

CATS TENT SET-UP & TAKE-DOWN DIRECTIONS

Revised 5/3/24 by Heidi Konesko

CATS has two 12’x20’ shade tents. They are the same size. One has two bays and the other has three bays. The roof for each is a 12’x20’ heavy duty UV protected silver shade tarp.

The roof frame is assembled on the ground, then the tarp is secured to the roof frame, then the tent is lifted as the legs are installed and the whole thing is secured to the ground with stakes and straps.

Tent #1 – Two bays	Tent #2 – Three bays
Once erected, has 3 Legs & 3 Peak poles on each long side Larger diameter steel poles 3 four-way connectors 6 three-way connectors 6 short Horizontal poles 6 long Horizontal poles 6 Peak poles 6 Leg poles Approx 30 Bungee cords with balls (bungees attach the tarp to the frame) 6 ratchets and straps (aka: tie downs or guy lines)6 6 tennis balls with slits Flagging tape Sledge hammer to put up; rubber mallet to take down	Once erected, has 4 Legs and 4 Peak poles on each long side Smaller diameter steel poles 6 four-way connectors 6 three-way connectors 9 Horizontal poles 8 Peak poles 8 Leg poles Approx 36 Bungee cords with balls (bungees attach the tarp to the frame) 8 steel stakes 8 ratchets and straps (aka: tie downs or guy lines) 8 tennis balls with slits Flagging tape Sledge hammer to put up; rubber mallet to take down

TENT SET-UP DIRECTIONS

Hints:

- Minimum of 4 people including someone who can handle the sledge hammer for set-up.
- **Keep the parts for each tent separated**
- **Set up one tent at a time.**
- Do not set up on a windy day
- Be patient and pick one person to coordinate the setup
- Tent 1 is along the driveway. Tent 2 is close to the arena gate.

Set-Up Steps for Either Tent:

1. All poles are labeled Horizontal, Peak, or Leg. Separate the tent frame parts into piles based on how they are labeled. Set the leg poles aside.
2. Determine the location and orientation. Leave plenty of room for the arena gate to swing all the way open.

3. There are two types of Connectors: 3-way and 4-way. Lay out the connectors on the ground; place each connector in the spot it belongs in the finished roof. See diagram and photos at end of this document.

Hint: Each 4-way connector has two bent receiving ends and two straight receiving ends. The straight receiving ends are oriented horizontally so they are parallel with the ground.

4. Lay out the roof poles on the ground between the connectors. Put each pole in the spot where it belongs when the tent frame is standing.
5. **IMPORTANT:** The 6 Horizontal poles for Tent #1 consist of a short and long male and female pole connected end to end to make one long pole.
6. Assemble all of the Horizontal and Peak roof poles together using all of the connectors. Do not install the leg poles yet.
7. Install the tarp before lifting this structure up onto the legs. The tarp is what holds the whole structure together. The frame structure will not hold together safely without the tarp.
8. Attach the tarp to the frame by putting a ball bungee through each of the grommets in the tarp and then wrapping the cord around a pole.

NOTE: Use 2 ball bungees on each of the 4 corners of the tarp. Put both bungees through the corner grommet. Wrap one bungee around each pole coming into the connector at that joint.

9. Make sure the frame is in the location where you want it and oriented in the direction that you want.
10. Lay out the legs on the ground next to the connector into which they will be inserted.
11. On one long side of frame, stand a person at each connector. Each person should hold a leg pipe in one hand. Lift this side of the frame together and insert a leg pole into each connector.
12. If breezy have one person remain to hold onto the side that has been assembled. Everyone else moves to the opposite side of the frame and repeats the leg assembly steps. Keep holding onto the tent until some of the ratchet straps (guy lines) are installed.
13. Immediately after putting the structure up onto its legs, use the sledge hammer to drive the stakes into the ground. Hammer them in at an angle, approximately 4' away from the base of the leg, in line with the leg and peak pole. Do not go out diagonally from the tent, as that will pull the connectors away from the horizontal poles.
14. Wrap the short side of a ratchet strap around the connector at the top of the leg pole. Wrap the long side around the stake a couple of times and attach it to the stake. Use the ratchet to

tighten the strap. Bundle up the excess strap so it doesn't flap around in the wind. Repeat - tie down every leg pole with a ratchet strap.

NOTE: Sometimes rope tie downs have been used but ratchet straps are preferred.

15. If the ratchet strap is not bright orange, attach flagging tape to each strap to help prevent someone from walking into it/tripping on it.

16. Put a tennis ball over the head of each stake. This makes the stakes easier for people to see and it helps prevent someone from getting cut on the edge of the head of a stake.

TENT TAKE-DOWN DIRECTIONS

Do ASAP After the October USDAA trial

Hints:

- A minimum of 4 people is needed, 5 is better.
- Do not attempt the take down on a windy day.
- **Keep the parts for each tent separated; take down one tent at a time.**
- Work gloves with a rubberized palm are recommended to help protect hands and enhance grip. Sometimes the poles need to be strongly twisted in order to get them apart from connectors.

Take-Down Steps for Either Tent

1. Do not remove the ball bungies holding the tarp onto the frame until the legs have been removed. The frame is not stable without the tarp holding the frame in compression.
2. Remove all ratchet straps tying down the leg poles and pull the stakes out so no one trips on them.

NOTE: If a pole is stuck and hard to remove from the ground use a rubber mallet to tap the stuck pole to loosen it. There's a rubber mallet in the trailer.
3. Put one person at each leg on one long side. Everyone lift up together and pull a leg out of its connector. Have an extra person ready to help remove the stuck legs by twisting or rotating them, or use the rubber mallet.
4. When all legs on a side are removed from the connectors, lower that side of the frame to the ground.
5. Repeat on the other side.
6. Remove tarp. Leave bungees attached to tarp if it will be reused. If tarp is weathered or ripped, make a note to purchase a new one before tent erection day next spring. Same for ratchets, ropes, and bungees.
7. Disassemble roof frame.
8. Bundle poles and bungee them. Make bundles according to the labels on the poles. Do not make bundles too heavy.
9. Store pole bundles in the trailer beneath the wooden shelves.
10. Fold tarp and store it in the trailer in the labeled bin.
11. Go out for a beer and celebrate!

Roof parts laid out and ready for assembly:



Three-section roof assembled:



Two-section roof assembles the same, just one less roof section in the frame.

Leg poles on ground, ready for assembly after tarp is put on:



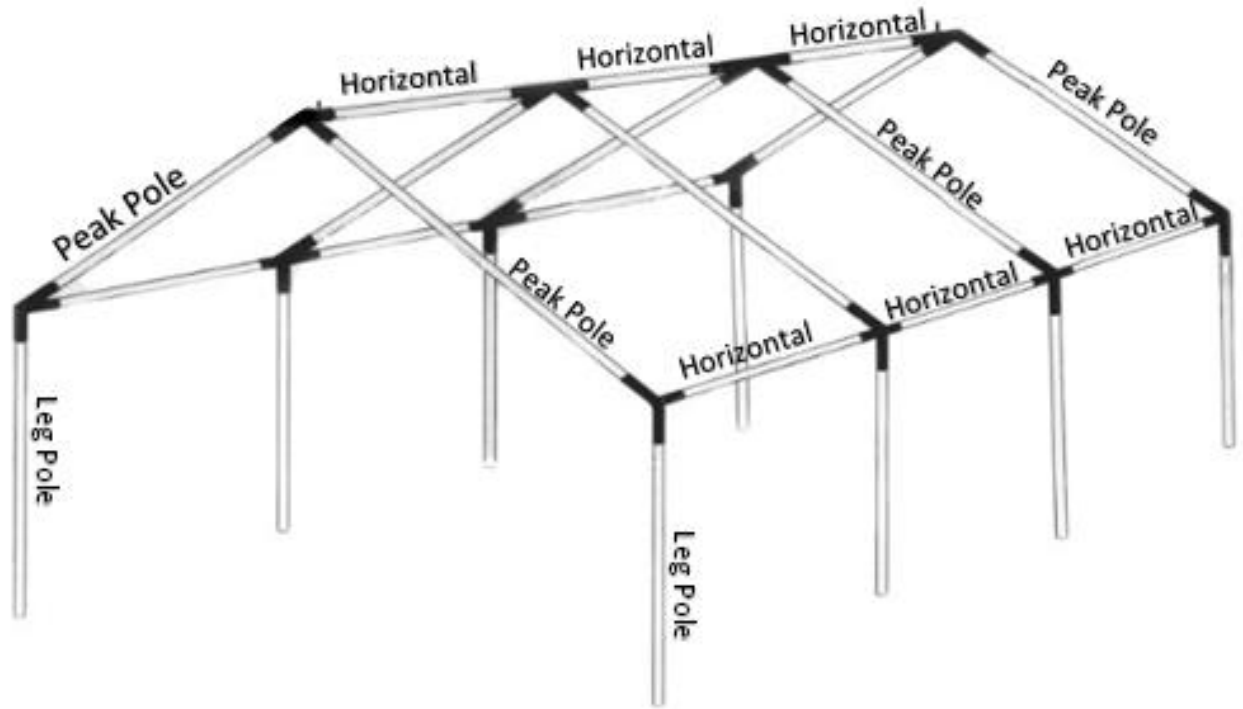
Set up tent 2 first, and then tent 1.

Below is a diagram showing how the tents have traditionally been oriented and their location.

Leave plenty of room for gate to open, and leave plenty of room between the tents.



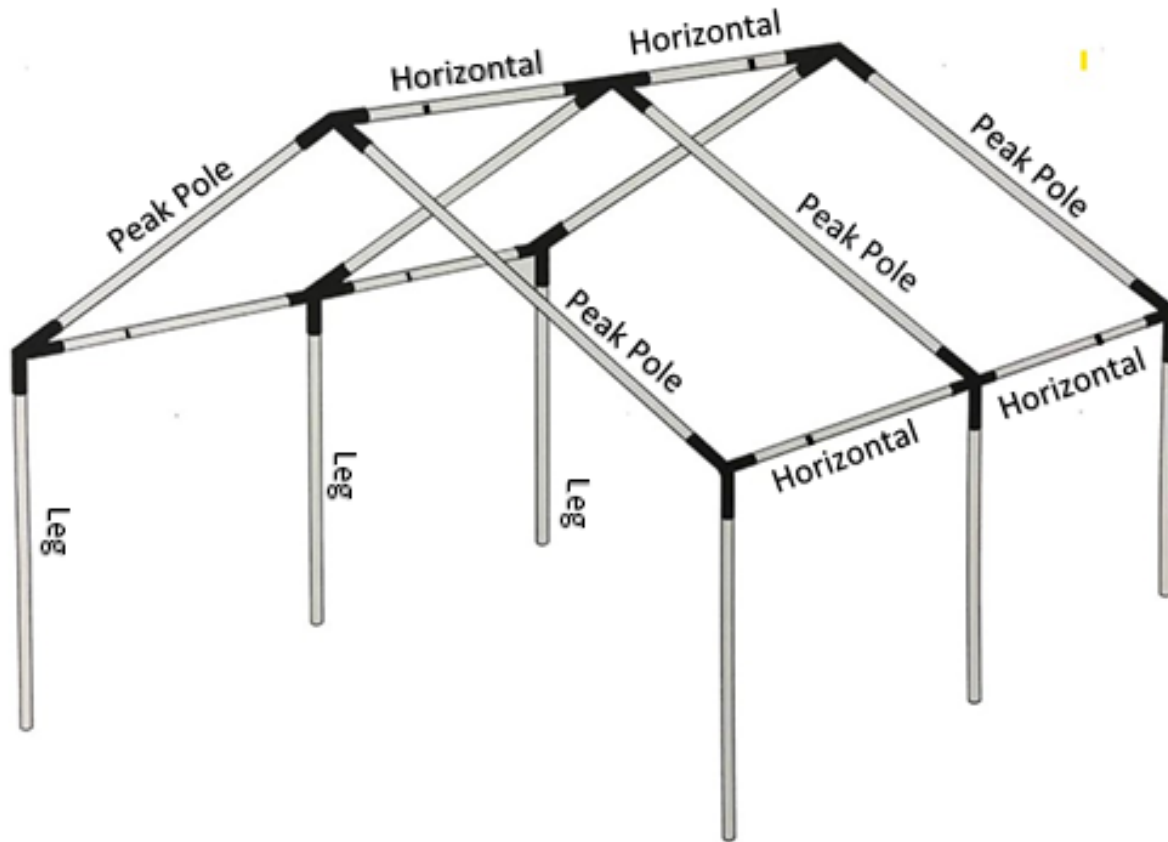
TENT #2 - 4 Legs per side. Smaller diameter poles than Tent #1
Peak poles are the same as rafters. They go up at an angle to form the roof
Close to the arena, near the gate.



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TENT #1 - 3 Legs per side. Poles are larger diameter than Tent #2

Note: on this tent each Horizontal is made up of a long and short pole put together.
Peak poles are the same as rafters. They go up at an angle to form the roof.
Farther from arena.



On this tent the Horizontals are made up of one long and one short pole fitted together. The ends of these poles are swaged so that they slide together.

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