



*Keeping you covered  
all year round!*

# OWNERS MANUAL

BEFORE YOU BEGIN...

Please read these instructions thoroughly  
prior to using your gazebo.



## PARTS LIST



Drop Over Bag



Gazebo Frame



Tie Down Kit



Canopy

# IMPORTANT INFORMATION

It is the user's responsibility to ensure the following precautions are always adhered to, to avoid damage to their gazebo, property and/or injury to people.

Our pop-up gazebos **are not** permanent structures and should not be left unattended for prolonged periods of time (especially in adverse weather). If strong winds, snowfall or heavy rain are forecast we recommend for your gazebo to be taken down.








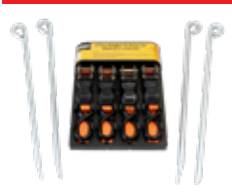
## It is the user's responsibility to:

- ➡ Carry out a risk assessment for erecting and siting the unit. Check no cables or pipes are present that could get damaged when inserting pegs into the ground.
- ➡ Ensure the gazebo legs remain vertical and plumb and do not splay outwards. If the legs splay outwards, it may cause the roof to lose tension and cause water to collect on the roof.
- ➡ Regularly check all anchoring straps and guy ropes are holding the unit securely (especially if the ground is wet or infirm).
- ➡ Ensure the gazebo is always adequately anchored, as weather conditions can change throughout the day. Customers erecting their gazebo on hardstanding ground can purchase leg weights to secure their unit. We recommend:

<b>Units up to 3m x 3m</b> A minimum of 15kg per leg	<b>Units up to 3m x 6m</b> A minimum of 20kg per leg	<b>Units up to 4m x 8m</b> A minimum of 25kg per leg
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Extra weights should be added if sidewalls are attached and/or if the weather forecast requires. **It is the user's responsibility to manage this risk.**

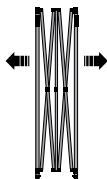
# GAZEBO LEG WEIGHTS & ANCHOR KITS:

<div>12.5KG STEEL WEIGHTS Sold in Pairs</div> 	<div>15KG H SHAPED STEEL</div> 	<div>12KG ECO WEIGHTS Sold in Pairs</div> 	<div>HEAVY DUTY TIE DOWN KIT</div> 
<div>SAND BAGS Set of 4 or 6</div> 	<div>UNIVERSAL WATER WEIGHTS Sold in Pairs</div> 	<div>WATER BARRELS Set of 4</div> 	<div>EXTRA HEAVY DUTY TIE DOWN KIT</div> 

# SET-UP INSTRUCTIONS

## Step 1

Place the gazebo frame in the desired location and gently pull outer frame legs partially with a second person assisting on the opposite side.



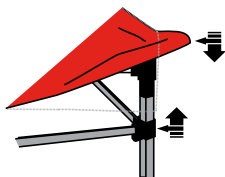
## Step 2

Place the canopy over the partially open frame, align three of the four corners. Lift the frame by the lower part of the truss bars until the frame is fully opened.



## Step 3

Lock the slider bracket into place by holding frame with one hand and lifting the slider bracket up into place until it locks. Then pull down the canopy.



## Step 4

Lift up each leg and slowly pull out the inner leg until it pops into place. Repeat with each leg and adjust height by using the pull pin adjuster.



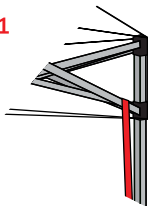
**PLEASE REMEMBER TO BE CAREFUL NOT TO PINCH FINGERS OR HANDS.**

Simply carry out these assembly instructions in reverse to dismantle your gazebo.

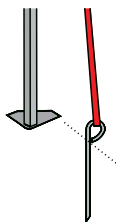
## HOW TO ATTACH A TIE DOWN KIT

Best practice is to anchor the straps to the frame itself, and not the canopy. If the straps are attached to the canopy in severe wind, this can cause the material to rip and is void under warranty.

### Step 1



### Step 2



# HOW TO ATTACH ZIP CLOSING SIDEWALLS

## Step 1

Fit the canopy on and fully erect your gazebo frame. At this point extend the legs to the lowest height adjustment position.

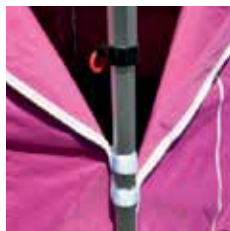


## Step 2



Beginning with one side panel, attach it to the framework and the top concertina trussbars, using the two VELCRO loops which are attached to the top edge of the side panel.

Then, using one VELCRO loop (on each vertical side of the side panel), attach them to the legs of the shelter.



**DO NOT** at this stage attach the long horizontal strips of VELCRO (across the top of the side panels) to the corresponding VELCRO strip along the canopy edge.



## Step 3

Repeat this process until all remaining sidewalls are attached to the gazebo frame in the same manner.



## Step 4

Once you have attached all the side panels to the framework (as per these instructions), you can then zip the side panels together.



**This should be done from the outside of your instant shelter.**





### Step 5

Once the first 4 steps have been completed; beginning in one corner, attach the long horizontal strips of VELCRO (across the top of the side panels) to the corresponding VELCRO strip along the canopy edge, joining them together.



**This should be done from the inside of your instant shelter.**



### Step 6

Feed the side panels under the canopy in each of the corners.



**This should be done from the outside of your instant shelter.**



### Step 7

Adjust the VELCRO loops (that you fixed to the concertina trussbars in Step 2), so that they take the weight of the side panels and most importantly, keep the canopy overhang section nice and flat, without sags or creases.



### Step 8

If weather/wind conditions allow, the final step to achieve a perfect fit and finish is to now reposition the gazebo legs so they are vertically straight. By using the legs to tension all side panels correctly you can then peg the footplates to the ground (with the pegs supplied). This will guarantee a nice smooth result.

If weather/wind conditions don't allow the above, the gazebo frame should be pegged down after Step 1 to ensure security.

**Please read these instructions thoroughly and follow them step-by-step to proceed in the easiest way possible.**



## MAINTENANCE

### Frame

We recommend the gazebo frame should be cleaned regularly. Use a silicone spray on the frame either after use or in damp conditions. This will ensure your frame operates easily and will maintain a clean look. Be sure to remove any excess spray before attaching the canopy.



### Screws

Regularly check that all screws are firm (not too tight). This can be done by using an allen key and/or screwdriver. If a truss bar screw is missing replace immediately as it will put additional pressure on the frame when setting up.

### Legs

When retracting or extending the gazebo legs it is important the inner and outer of the leg is clean and free of items such as, sticky tape, rope, string and cable ties. When sticky tape, string etc is left on the gazebo leg it can cause the inner and outer leg to jam.

### Truss Bars

Truss bars are an integral part of the gazebo structure, if a truss bar is broken or damaged we recommend that you **do not** use the gazebo. If operated correctly in normal weather conditions truss bars will not break.



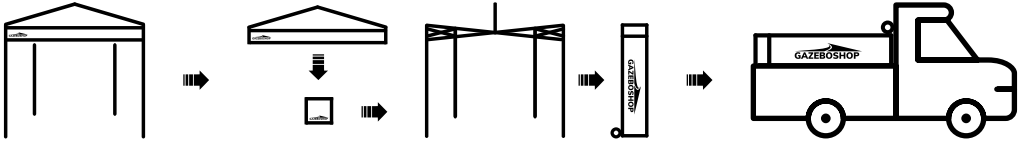
## HOW TO STORE

Gazebo canopies are not designed to be left out all year long, as adverse weather (such as strong winds, snowfall or heavy rain) can cause irreparable damage. Pools of water or snow can stretch the canvas, weakening the material and causing tears, and strong wind can cause the gazebo to uplift. Even long periods of intense sunshine can lead to discolouration.

Most importantly make sure the fabric isn't wet, as this can cause discolouration or mould. The walls and canopy should be completely dry before storing for any length of time. If they are wet or damp when packing away after using the gazebo, you must unpack them and dry them out thoroughly before storing away. Use a gazebo storage bag for protection.



## TRANSPORTATION



We strongly recommend removing the canopy before transporting a gazebo – it only takes a minute to reassemble and will save you time and money on repair work! Tears and holes are often the result of transporting the canopy whilst it's still attached to the frame.

Pack down individual items and store them in protective bags. And finally ensure the gazebo is firmly secured to prevent movement in transit.



## CLEANING

The best policy when cleaning a gazebo is to act quickly! As soon as you see a spot or a mark, wipe it away to ensure that it doesn't leave a stain.

If left without cleaning, the canvas canopy or sidewalls are at risk of becoming mouldy or stained, especially in the damper months.

To clean your canopy and walls we recommend using a mild solution of warm soapy water, a soft scrubbing brush and to clean by hand. **Do not** use pressure washers or steam cleaners as this will affect the material and waterproofing. None of the coverings are machine washable.



## CONDENSATION

Condensation occurs naturally, and is often mistaken for a leaking structure, with customers encountering water inside their gazebos.

Gazebos are highly waterproof, making it hard for moisture to escape. If it's raining, your chance of experiencing condensation will increase as there's more humidity in the air. To avoid condensation within the gazebo, it's important to always keep your gazebo well ventilated.





## WARRANTY

Our gazebos are covered by a manufacturer's warranty against manufacturing defects. To confirm the length of your frame warranty, please visit our website.

Please note canopies and sidewalls (for all frame ranges) come with a 12 month warranty.

Our pop-up gazebos **are not** permanent structures and should not be left unattended for prolonged periods of time (especially in adverse weather). Damage caused through improper use or incorrect anchoring of structures in adverse weather; such as strong winds, snowfall or heavy rain, will not be covered under our warranty. Our full terms & conditions can be found on our website.



## POP UP GAZEBO SPARE PARTS

All of our pop up gazebos are built to last and made from the very best components to ensure long lasting satisfaction, however should any part of your pop up gazebo ever get damaged, we stock a full range of spare parts for next working day delivery. Our spare parts are available to purchase online.



**Gazeboshop has over 15 years of experience and is a leading supplier of high quality, commercial grade pop-up gazebos.**

### GAZEBOSHOP

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