

20+ YEARS OF UNMATCHED EXPERTISE

GETTING STARTED WITH YOUR POP-UP GAZEBO

Owner's Manual



Please read this guide in full before assembling or using your gazebo.

Welcome

Thank you for choosing Gazeboshop.

With over 20 years' experience in commercial-grade pop-up gazebos, we're here to help you get the most from your structure.

This guide covers safe use, setup and essential care.



Unpacking

Please check all contents of your order immediately upon delivery. If any items are missing, you must notify us within 48 hours of receipt. Our carrier does not accept claims for shortages or missing parcels after this period.

Check Your Contents

Drop Over Storage Bag | Gazebo Frame | Tie Down Kit | Canopy



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Safety & User Responsibilities

Pop-up gazebos are **temporary structures**. For safety and longevity, please follow all guidance in this manual.

Important!

Do not leave your gazebo unattended in strong winds, heavy rain, or snow. If adverse weather is forecast, dismantle the gazebo immediately to prevent damage or injury.



It is the user's responsibility to ensure the unit is properly and securely anchored at all times, in line with the prevailing weather and ground conditions. Inadequate anchoring, insufficient weights or stakes, or failure to dismantle in high winds may result in structural damage and pose a safety risk.



Site Assessment

Before erecting your gazebo:

- Check the ground for hazards, such as underground cables or pipes.
- Choose level ground away from overhead obstructions such as power lines.
- Ensure the area is clear of trip hazards.



Anchoring & Stability

Anchoring is essential for safe use.

- Keep all legs vertical and plumb. Splayed legs reduce roof tension and can cause water to pool.
- Regularly check that guy ropes, straps and anchors remain secure – especially on wet or soft ground.
- On hardstanding surfaces, use appropriate leg weights.

Recommended minimum weight per leg:

Up to 3m x 3m → **15kg per leg**

Up to 3m x 6m → **20kg per leg**

Up to 4m x 8m → **25kg per leg**



Add extra weight if sidewalls are fitted or if weather conditions are uncertain.

Never attach straps to the canopy fabric; always secure them to the frame to avoid tearing.

Ongoing Responsibility

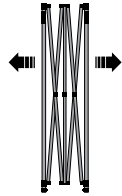
Weather can change quickly. Monitor conditions and act promptly to keep the gazebo secure.

Assembly & Setup

Your gazebo arrives fully assembled with no loose parts.

- Small gazebos (up to 3m x 4.5m): 2 people recommended for setup.
- Larger gazebos (3m x 6m, 4m x 4m, 4m x 6m, 4m x 8m): 2 or more people recommended for safe and efficient setup.

Step-by-Step Assembly



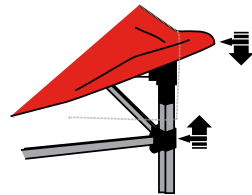
1. Partially Open the Frame

Stand on opposite sides of the frame and gently pull it outward until the legs are partially opened, roughly to arm's length.



2. Fit the Canopy

Once the frame is extended to arm's length, place the canopy over the partially opened frame. Align each corner with the frame and fasten the Velcro straps securely around the legs.



3. Fully Open the Frame

Grasp the lower part of the truss bars and pull outward until the frame is fully opened.

4. Lock the Frame

Hold the frame steady and push the sliding leg connectors upward until they click securely into place.

5. Secure the Canopy

Fasten all Velcro straps underneath the canopy to the truss bars to keep the fabric taut.



6. Adjust the Leg Height

Use the pull-pin adjusters to extend the telescopic legs to your preferred height.

Adjust the front legs first, followed by the back legs.



7. Final Check

Ensure all legs are vertical and stable.

Take care not to pinch fingers.

Scan the QR code for a full video assembly tutorial.



Dismantling Your Gazebo

To dismantle and close your frame, please follow the assembly instructions in reverse, ensuring each step is completed carefully.

Safety Tip: Ensure the canopy does not become trapped between the truss bars.

How to Fit Zip-Closing Sidewalls



Before You Begin

- Fully erect the gazebo.
- Set the legs to their lowest height for easier access.
- Scan the QR code for a full video guide.



Please note: sidewall sets may vary. Some include upper Velcro fastening loops, but not all. If your set **does not** include loops, start by securing the sidewall panels to the legs first (Step 2).

Step-by-Step Assembly



1. Position Your First Sidewall

Hold the sidewall panel against the gazebo frame and align the top edge with the canopy overhang.

If your sidewall panel has two upper Velcro fastening loops, you can now attach it to the gazebo's concertina truss bars. **If not, proceed to Step 2.**



2. Secure to the Gazebo Legs (All Sidewall Sets)

Wrap the Velcro loops (one on each vertical side of the panel) around each leg to stabilise the panel and achieve correct tension.

3. Repeat for Remaining Panels

Attach each sidewall panel to its corresponding legs using the same method.



4. Zip the Sidewalls Together

From the outside of the gazebo, zip adjoining panels together to create a continuous enclosure.



5. Fasten the Top Edge

Once all panels are zipped, go inside the gazebo and, starting from one corner, attach the top horizontal Velcro strip to the matching strip on the canopy edge.

If you sidewall panels include truss-bar Velcro loops, adjust them now to support the panels and help smooth the canopy overhang so it sits flat.

6. Final Adjustments

From the outside of the gazebo, feed each sidewall panel neatly under each corner.

Stand back and ensure that all walls look even.

If weather allows, adjust the legs so they stand vertically to create even tension.

Finally, peg down the footplates for a secure, smooth finish.

Helpful Tip

In windy weather, anchor the gazebo **before** fitting sidewalls to ensure safety and stability.

Anchoring & Leg Weights

Proper anchoring is crucial and protects both your gazebo and its surroundings.

Soft Ground

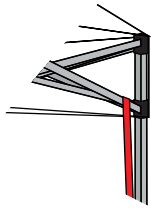
Use the supplied tie down kit, pegs, or ropes to secure the gazebo. Ensure the ground is firm. If the ground is very wet or soft, you may require additional anchorage, such as leg weights or extra anchoring kits.

Best Practice: Always attach straps to the frame, **never the canopy**. Attaching straps to the canopy can cause tearing in strong winds and will void the warranty.

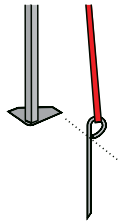
How to Attach a Tie Down Kit



Step 1



Step 2



TIE DOWN KIT



Supplied as standard.

HEAVY DUTY TIE DOWN KIT



Supplied as standard with Aluminium Extreme 40 Series gazebos.

EXTRA HEAVY DUTY TIE DOWN KIT



Upgrade

Hard Surfaces (Concrete, Tarmac, etc.)

Use leg weights such as steel stacking weights or water weights for stability.

Follow recommended minimums:

Up to 3m x 3m → **15kg per leg**

Up to 3m x 6m → **20kg per leg**

Up to 4m x 8m → **25kg per leg**

Extra weight may be required if sidewalls are attached or in poor weather. Regularly check all anchoring points remain secure throughout use.

It is the user's responsibility to manage this risk.

12.5KG STEEL WEIGHTS
Sold in Pairs



12KG ECO WEIGHTS
Sold in Pairs



UNIVERSAL WATER WEIGHTS
Sold in Pairs



BLACK PVC WATER WEIGHTS
Sold in Sets of 4 or 6



SAND BAG WEIGHTS
Sold in Sets of 4 or 6



20KG H SHAPED STEEL
Sold individually



Care & Maintenance

Cleaning & Care



Canopy & Sidewalls

- Clean promptly to prevent staining or mould.
- Use warm soapy water with a soft brush / sponge.
- Do not use pressure washers, steam cleaners, or machine washing, as these can damage the material and reduce waterproofing.

Frame

- Wipe down regularly to remove dirt and debris.
- Wash through all sliders to ensure smooth operation.



Screws & Components

- Check screws regularly - secure but not overtightened. Use an Allen key or screwdriver for adjustment.
- Replace any missing or damaged truss bar screws immediately.

Truss Bars

- Truss bars are an integral part of the gazebo structure. If a truss bar is bent or damaged do not use the gazebo. When operated correctly and under normal weather conditions, truss bars should not fail.



Legs

- Ensure the inner and outer legs are free from debris or attachments (e.g. sticky tape, ropes or cable ties) to prevent jamming.



Maintenance & Inspection

Regularly inspect your gazebo for:

- Bent or damaged truss bars (replace before next use)
- Loose screws
- Wear on straps, Velcro or anchoring points
- Tears or damage to the canopy or sidewalls

A few minutes of maintenance extends the life of your gazebo significantly.

Storage Guidelines

Gazebo canopies are not designed for year-round outdoor use.

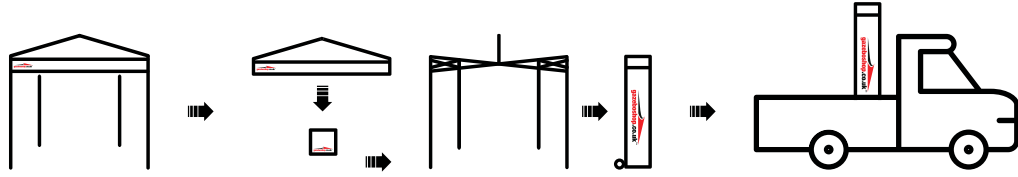
- Strong winds, heavy rain or snow can cause irreparable damage. Pools of water or snow can stretch the fabric, leading to tears, while high winds may lift or distort the frame.
- Prolonged sun exposure may cause fading or discolouration.

Before Storing

- Ensure all fabric components are completely dry.
- If damp, unpack and allow to dry fully before storing again.
- Store in a cool, dry place using suitable storage bags for added protection.

Handling & Use

Transportation & Handling



- Remove the canopy before transportation to help prevent scuffing, tearing or wear.
- Store components separately in protective bags.
- Ensure all parts are secured during transit to prevent movement or damage.

Condensation

Condensation is natural and not a sign of leaks. It can occur in any single-skin tent or gazebo when humidity is high, during rain, or when temperatures change quickly. Because our canopies and sidewalls are highly waterproof, moisture inside has limited ways to escape and may settle on surfaces, sometimes appearing like water ingress.

To reduce condensation, keep the gazebo well-ventilated. Opening or partially unzipping sidewalls improves airflow and allows moisture to disperse, especially in damp or humid conditions.



Warranty, Support & Replacement Parts

Warranty

Our gazebos are covered by a manufacturer's warranty against manufacturing defects. Frame warranty periods vary by model - please refer to our website for full details.

Canopies and sidewalls include a 12-month warranty.

Damage caused by improper use, incorrect anchoring, or adverse weather conditions is not covered. Full warranty terms are available on our website.

Support

Our sales and support team are committed to providing exceptional after-sales service. If you need help, advice, or product guidance, we're here to assist you.

Replacement Parts

Our pop-up gazebos are built using high-quality materials and components. However, should any part become damaged, we offer a full range of replacement parts, many available for next working day delivery. Spare parts can be purchased directly from our website.



Gazeboshop has over 20 years' experience as a leading UK supplier of high-quality, commercial-grade pop-up gazebos.



Unit 3 IO Centre, Jugglers Close
Wildmere Road Industrial Estate
Banbury, Oxfordshire
OX16 3TA

