

## **INSTRUCTIONS FOR EZ UP® FRAME CANOPIES**

This document is available on-line at <u>www.a-zrental.com</u> in the customer service area Eden Prairie Rentals Special Events (952) 944-6916

## **SET UP Instructions**

The EZ UP Caravan canopy is best erected by two people. Place the frame in middle of the desired area. Each person grasps two legs, lift off the ground and step backwards until the arms are at full length.
Next, each person grasps the middle two trusses lift and walk backwards until you hear the release pins "click" at the top section of all four legs. (Make sure they are secure with a tug on the slider). <b>Be careful</b> <i>not to pinch fingers! Do not open by the legs.</i>
Unfold top and stretch over the open frame. Secure the velcro on the top to the velcro and the frame. Next, clip the elastic strips on to the lower truss at the mid-point of each side of the frame.
Finally, each person standing by adjacent legs, lift up the legs and pull the inner legs out until the snap button engages; go to the remaining legs and do the same. Using the five optional height adjustments set up the canopy to the desired height.

See next page for take down and important safety reminders

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## **Take Down Instructions**

It is recommended to remove the top for storage. Unclip the elastic straps and remove the top and fold. Eden Prairie Special Events will charge a service fee if canopy is returned with the top attached.
Pull all four release pins on each leg. Pulls at the slider to make sure pins are disengaged.
Each person goes to the center of opposing sides. Grasps the top trusses of the middle section, lift and walk towards each other until the canopy is at arms length. Each person then grabs two legs and close completely.

- ALWAYS use either a stake kit or weight bags to secure the unit from winds.
- Never leave canopy unattended in stormy weather, and take down canopy in heavy winds.
- Do NOT store canopy when wet.
- Clean with mild detergent. Never put top in washing machine.

Please keep these instructions with canopy for future reference