



# NeoShade Instant Marquees USER MANUAL

[www.neoshade.com.au](http://www.neoshade.com.au)

## INFORMATION & CARE INSTRUCTIONS

Thank you for your purchase. Your **NeoShade** Instant Marquee is principally intended for use in low to moderate wind and rain conditions and will provide you with many years of protection from the elements. You will get maximum benefit from your marquee when you use it in accordance with our instructions and in the weather conditions for which it was designed.

1. It only takes two people to open and erect your **NeoShade** Instant Marquee.
2. **Your marquee must be secured at all times**, even on days that do not seem windy. If unsecured, a gust of wind can blow your marquee over causing damage that is not covered under warranty. If pegs cannot be used to secure the marquee (eg. on roads or footpaths), weight bags or leg weights should be used and/or the marquee can be roped to an existing secure structure.
3. Your marquee is not designed to be a permanent structure. Do not leave your marquee fully erected overnight or unattended at any time.
4. Your marquee should be closed in adverse weather conditions. It is not designed for use in strong winds and prolonged torrential rain. Wind and weather related damage is not covered under your warranty.
5. If using your marquee in the rain, **do not allow water to pool at any point in the marquee canopy**. Push out any water that is starting to gather or pool.
6. When dismantling your marquee after use the marquee canopy can either be removed or left on the frame. If leaving canopy on the frame, ensure the canopy is pulled up out of the frame prior to closing your marquee. This will ensure your marquee frame scissor bars do not damage the fabric. "Pinching" of the fabric canopy by the marquee scissor bars is not covered under warranty.
7. Any modifications to your marquee, except those made by an authorised agent, may invalidate the warranty.
8. Hose marquee frame with water periodically (more frequently if you regularly use the marquee in a salty or industrial environment).
9. The canopy can be washed with warm soapy water and a soft-haired brush. Hose down thoroughly after washing to remove excess detergent. **Do not use bleach based detergents** to clean the canopy. For tough stains and sticky marks Eucalyptus Oil can be used gently with a soft cloth to remove.
10. Make sure the marquee is dry and clean prior to storing away for extended periods of time to prevent mould from developing. Your marquee must not be stored wet or damp. Leave partly collapsed till dry before folding and storing. Store the marquee in the supplied carry bag in an upright position.

11. The transportation of your marquee is best done enclosed in its carry bag and in the upright position. **To protect your marquee do not drag it at any time.**
12. Inspect the screw sets where the marquee crossbars intersect and the knuckle screws at the corners on a regular basis and tighten as necessary.
13. In the case of damage occurring, your marquee is very easy to repair. Contact us for parts and repair instructions or return the marquee for servicing by our experienced technicians.

### WIND & WEATHER DAMAGE

Please note that damages resulting from an accident, careless use, or wind and weather-related conditions are not covered under warranty.

*Please retain your Tax Invoice as proof of purchase for Warranty purposes.*

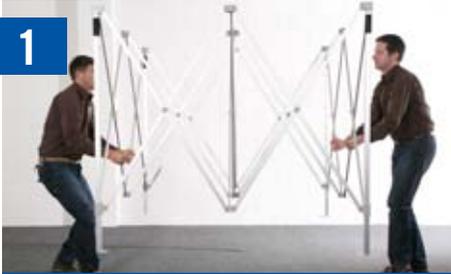
### CARING FOR YOUR BRANDED MARQUEE

Branding your marquee with logos and company details is a fantastic way of promoting your message outdoors while providing shade and weather protection. You will get maximum life from your marquee branding when you care for it in accordance with our instructions.

1. Wherever possible do not fold printed walls / side panels; instead, roll panels up from end to end.
2. Avoid folding canopies or walls / side panels across image areas.
3. Never lay out on bitumen or concrete; grassed areas are preferable.
4. Do not use harsh chemicals like bleach, or petroleum-based cleaners such as mineral turpentine, methylated spirits or thinners on printed areas.
5. Wash only with a soft cloth mop, with water and Morning Fresh liquid or similar mild detergent.
6. Do not stow or store a wet or damp marquee. Stretch it out to air-dry before storing.

## DRESSING THE MARQUEE

1



Open marquee frame half-way

2



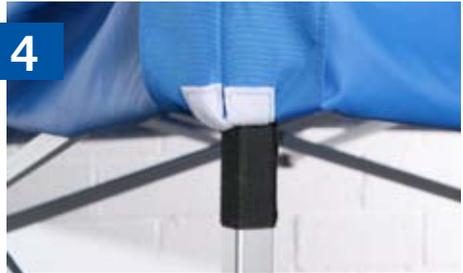
Unfold roof and place on frame

3



Place the roof corners on the four corner legs

4



Attach the corner roof velcro to the corner leg velcro

5



Pull corner of roof down so that it fits squarely on the corner of the frame then fully open frame and lock in position

6



The roof ties must be used to keep the roof taut, pull them down on the outside of the bracket

7



Turn under, up and over the internal cross bar and do one knot

8



Fold ties back down under the internal cross bar and do another knot

9



Pull the ties tight always keeping the roof taut

10



Complete the bottom tie using either a bow or a square knot

11



Marquee roof tied correctly

### TIPS & HINTS

- Ensure the roof corners are pulled firmly and squarely down the frame
- Ensure all ties are secured to the frame
- Canopy should be taut at all times – loose or saggy areas allow water to pool

## ERECTING THE MARQUEE

1



Hold both sides of the frame and partially open

2



Hold the Cross bars at the V

3



Lift the frame and walk backwards fully opening the marquee

4



Gently shake the frame fully open and move to the corners

5



Hold marquee frame down and place hand near the corner bracket

6



Push corner bracket up the marquee leg

7



Push corner bracket up and over the the spring button until the bracket locks in place

8



Once all roof brackets are locked in position place your foot on the leg foot

9



Hold the leg foot down while pulling up the outer leg

10



Lift outer leg up until the spring button locks into place

11



Depress leg spring button and raise marquee to desired height

## PACKING UP THE MARQUEE



1

For pull down remove all walls, accessories and securing items



2

Depress leg spring buttons



3

Lower all legs to closed position



4

Once all the legs are lowered begin to lower the upper leg brackets



5

Depress the spring button and lower the upper leg bracket



6

It is very important to make sure that all upper leg bracket spring buttons have been released

**7**



Once all upper leg brackets are released begin to close marquee

**8**



Lift the marquee off the ground and walk it in

**9**



Before marquee is fully closed pull up fabric to avoid getting pinched in the cross bars

**10**



Place protective cover or carry bag on marquee

**11**



Use the carry bag to protect and transport your marquee

## TIPS & HINTS

- Never force the marquee closed
- If any resistance is encountered when closing STOP. Check that all buttons have been released and that all leg pegs have been removed.
- If leaving canopy on the marquee frame when packed, ensure crossbars are not pinching fabric.

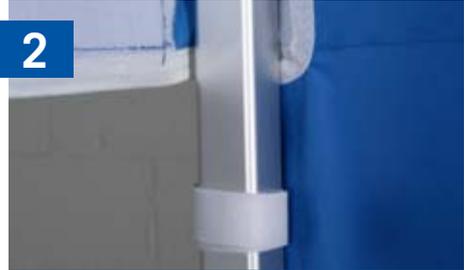
## ATTACHING WALLS / SIDE PANELS

1



Locate soft (loop) Velcro on canopy valance

2



Attach walls using hard (hook) Velcro at top of walls

3



Adjoining walls can be sealed together using Velcro along sides

### TIPS & HINTS

- Secure pegs to the ground through the metal rings at the bottom of the walls to prevent the walls from flapping.
- Walls should be removed in very strong winds.
- When attaching multiple walls to a marquee, work from right to left.

## SECURING



Aluminium marquee foot plate



Use two tent pegs in each foot



12Kg marquee sandbags for light winds



Two 13kg steel leg weights per leg for windier conditions

## WARRANTY

**Thank you for your purchase from Instant Shade Marquees.**

The benefits given by this warranty are in addition to all other rights and remedies in respect of the product which the purchaser has under the Trade Practices Act and similar State and Territory Laws. Nothing in this warranty will exclude, restrict or modify any conditions, warranty rights or liability implied in this purchase or protected by law where to do so would render this warranty void.

### WARRANTY – PLEASE READ CAREFULLY

NOTE: Warranty period on marquee frame is five years (5). Warranty period on polyester fabric is one (1) year and on PVC fabric is two years (2). Warranty period on printing is one year (1). The warranty covers manufacturer's faults and defects only.

1. This warranty applies to the original purchaser only.
2. This warranty does not cover damage caused by wind or adverse weather conditions, fair wear and tear, accidents, misuse, fire, flood, hail, earthquakes or other natural disasters, or alterations or repairs by any other than an authorised agent of Instant Shade Marquees.
3. The warranty is valid only if the marquee is erected and collapsed as per the instructions in the manual supplied.
4. The marquee must be properly secured when in use. This means using two tent pegs in each leg to secure the marquee when on peggable surfaces and using an appropriate amount of weight on each leg when on hard surfaces to prevent the marquee from lifting or moving in the wind. Damage caused by unsecured marquees is not covered under this warranty.
5. It is highly recommended that you close and stow your marquee when strong winds are expected. Pop-up marquees are not designed to be permanent structures and are not designed to be left open in strong winds. Damage caused by strong winds is not covered under this warranty.
6. Leaking of water: Polyester fabric is water repellent. This means it will withstand most wet weather conditions without water leaking through the material. If water is allowed to pool or gather in an area of the canopy or around the seam areas then eventually water may slowly leak through. To prevent this from occurring do not allow water to pool on the canopy – push or move water away before it pools. Water leakages through Polyester fabric are not covered by this warranty.
7. When closing the marquee, the canopy can be left on the frame or removed. If the canopy is to be left on the frame when folded, the canopy should be lifted up away from the crossbars in such a way as to avoid "pinching" of the fabric in the crossbars. Wear and tear caused by "pinching" of the fabric by the marquee framework is not covered under this warranty.

8. If the marquee is to be transported, it should be dismantled and adequately packaged (preferably with canopy and frame wrapped separately) to avoid damage during transit. Marquee carry bags should not be used as the main form of protection for the marquee in transit as this may result in wear and tear to the carry bag itself and/or damage to the marquee. Cardboard cartons are the best form of protection in transit. If damage is incurred in transit as a result of inadequate packaging, this is outside our warranty provision.
9. The fabric warranty is a Limited Manufacturers Warranty, which is passed on by Instant Shade Marquees.
10. In the case of repairs to the marquee being required (regardless of whether the repairs are covered under warranty) the cost of transportation to/from Instant Shade Marquees for any repairs is to be paid by the claimant.
11. This warranty is the only express warranty given by Instant Shade Marquees. No person has the authority to change or add to these obligations and liabilities without Instant Shade Marquees' approval in writing.
12. Instant Shade Marquees reserve the right to determine whether or not fault is caused by faulty workmanship or material or that any part is defective. If such a determination is made and the product is within the warranty period (as identified above) Instant Shade Marquees reserves the right to repair or replace the marquee at our discretion.

## PROOF OF PURCHASE

It is very important that you record the following information and retain it for your future reference. Avoiding doing so may delay repairs and/or replacement. You must retain your proof of purchase (Tax Invoice) and submit it with your marquee as without it no warranty claim will be accepted.

Purchased from:

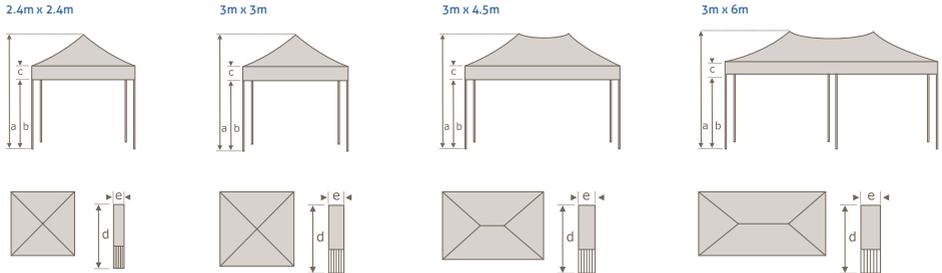
Date of Purchase:

Size & Model of Marquee:

\*Please ensure to retain your Tax Invoice for warranty purposes.

# MARQUEE RANGE SPECIFICATIONS

All measurements are approximate (+/- 2%)



Range:	Deluxe	Deluxe	Deluxe	Deluxe	Heavy Duty	Heavy Duty	Heavy Duty
Shape:	Square	Square	Rectangular	Rectangular	Square	Rectangular	Rectangular
Size:	2.4m x 2.4m	3m x 3m	3m x 4.5m	3m x 6m	3m x 3m	3m x 4.5m	3m x 6m
Number of legs:	4	4	4	6	4	4	6
Leg profile:	32 x 32 x 2.2 (mm)	32 x 32 x 2.2 (mm)	32 x 32 x 2.2 (mm)	32 x 32 x 2.2 (mm)	40 x 40 x 2.4 (mm)	40 x 40 x 2.4 (mm)	40 x 40 x 2.4 (mm)
Crossbar profile:	25 x 13 x 2 (mm)	25 x 13 x 2 (mm)	25 x 13 x 2 (mm)	25 x 13 x 2 (mm)	30 x 15 x 2.2 (mm)	30 x 15 x 2.2 (mm)	30 x 15 x 2.2 (mm)
Recommended canopy:	Polyester	Polyester	Polyester	Polyester	PVC	PVC	PVC
Capacity:	8 standing 5 seated	10 standing 8 seated	15 standing 12 seated	25 standing 15 seated	10 standing 8 seated	15 standing 12 seated	25 standing 15 seated

## DIMENSIONS (closed marquee):

Height:	1550mm						
Width:	250mm	250mm	340mm	450mm	280mm	420mm	570mm
Depth:	250mm	250mm	250mm	320mm	280mm	320mm	380mm
Weight: (marquee with canopy)	26Kgs	30kgs	38kgs	51kgs	38kgs	49kgs	67kgs

## DIMENSIONS (open marquee):

Height to peak:	3100mm	3300mm	3300mm	3300mm	3300mm	3300mm	3300mm
Height to top of valance:	2380mm						
Height to bottom of valance:	2000mm						
Valance height:	380mm						

## DIMENSIONS (boxed, frame only):

H x W x D (mm):	1570x240x240	1570x240x240	1570x330x240	1570x430x240	1570x310x310	1570x430x340	1570x550x300
Weight:	23kgs	27kgs	34kgs	45kgs	35kgs	45kgs	61kgs

## ACCESSORIES



Protective carry bag



Marquee sand Bag



Steel leg weights



**EXCLUSIVELY IMPORTED &  
DISTRIBUTED BY:**

**Instant Shade Pty Ltd**

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