

# *Coral Coast*

MARQUEE &  
PARTY HIRE



Instruction  
Manual

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## Marquee Instruction Manual

# Marquee User Manual

Congratulations of the purchase of your new marquee. We believe it's our duty to give you advice as to how to get the longest life from your marquee and how to properly use it.

This document contains all the information you need to know in regards to using your marquee, setting it up correctly for the first time, the maintenance procedure, warranty information, common issues, spare part information and frequently asked questions.

If you follow this guide, you should not have any problems with the marquee. If you ever encounter any issues, it's vital that you **contact us immediately** so we can assist with rectifying the issue.



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### Instruction Manual

If you follow our instructions precisely, you should be able to avoid all of the common damage scenarios. If at any stage of the below steps something is unclear, ***please contact us before proceeding to the next step.***

1.



#### Opening your box

When you first receive the marquee, you need to carefully open the boxes. Do not use a long knife, you may risk cutting / damaging the contents of each box.

2.



#### Check you have everything

Unpackage your items and take an inventory of what you have on hand compared to what you purchase on your invoice.

If you believe there is anything missing, you need to contact us immediately.

3.



#### Opening the Frame

The largest box contains your frame. Remove your frame from the box, you will then need to open the carry bag. The pegs and ropes for the frame are also in the carry bag.

**Important:** Take note which end is the top and bottom of the carry bag, it will make it easier to put the carry bag back on.



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4.



### First installation of the roof

Open your frame 30% of the way just until the middle poles start to rise a little. You need to be able to reach this pole.

Open your roof, and throw it over the frame aligning all the corners of the roof with the corners of the frame, and the peaks of the roof with the middle poles. This is easier with two people.

5.



### Attaching the roof corners

The corners of the roof need to be attached to the frame precisely. Fit the corner of the roof over the corner connector, it's important that you take your time and make it perfect. Align the corner stitching with the corner of the connector .

Use the velcro on the inside of the roof and attach to the leg of the marquee frame.

***The corners should look nice like the photo.***

6.



### Attaching the roof centre pole pouches

The roof also attaches to the frame's middle poles using the pouches, place the centre dome of the frame in the middle of the pouch and pull the drawstring tight. It's recommended that you tie a knot in the excess length.

7.



### Expanding the frame and top

Then with the frame open 30%, grab the bottom v-bars (middle of frame, on short side) and lift up the marquee while walking backwards at the same time. For a rectangular marquee, you will need to lift the short sides.



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8.



**Cont.**

Open the frame fully, continue to walk backwards until the frame is open as far as possible.

9.



**Clicking in corner connectors**

At one corner, undo both Velcro tabs. You're now ready to click in the connector, push the connector upwards until it clicks into place. You can then close the Velcro tabs.

10.



**Circulex ONLY reinforcement poles**

Circulex - Walk to the middle of the side, ensure the vertical support is aligned with the connector. Then proceed to the next closest leg and repeat **Step 9**. Repeat this step for all four corners.

11.



**Attaching roof velcro tabs to frame**

Midway between the legs, there are velcro tabs that align with connectors. The velcro tabs from the roof need to be attached to these connectors. Depending on your model, please follow the appropriate instructions below.

**30/35 Series** - The top connector will have a slit in it, the velcro needs to be pulled through from underneath the connector and attached back on itself. Once the top velcro is attached, repeat the same for the bottom velcro.

**Circulex** - The reinforcement pole will have a



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slit in it. The velcro needs to be put through this hole, and up out the top of the connectors and attached back on itself. The bottom velcro is not used on the Circulex, but some Circulex models have a provision for attaching the bottom velcro. Just slide the velcro through the loop on the pole, and pull it tight also.

This velcro, on both models, has to be attached firmly. This velcro being tight ensures the roof properly drains water.

12.



### Raising the marquee

Now the roof is attached to the frame correctly, you need to raise the marquee. To raise a leg, you need to pick up the leg off the ground and then just pull the ring / push the button (model dependent) to release the lower leg to slide. It will just slide out, you do not need to step on the foot.

Assist the lower leg to extend until it clicks into its first height. Repeat this step for all the legs doing one side at a time (ie, a 3x3m needs to do two legs at once, a 3x6m needs to do 3 legs at a time, etc)

13.



### Adjusting the height to level

You can now adjust the height of the legs for the marquee to be level.

The marquee must be leveled.

14.



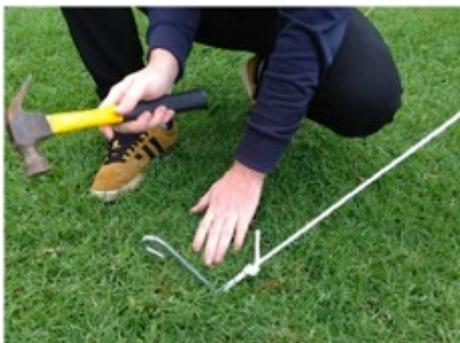
### Pegging and roping down your marquee

As standard, we include ropes and pegs with our marquees. These are for use in standard applications, for more severe uses you will need to source stronger hardware.

To install a rope, first you will need to undo the corner velcro flaps on the roof. Then attach a rope to the leg (above the connector) and feed the rope out through the gap in the flaps. The flaps can now be closed with the rope



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extending out of the marquee.

The rope then needs to be pegged into the ground. Use the rope on the most shallow possible angle (this will give the most strength) and then drive a peg into the ground at 45 degrees away from the marquee. The rope will then hook around this peg.

Repeat for all legs.

15.

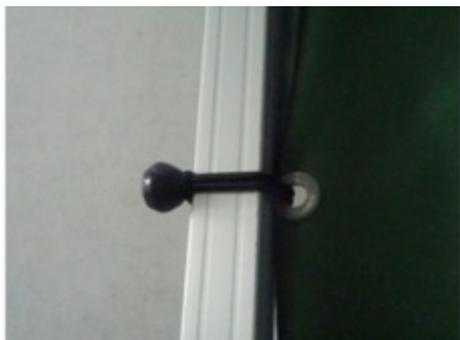


### Installing additional leg weights

Place half of the leg weight on one side of the leg, the other half is to go on the other side and will interlock at each end.

Fill the sandbags with sand, we recommend placing bin liners into the sandbags first to avoid any mess. Do not carry the sandbag when full of sand by the top loop, the stitching will not be able to support the weight of the sand.

16.



### Properly attaching a sidewall

Find the thickest edge of Velcro on the wall, this is the top and attaches to the inside of the roof.

Using the rubber toggles provided, place these through the side eyelet in the wall and around the leg of the marquee. If joining onto an existing wall, ensure both walls are velcroed together and the toggle goes through both walls.

Peg the wall into the ground if possible, this reduces the walls flapping in the wind and helps keep the marquee to the ground.

17.



### Watch this in an online video

A video is also available online to watch. This video however omits all the Circulex specific steps, so please ensure you complete them too.

The link is [youtube.com/watch?v=HJqD6HfjIVY](https://www.youtube.com/watch?v=HJqD6HfjIVY) or a shorter link is [bit.ly/13AmucR](https://bit.ly/13AmucR)



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### Maintenance Procedure

Maintenance needs to be completed at regular intervals. Complete this procedure every 5 uses or 3 months, whichever comes first.

#### CHECKLIST

- Check that all the screws on the frame are firmly tightened. Do not overtighten the screws though, just a moderate tightness is fine.
- Check the centre pole(s) can move up and down easily. Lubricate with silicone spray.
- Check the legs slide freely. Put the legs on the top height and spray silicone spray to assist them in sliding more easily.
- Check that all the pull pins / push buttons operate correctly. If they do not, contact us immediately for a solution.
- Check all joints of cross tubes and connectors and ensure they move easily. If not, apply silicone spray to assist with their movement.
- Check the frame for mud/dirt/sand. Remove all excess debris from the frame as this can jam moving components.
- Check if any component is bent / broken / not functioning correctly. If so, **DO NOT** continue using the marquee and contact us immediately.
- Remove the roof from the frame and complete a manual inspection of the roof. Ensure that everything is in good working order.

With proper maintenance as above, our folding marquees are designed to last a lifetime.