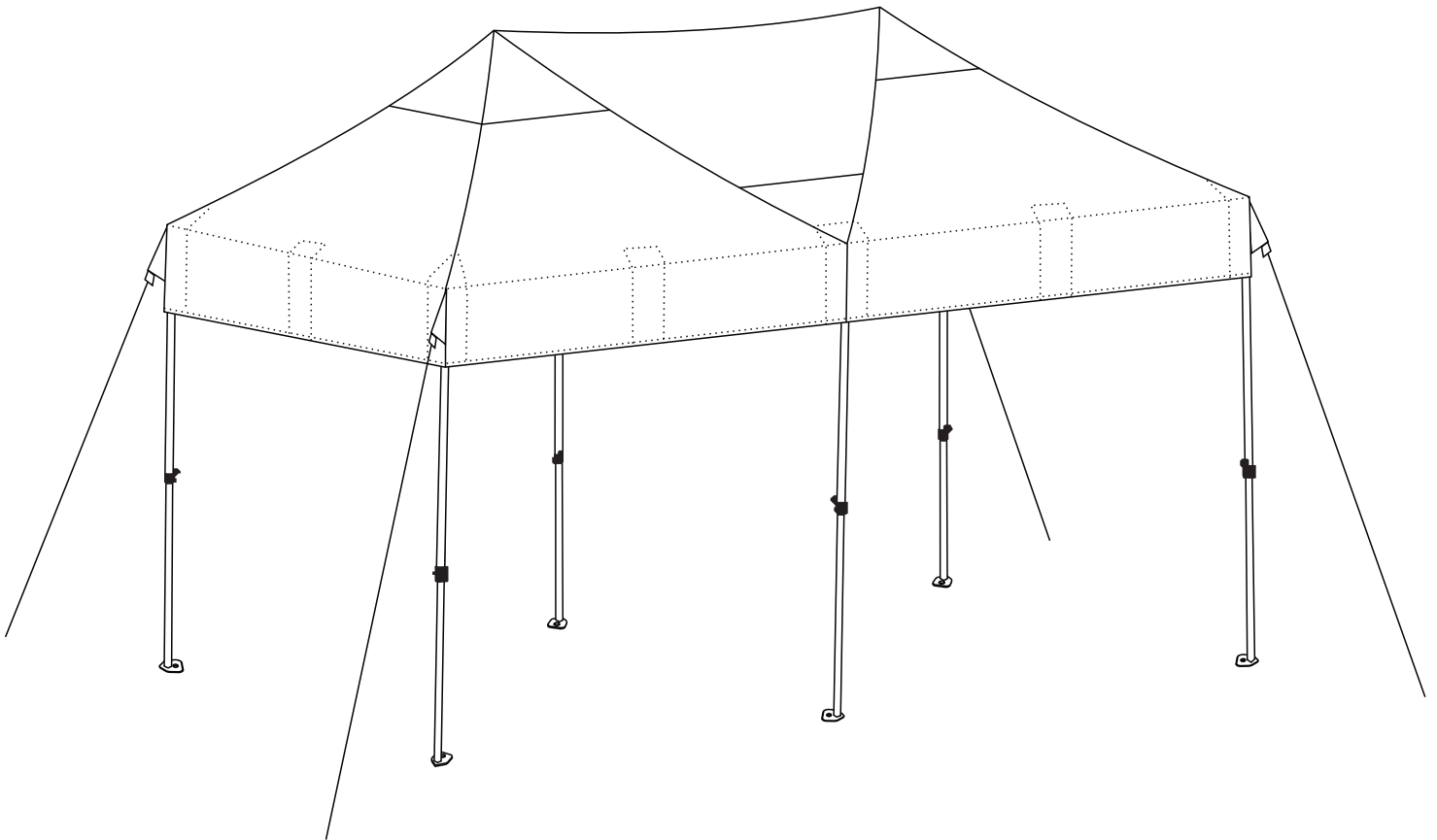




# The Party Tent Owner's Manual

Model # GT004 / GT004W / GT004R / GT004G  
20' W x 10' D x 132" H



For questions or concerns call Gigatent at our Toll Free Number:  
877-836-8701 Monday-Thursday 9am-5pm EST, Friday 9am-12pm EST or email us at [customerservice@gigatent.com](mailto:customerservice@gigatent.com).  
For replacement parts, please login to our website at [gigatent.com](http://gigatent.com) and click the link "replacement parts".

# ASSEMBLY INSTRUCTIONS

## **Warning**

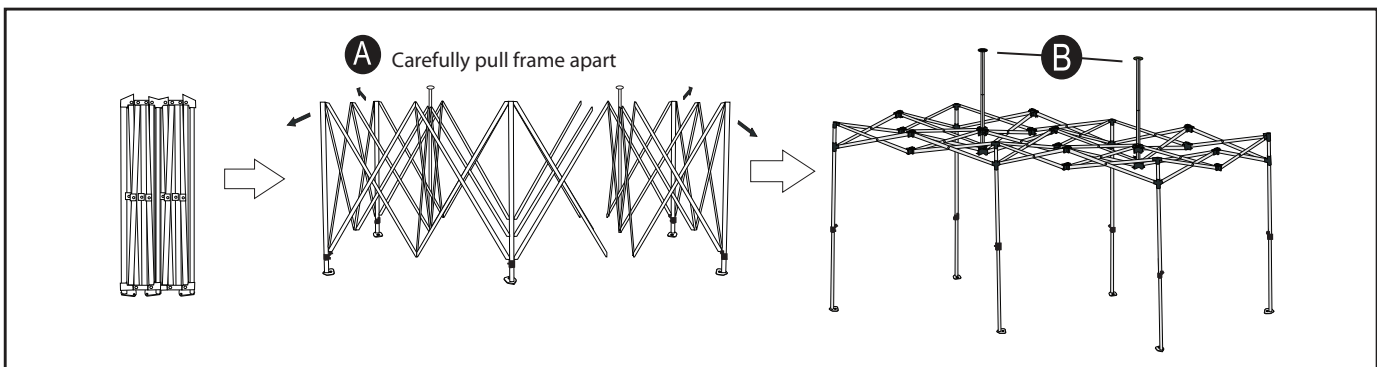
Trying to force the frame open will result in broken cross pieces. NEVER force the frame to open.

## **IMPORTANT**

We strongly suggest setting up your new canopy before initial use to insure that all parts are present and to familiarize yourself with the canopy's assembly. This will have a great effect on how well you enjoy your product.

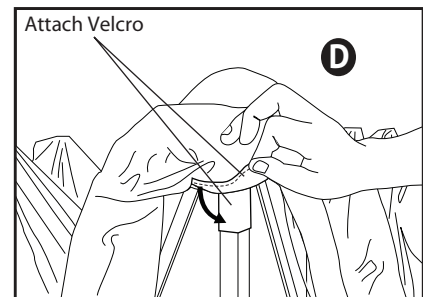
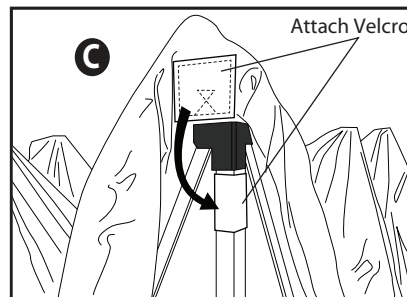
## **Step 1**

- 1) Carefully remove the frame from the carry bag and stand upright.
- 2) With a partner on the opposite 10' side of the frame, hold onto the two outer legs and lift frame off the ground slightly for clearance, taking a few steps backward until you have extended the frame a full arms length-approx. 4' (**Figure A**). To improve the opening and closing action of your frame, place the canopy top over the top of the frame (**Figure B**).



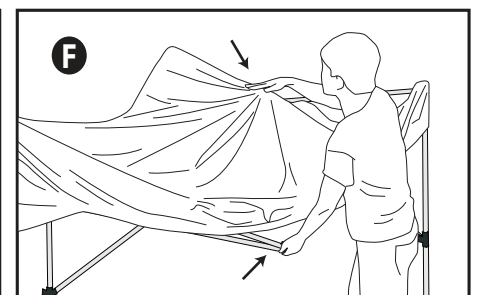
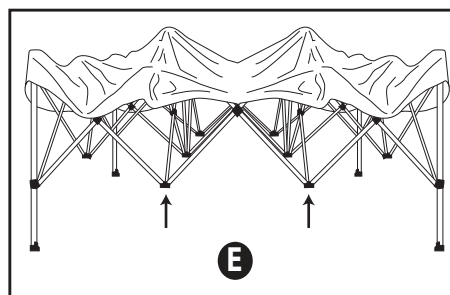
## **Step 2**

- 3) Use the Velcro strips to secure each corner of the top to the frame on corresponding Velcro already attached to frame (**Figure C and D**).
- 4) Your top is now attached to frame.



## **Step 3**

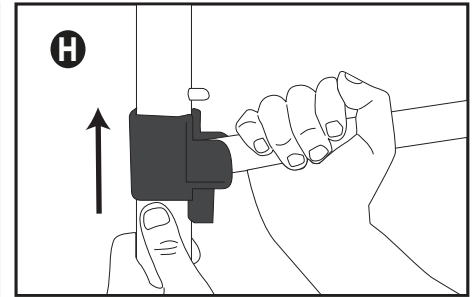
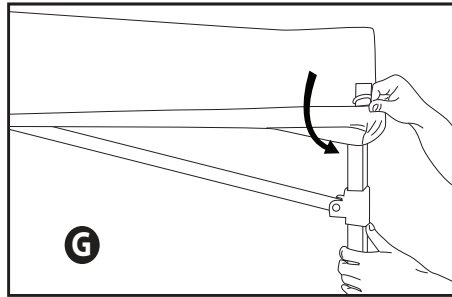
- 5) Grab the bottom of the middle frame section where it forms a "V" shape (**Figure E**) and lift frame off the ground slightly and walk backward until frame is fully extended.
- 6) With both people holding the "X" truss on the opposite sides, expand it until it touches the eaves of the top, (**Figure F**) taking care not to pinch your hands or fingers.



# ASSEMBLY INSTRUCTIONS

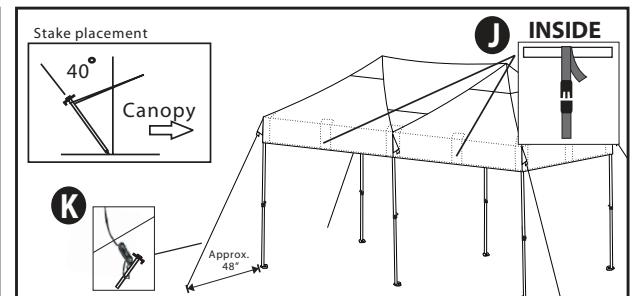
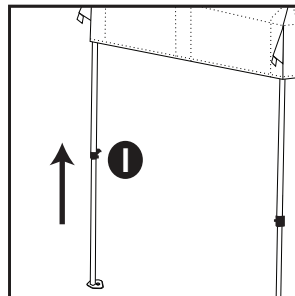
## Step 4

- 7) Prior to locking the upper leg sliders, partially fold back the canopy at each corner (**Figure G**). Next, hold the leg frame with one hand and lift the slider with the other hand. For ease in opening, depress the button while pushing the slider up until the slider passes over the locking button (**Figure H**). Return folded corner of the canopy to proper position



## Step 5

- 8) The adjustable legs offer multiple height levels. To adjust, lift the leg up and pull the inner leg until the bottom pops into place (**Figure I**). Repeat on the other legs making sure all legs are the same height and fully locked.
- 9) Tighten the eave panels of canopy to the frame by attaching the clips on the inside of canopy top to the frame (**Figure J**).
- 10) Stake out the bottom of the legs using the steel hook stakes provides.
- 11) In windy conditions use the nail stakes and guy lines to add extra stability (**Figure K**).



### Warning

The canopy is very susceptible to damage from high winds and every precaution should be taken to prevent damage to the canopy and frame. This is extremely important when the canopy is being used on a hard surface such as a driveway or concrete. Weights such as sandbags or bricks can be used in place of stakes. In very heavy torrential rain care must be taken to insure that water does not collect on the canopy top as this added weight will cause damage to the frame. The canopy should NOT be left without first detaching the canopy from the frame and allowing it to fall INSIDE the frame to reduce the risk of collecting rain water, or the canopy can be taken down.

## Step 6

- 12) Use the opposite process to fold the canopy and then place the canopy inside the carry bag for easy transport and storage.

### Warning

The canopy top should be removed from the frame to prevent the frame from damaging the material.

## Tips and Tricks

When using the canopy on hard surfaces such as concrete, weights may be substituted for stakes. Gigatent highly recommends using Gigatent brand Canopy Weights (sold separately). Care must be taken as the canopy will not be as stable as if it were staked. The legs have different height settings and will allow the canopy to be tilted slightly to provide the most protection from the elements. Do not collapse the frame with the canopy top attached as this can allow the fabric to be damaged. Remove the canopy top prior to fully collapsing the frame. In sandy soil a longer and wider stake will hold best. Even better use a heavy anchor made out of a piece of wood with a loop of rope around it and buried in the sand with the other end tied to the canopy. When using the canopy in heavy rains be sure that water does not start to collect on top as this will cause damage to the frame. Use the guy lines and Velcro to maintain proper tension on the canopy top.

## Care

### Ultra Violet (UV) Exposure

Your tent is made of UV resistant polyester fabric which is resistant but NOT impervious to the damaging effects of long term sun exposure. We DO NOT suggest long term set up of ANY of our products as this will severely damage the tent fabric.

### Seam Sealing

Gigatent suggests that at a MINIMUM the seams at the bottom of the windows should be sealed using a product like McNetts Seam Sure to prevent moisture from coming through the needle holes. Follow the manufacturer's instructions when applying seam sealer.

### Structural Integrity

Although the tent was constructed to rigid specifications periods of wind and soaking rain may loosen the stakes and guylines to the point of allowing the rainfly to flap. This can in turn cause the poles to loosen weakening the overall structure. Loosening of the rainfly can also create pockets that can collect water which can lead to pole failure. To insure that this does not occur take care during windy or rainy conditions that all of the stakes and guylines are secure and tight.

### Storage

DO NOT under any circumstances store your tent wet or damp. Mildew will quickly destroy a tent's waterproof coating. Allow your tent to dry and then store in a cool dry place.

### Washing Your Tent

NEVER machine wash a tent as this can cause damage to the waterproof coating. Hand wash with a mild soap and rinse with clean water and allow to COMPLETELY dry before storing. An extremely dirty tent can be set up and washed like a car or it can be washed in a bathtub using your hands to agitate the water or a soft brush.

## Manufacturer's Warranty

Warranty covers product to be free from defects in material and workmanship for 14 days after date of purchase.

Warranty does not cover natural breakdown of materials that occur inevitably with extended use (e.g., damage, exhausted zippers, defects caused by accident, abuse, alteration, animal attack, storm damage, misuse or improper care).

This product is covered for 14 days from date of purchase. Please check all contents to verify product has no missing or broken parts. Gigatent will mail replacement parts free of charge within the 14 Day Manufacturer's Warranty by calling 1-877-836-8701 or emailing [customerservice@gigatent.com](mailto:customerservice@gigatent.com). We highly recommend logging on to our website at [www.gigatent.com](http://www.gigatent.com) should you need customer service.

### **WARNING:**

This product was not designed to be left out in the sunlight for extended periods of time. Prolonged UV exposure will rapidly break down the color and integrity of this product. UV damage is not covered under our warranty.

### **WARNING : NEVER LEAVE BURNING FIRE UNATTENDED**

Wind may topple product. Use extra caution.

Keep all Flame and Heat away from product.

### **THIS PRODUCT IS NOT FIRE PROOF.**

**IF LEFT TOO CLOSE OR ON OPEN FLAME THE PRODUCT WILL BURN OR BE SEVERELY DAMAGED.**

**CAUTION:** Use caution when using propane stove on this product. Unintended fire may result in damage of product or bodily harm.

**Manufactured in China for**

**Gigatent**

**55 Haul Rd**

**Wayne, New Jersey 07470**

**[www.gigatent.com](http://www.gigatent.com)**

