

Harriton Crew Tent Set Up

There is a [link to a video](http://www.harritoncrew.org) on our website (www.harritoncrew.org) that demonstrates the setting up and breaking down of the tent. Please watch this the day before you are scheduled for tent duties.

Tent Location: In the unlikely event that the place-saver is not there, the tent is always set up in between the two trees that are approximately midway between the parking lot and the grandstand.

1. Unload the following items from the trailer:
 - a. Large green bin that holds the tent roof
 - b. Square white bag that contains the tent sides
 - c. Plastic bin with the red top that has the stakes and tools (located on shelf at front of trailer)
 - d. Black canvas bag containing tent frame (under the wooden shelves on the left side)
2. After unloading the frame, have 4 people grab a corner and 'walk' the frame outwards until it is almost fully extended. **Do not** lock the corners in place at this time
3. Unfold the tent roof and place it over the frame. Tip: Someone may need to get inside the frame and help pull the roof over the roof support poles of the frame. If the center poles are too high, then 'walk' the frame in until the support poles drop down a bit.
4. Extend the frame until the corners of the roof line up with the corners of the frame. Attach the Velcro in the corners.
5. Lock the frame in place at the upper end of the tent corners. This is a bit difficult to do (especially on cold mornings) so **do not get frustrated**. It is best to have everyone on a corner (and two people at the middle poles if there are 6 people). While stepping on the flat part of the leg, place one hand on the lower part of the leg to keep it from lifting. Using your other hand, slide the locking mechanism on the top of the frame up into the corner until it locks in place. It may be easier to actually put your shoulder under the frame at this point and literally use your body to push the frame up until it locks, but you still need to step on the platform base and hold the lower leg to prevent it from lifting.
6. Once all 6 supports have been locked in place, it is time to raise the legs. With people at the four corners (and the middle if there are extra individuals), step on the flat part of the base and lift the tent up. You will notice a series of holes towards the lower part of the frame. We lock

the legs into the fourth hole (the top one). It is easiest if everyone slides the frame up at the same time. If one side is lifted and the other is not, the frame will begin to bind and it will be nearly impossible to finish. If this happens, release the locking pins until every post is at the same level and raise again simultaneously. While sliding, some of the pins may lock in the wrong hole. If this happens, turn the locking mechanism to the right, wiggle it and pull out to disengage it. If the pin pulls out, just raise the leg until you see it line up in the fourth hole and then reinsert it by twisting it into place. To lock the pins in the holes, you might need to push them into place. It is important that these pins are all locked into place, so please double check them.

7. Remove the sides from the white bag. We utilize 4 of the six sections for the walls of the tent. Some are clear and some have our logo, but they are all the same size. It is best to put the one of the clear panels on the river side of the tent to allow people inside to see out. Standing on Kelly Drive and facing the tent, leave the small side open to the left for the grill (Do not place a panel here) . Standing with your back to the river and facing the tent, leave the panel to the left open (on the long side) to allow people in and out of the tent. To place the side panels, match up the Velcro on the top of the side panels with the Velcro on the inside edge of the tent roof. Some of the side panels have Velcro on their edges as well...wrap these around the tent frame and secure the Velcro.
8. From the bin with the tools, remove the hammer and stakes. Utilizing the metal stakes with the green flat tops, place one stake in a hole on the 'feet' of the frame and hammer it in. You only need to do one stake per tent corner (and one in each middle post if it is windy).
9. On the corners of the tent, you will see tie-down ropes. Utilizing the metal stakes, tie these ropes in a knot around the stake and extend the rope until taught. While keeping the rope taught, angle the pointed part of the stake in towards the tent and hammer it into place. Since the ropes are not easy to see, please make sure that there is a piece of caution tape tied onto the rope a little bit off the ground.