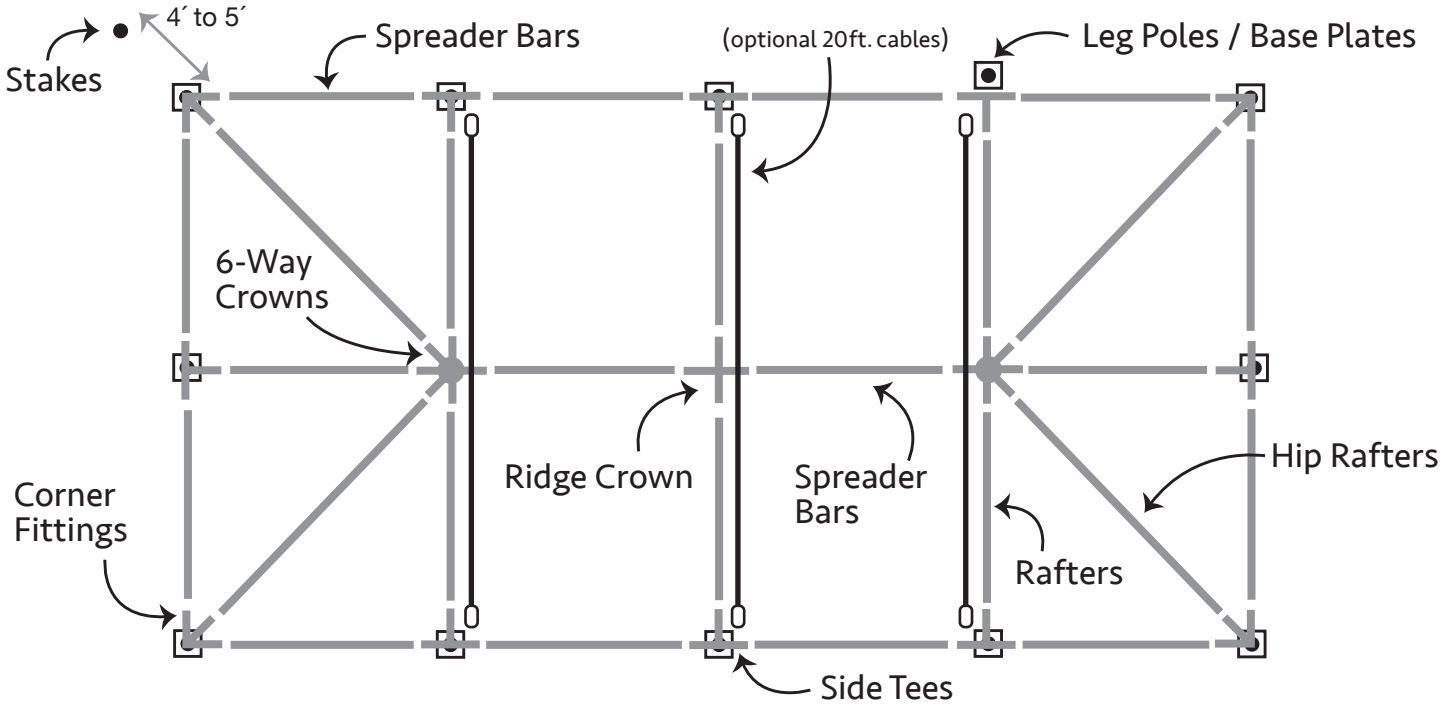
• Tent Plan— showing details
(spreader/rafter reference below)



(8) spreaders-w (4) hip rafters-r
(4) rafters-g

RED = KIT ITEMS

Basic WCF Parts Identification:



(example, not size specific)