



## ClearSpan™ Jubilee Frame Tent



*Photo may show a different but similar model.*

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Revision date: 07.01.08

STK#	DIMENSION
103938 & 104510	20' Wide x 20' Long



### YOU MUST READ THIS DOCUMENT BEFORE YOU BEGIN TO ASSEMBLE THE SHELTER.

Thank you for purchasing this ClearSpan™ shelter. When properly assembled and maintained, this product will provide years of reliable service. These instructions include helpful hints and important information needed to safely assemble and properly maintain the shelter. Please read these instructions **before** you begin.

If you have any questions during the assembly, contact Customer Service for assistance.

### SAFETY PRECAUTIONS

- Wear eye protection.
- Wear head protection.
- Wear gloves when handling metal tubes.
- Use a portable GFCI (Ground Fault Circuit Interrupter) when working with power tools and cords.
- Do not climb on the shelter or framing during or after construction.
- Do not occupy the shelter during high winds, tornadoes, or hurricanes.
- Provide adequate ventilation if the structure is enclosed.
- Do not store hazardous materials in the shelter.
- Provide proper ingress and egress to prevent entrapment.

### ANCHORING INSTRUCTIONS

Prior to assembling this shelter, please read the anchoring precautions and instructions included with the kit. Anchoring instructions are included in the **MUST READ** document. *You must anchor the shelter after the frame is assembled and before the cover is installed.*

**⚠ WARNING:** The anchor assembly is an integral part of the shelter construction. Improper anchoring may cause shelter instability and failure of the structure. Failing to anchor the shelter properly *will void the manufacturer's warranty* and may cause serious injury and damage.

### LOCATION

Choosing the proper location is an important step before you begin to assemble the structure.

The following suggestions and precautions will help you determine whether your selected location is the best location.

- Never erect the structure under power lines.
- Identify whether underground cables and pipes are present *before* preparing the site or anchoring the structure.
- Location should be away from structures that could cause snow to drift on or around the building.
- Do not position the shelter where large loads such as snow and ice, large tree branches, or other overhead obstacles could fall.

### SITE

After choosing a location, proper preparation of the site is essential. The following site characteristics will help ensure the integrity of the structure.

- The support structure must be level to properly and safely erect and anchor the frame.
- If the site is not level, use footing to provide a secure base for the structure. Pre-cast concrete blocks, pressure-treated wood posts, or poured footings are all acceptable when properly used.
- Drainage: Water draining off the structure and from areas surrounding the site should drain away from the site to prevent damage to the site, the structure, and contents of the structure.

**⚠ WARNING:** The individuals assembling this structure are responsible for designing and furnishing all temporary bracing, shoring and support needed during the assembly process. For safety reasons, those who are not familiar with recognized construction methods and techniques *must seek the help of a qualified contractor.*

## ASSEMBLY PROCEDURE

Following the instructions as presented will help ensure the proper assembly of your shelter. Failing to follow these steps may result in an improperly assembled and anchored shelter and will void all warranty and protection the owner is entitled to.

The steps outlining the assembly process are as follows:

1. Verify that all parts are included in the shipment. Notify Customer Service for questions or concerns.
2. Read these instructions, the Must Read document, and all additional documentation included with the shipment **before** you begin assembling the shelter.
3. Gather the tools, bracing, ladders (and lifts), and assistants needed to assemble the shelter.
4. Check the weather **before** you install the roof cover and any panels (if equipped). Do not install covers or panels on a windy or stormy day.
5. Re-evaluate the location and site based on the information and precautions presented in the documentation included with the shipment.
6. Lay out the site (if this has not been completed).
7. Assemble the frame components in the order they are presented in these instructions.
8. Assemble the frame including the bracing (if equipped).
9. Consult the Must Read document for anchoring comments and instructions.
10. Install, tighten, and secure the end panel (if equipped) and main cover. This applies to fabric covers that stretch over the frame assembly.
11. Read the care and maintenance information at the end of these instructions.
12. Complete and return all warranty information as instructed.

## LIST OF WORDS AND PHRASES

Before you begin, it is important to become familiar with the words and phrases used in this instruction manual.

These words and phrases are common to most ClearSpan™ shelters and identify the different parts of the shelter. (Some are used in this document. Others may not apply to this particular shelter.) These terms describe the shipped parts and can also be found on the materials list/spec sheets included with the shipment. To aid in the assembly, read through the following definitions before you begin to assemble your shelter.

- **Conduit:** An assembly of pipes used to secure the main cover and end panels (if equipped). Purlins and some strut assemblies also consist of connected pipes to form a conduit. Each pipe joint of a conduit assembly is secured with a self-tapping Tek screw.
- **Coupler or Fitting:** A part of the frame assembly where legs, purlins and rafter pipes are inserted and secured. In most instances, 3-way and 4-way couplers are used. In some larger applications, couplers are used to secure the joints of the different rafter sections during the assembly of the rafters. Some shelters do not use couplers.
- **Foot, Rafter Foot , or Base Plate:** The part attached to and found at the base of the rafter or leg of the shelter. Depending on the shelter, the foot is an optional purchase. Some shelters do not offer an optional foot. Some use 1-way connectors; others use ground posts.
- **Must Read Document:** This document includes building and shelter anchoring instructions, steps for end wall reinforcement, safety precautions, and notices and warnings. The Must Read document is sent with all shelters and buildings. If you did not receive a Must Read document, contact Customer Service to request one.
- **On-Center:** Term used to describe a measurement taken from the vertical center of the rafter or frame member to the vertical center of another.
- **Purlin or Angled (or Lateral) Bracing:** The pipe assemblies that run perpendicular to the rafters or framework that supports the main cover. These assemblies are found on the sides and roof areas of the assembled frame, are evenly spaced, and typically run from the front to the back of the shelter.
- **Plain or Straight Pipe:** A term used to describe a pipe that has the same diameter or width throughout its entire length.
- **Strut:** A strut is usually a length of pipe with two flattened ends and is used for diagonal bracing of the shelter frame. A strut is typically secured to the frame work by special brackets, bolts, and/or clamps.
- **Swaged End or Swaged Pipe:** The term "swaged" refers to the tapered end of the pipe or tube. Swaged ends of a pipe can be inserted into couplers and the straight ends of other pipes of the same diameter.
- **Tek Screw:** A self-tapping fastener used to secure pipe joints and to fasten brackets to rafters.

## CLEARSPAN™ JUBILEE TENTS

### REQUIRED TOOLS

The following list identifies the main tools needed to assemble the shelter. Additional tools and supports may be needed depending on the structure, location, and application.

- Tape measure or measuring device
- Marker
- Variable speed drill and impact driver (cordless with extra batteries works best)
- Wrenches or ratchet and socket set (recommended)
- Scissors or utility knife
- Hammers, gloves, and eye protection
- Ladders, work platforms, and other machinery for lifting designed to work safely at the height of the shelter
- Rope (or straps) for cover installation
- 5/16" Hex key wrench

### UNPACK AND IDENTIFY PARTS

The following steps will ensure that you have all the necessary parts *before* you begin to assemble the shelter.

1. Unpack the contents of the shipment and place where you can easily inventory the parts. Refer to the Bill of Materials/Spec Sheets.
2. Verify that all parts listed on the Bill of Materials/Spec Sheets are present. If anything is missing or you have questions, consult the Pictorial Parts Guide and all shelter diagrams throughout these instructions for clarification, or contact Customer Service.

**NOTE:** At this time, you do not need to open the plastic bags containing the fasteners (if used).

### FRAME OVERVIEW

For a quick overview of this shelter and its components, consult the Full Frame - Top View and Lower Frame - Top View diagrams at the back of this manual.

Consult the remainder of these instructions for important details that will help during the construction.

### SPECIAL NOTE: Baseboards for Frame

These instructions recommend installing a baseboard under the legs of the frame. The baseboard runs from the front to the back of the building.

This baseboard is *not included* with the shipment and must be supplied by the customer. Treated or recycled plastic lumber works well for a baseboard.

The baseboard, when installed properly, helps prevent the shelter from sinking into the ground when anchored.

Consult these instructions, or contact Customer Service for additional information regarding baseboards.

### PIPE IDENTIFICATION NOTES

The pipe sent with your shelter is identified by length and diameter. Each pipe part number contains information that helps describe the pipe. Understanding this information results in easier assembly of the frame.

For best results and *before assembling the various frame components* consisting of different pipe lengths, consult the information that follows:

#### EXAMPLE #1: Pipe #190S099D

- The number 190 refers to the pipe diameter, which is 1.90".
- The letter S refers to the tapered or swaged end of the pipe. This tapered end is inserted into the plain end of another pipe.
- The 99 indicates the length of the pipe measured end-to-end.
- The letter D identifies the pipe as one that includes holes drilled through the pipe and one or both ends. These holes are used to secure the pipe to a coupler using a bolt and nut.

**NOTE:** Some pipes include the letter P in the part number, which indicates that the pipe is a plain pipe with a consistent diameter throughout its length. Such pipes are not tapered or swaged.

Some pipes are not drilled for mounting bolts. Part numbers describing these pipes will not include the letter D.

#### EXAMPLE #2: Pipe #131P063

This part number describes a plain (P) 63" pipe (63) that is 1.315" in diameter (131) and that is without drilled holes—no letter D—for mounting bolts.

**ATTENTION:** Pipes shown above are used for examples only. Your shelter may not include these pipes.



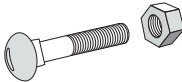
The following graphics and photos will help you identify the different parts of the building. Consult the Frame Overview for additional details and diagrams. (Some parts are not shown.)



FA4482B  
Tek Screw



100441  
Nut Setter



FAH007B & FALB01B  
Carriage Bolt and Nut



103933  
Corner Coupler



103932  
Crown Coupler



103934  
Side Coupler



10015608  
3-Way Open Corner



10015808  
Short Cross



Photo may show a different but similar model.

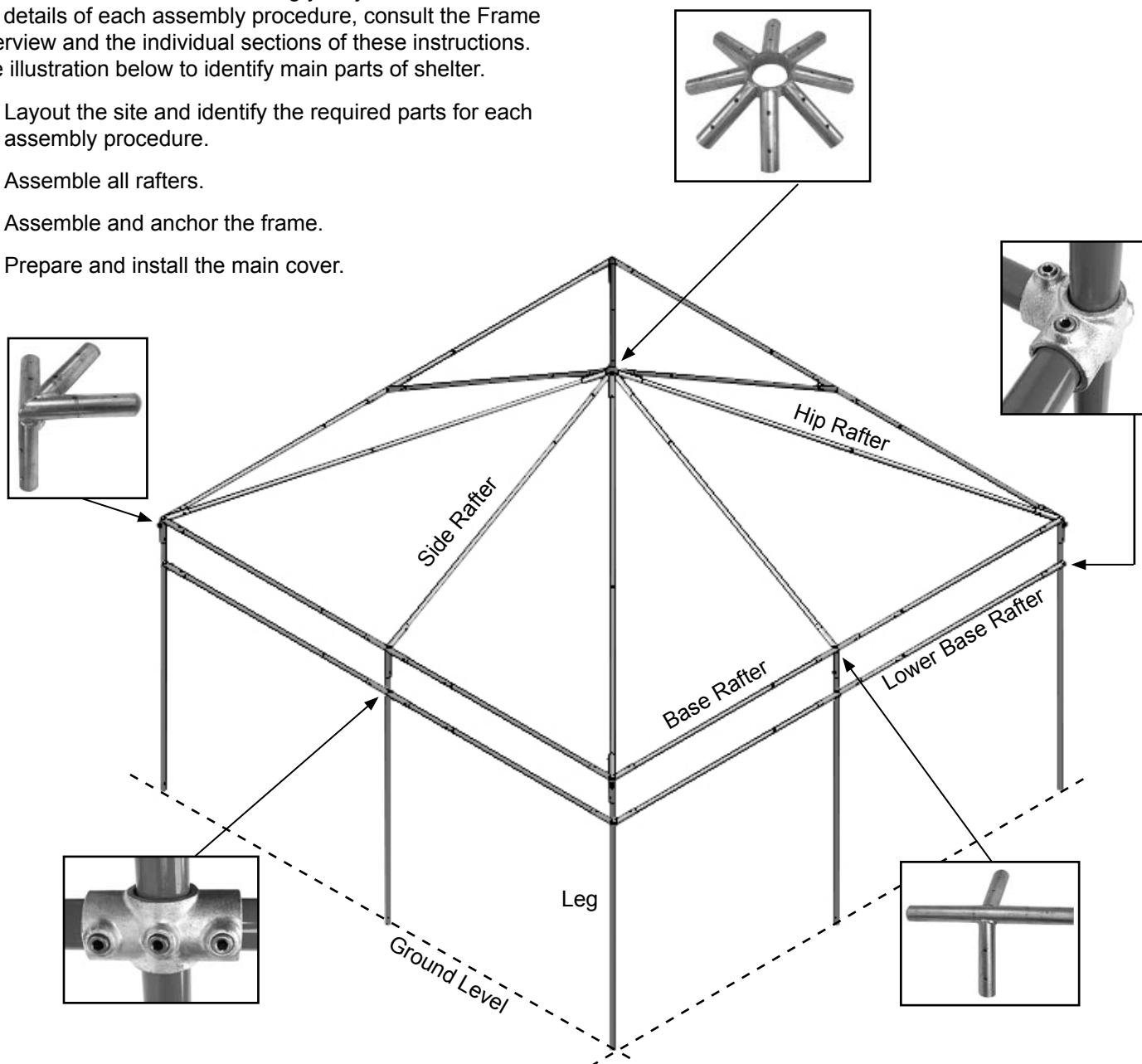
## ClearSpan™ Jubilee Frame Tent

For best results, assemble the frame as shown in this manual.

### OVERVIEW

This section describes assembling your jubilee frame tent. For details of each assembly procedure, consult the Frame Overview and the individual sections of these instructions. See illustration below to identify main parts of shelter.

1. Layout the site and identify the required parts for each assembly procedure.
2. Assemble all rafters.
3. Assemble and anchor the frame.
4. Prepare and install the main cover.



**LAY OUT THE BUILDING SITE**

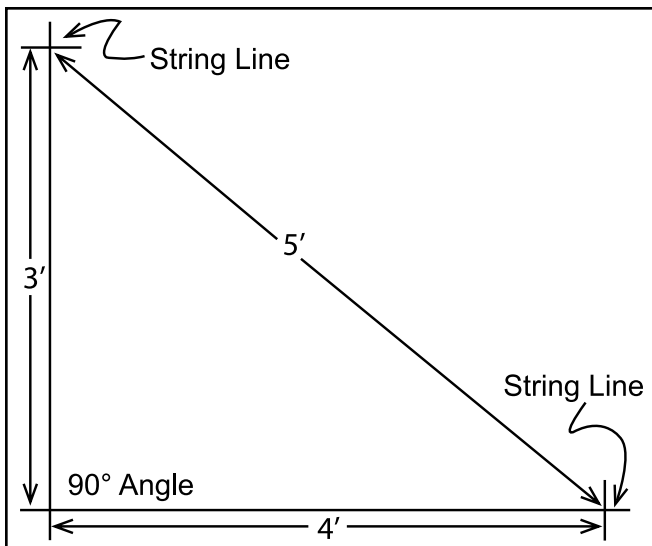
After the site is prepared, identify the location of the shelter corners to help square the frame after it is assembled.

Taking these steps **before** assembling the shelter saves time and ensures that the structure is positioned as desired. The following procedure is a suggested method. Its use depends on the size of the shelter, shelter application, the footings, and the method used to anchor the shelter.

**SQUARE THE SITE**

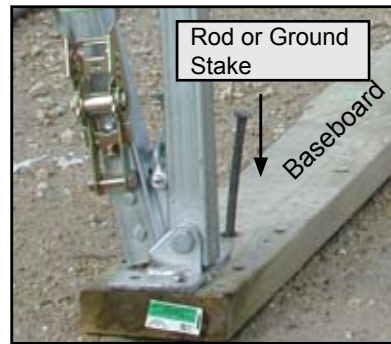
1. Identify a corner where a building rafter will be positioned, drive in a stake, and string a line the exact width of the building and stake in place. (Width of the rafter is measured from center-to-center of the rafter legs.)
2. String a line at least as long as the building from the first stake at 90°.

**NOTE:** A transit can be used to ensure an accurate 90° angle, or the 3-4-5 rule can be used. Refer to diagram. Using multiples of 3-4-5 such as 6-8-10 or 12-16-20 helps to maintain an accurate 90° angle.



3. After squaring the position of the building and placing a stake at all corners, string a line between the stakes to mark the base of the building.
4. Next, paint or mark a line on the ground using the strings between the stakes as guides.

**NOTE:** Setting *customer-supplied* baseboards on the site in the correct positions is another way to prepare for the frame assembly.



Actual rafter is not shown.

**NOTE:** If a baseboard is used, drill holes through the board at evenly-spaced intervals along the length of the board. Drive a rod through each hole and into the site to prevent the boards from shifting and to maintain the on-center width of the building.

The baseboards can be "pinned" in place using rods driven into the site through evenly-spaced holes drilled in the baseboard. This prevents the baseboards from shifting during assembly.



Building width is measured on-center.

5. After marking the outline of the building, continue with the assembly instructions.

# CLEARSPAN™ JUBILEE TENTS

## ASSEMBLE THE JUBILEE TENT COMPONENTS

**NOTE:** Assistance is required to assemble the tent.

### RAFTER ASSEMBLY

Gather the parts:

- Rafter pipe (#190S099D)
- Rafter pipe (#190S099)
- Rafter pipe (#190P075D)
- Rafter pipe (#190P029D)
- Rafter pipe (#190P022)
- Rafter pipe (#190P015D)

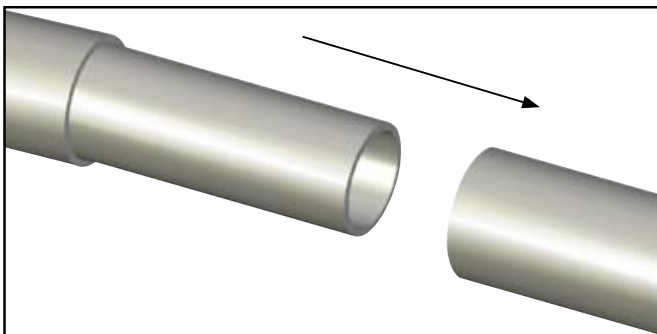
Each rafter assembly will consist of two (2) pipes. Consult the chart below to verify the correct pipe lengths.

Rafter Assemblies		
Rafter Type	Pipe Lengths	Number of Rafters
Base Rafter	190S099D + 190P015D	8
Lower Base Rafter	190S099 + 190P022	8
Hip Rafter	190S099D + 190P075D	4
Side Rafter	190S099D + 190P029D	4

**NOTE:** Only the lower base rafters are assembled with a 190S099 pipe. All other rafters are assembled with a 190S099D pipe. Keep the different rafter types separate for easier assembly

### Rafter Assembly Procedure

1. Select the two (2) pipes needed to assemble a particular rafter (see chart above) and arrange these on a flat surface.
2. Slide the swaged portion of each pipe into the end of the plain pipe that does not have holes. Position drilled bolt holes at each end of the assembled rafters.



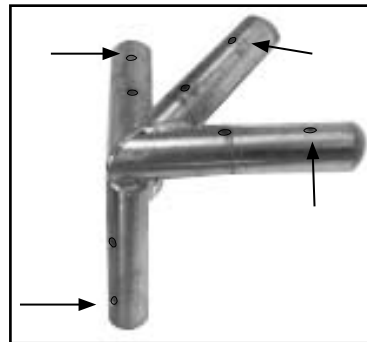
### FRAME ASSEMBLY

Gather the parts:

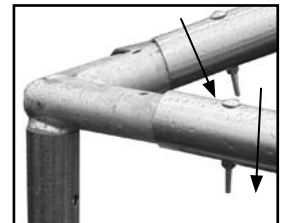
- All rafter assemblies
- Leg pipe (#190P094D)
- Crown Coupler (#103932)
- Corner Coupler (#103933)
- Side Coupler (#103934)
- Short Cross (#10015808)
- 3-Way Open Corner (#10015608)
- 1/4" Carriage Bolts and 1/4" Nuts
- Tek Screws and Duct Tape (customer-supplied)

### Frame Assembly Procedure

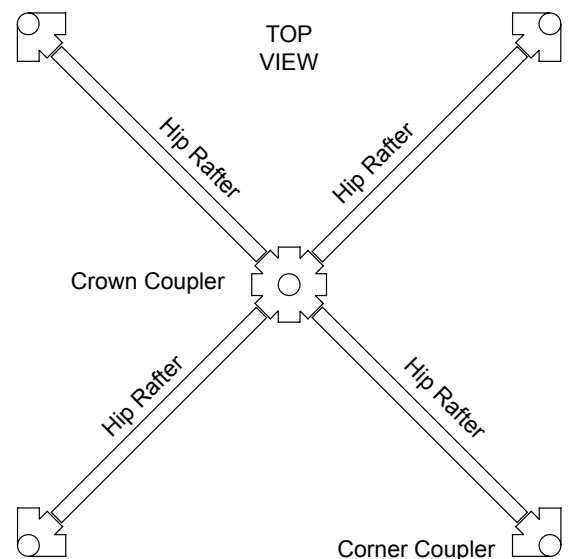
**IMPORTANT:** When connecting the rafters to the coupler fittings, use the first/outermost hole in the coupler fittings to secure each rafter with a carriage bolt and nut.



When placing a carriage bolt and nut, position bolt as shown below to prevent damage to cover.

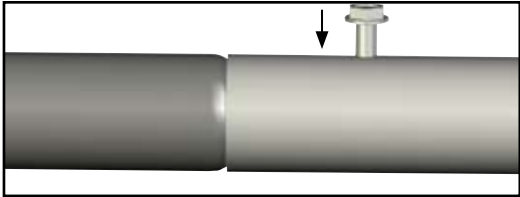


1. Slide the four (4) hip rafters into the crown coupler as shown in picture below. Attach a corner coupler to the free ends. Secure each end with a carriage bolt and nut.

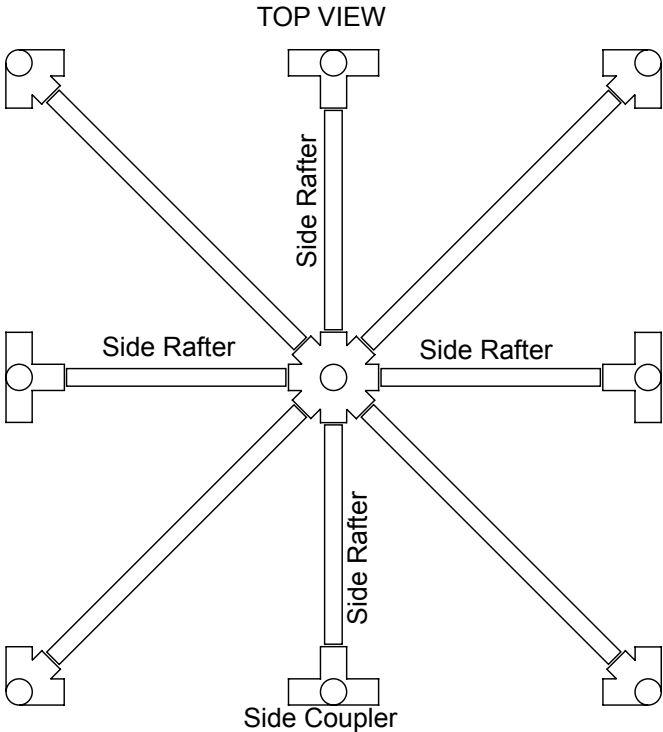


FRAME ASSEMBLY (CONTINUED)

**ATTENTION:** Once the holes of the rafters and the couplers have been aligned and secured with a carriage bolt and nut, secure each rafter pipe connection with a Tek screw. Make sure the head of the Tek screw is drilled in a position where it will not contact the main cover.

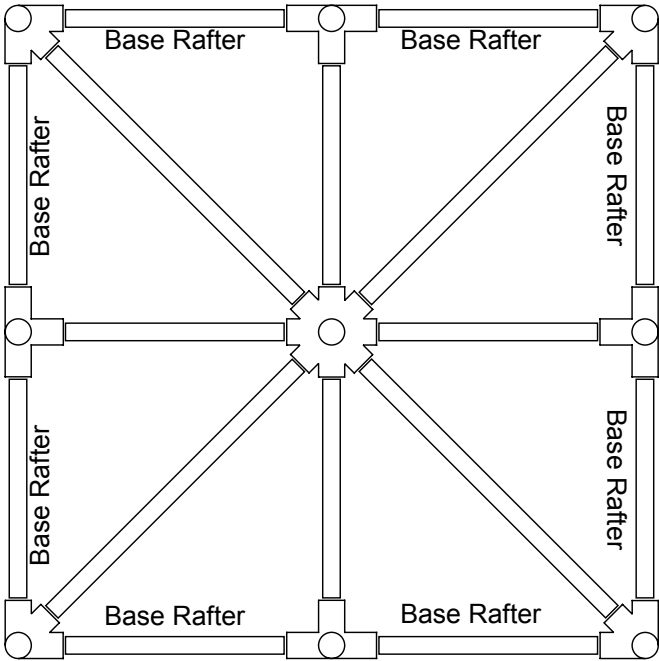


- 2. Connect the side rafters as shown in diagram below. Secure each connection with a carriage bolt and nut.



- 3. Connect the base rafters as shown in the following diagram. Secure each connection with a carriage bolt and nut.

TOP VIEW



**ATTENTION:** The following steps will require assistance. Heavy lifting is involved. Height assistance may also be required. If needed, use ladders or steady platforms to safely elevate the frame.

- 4. Gather the eight (8) sections of #190P094D pipe, as they will serve as the legs.
- 5. Starting with a corner, carefully hoist the roof section of the frame high enough to slide a leg, holes first, into the corner coupler. Align the holes and secure with a carriage bolt and nut. Repeat this process at the other three corners, and then add legs to the four sides.



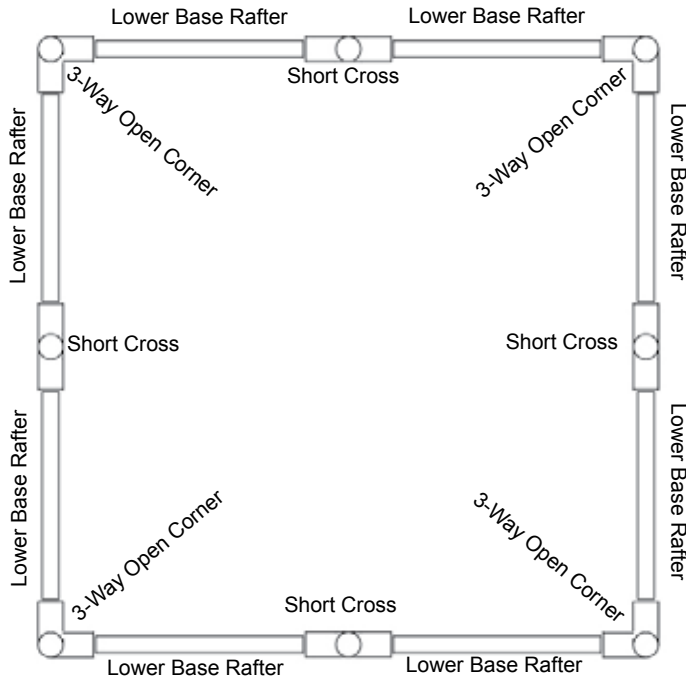
Actual frame may differ from frame shown.

## CLEARSPAN™ JUBILEE TENTS

### FRAME ASSEMBLY (CONTINUED)

- Using the diagram below, lift each leg pipe and slip the appropriate short cross or 3-way open corner onto the leg pipe.

TOP VIEW  
LOWER BASE ASSEMBLY



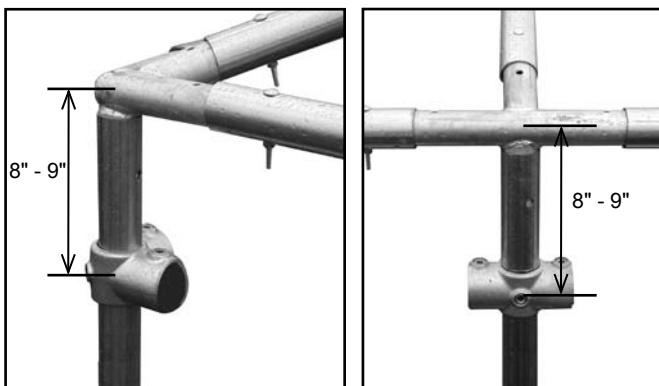
### NOTES:

Spread the leg pipes apart to fit the lower base rafters into the fittings.

If needed, remove corner leg to fit the final rafter into the final fitting, and replace corner leg.

- Continue by squaring and anchoring the frame.

- Slide each fitting up the leg and position it 8" to 9" from the corner or side coupler (*center-to-center*) as shown in the pictures below. Secure with 5/16" hex key. Set screws are loosened and retightened when pipes are added.

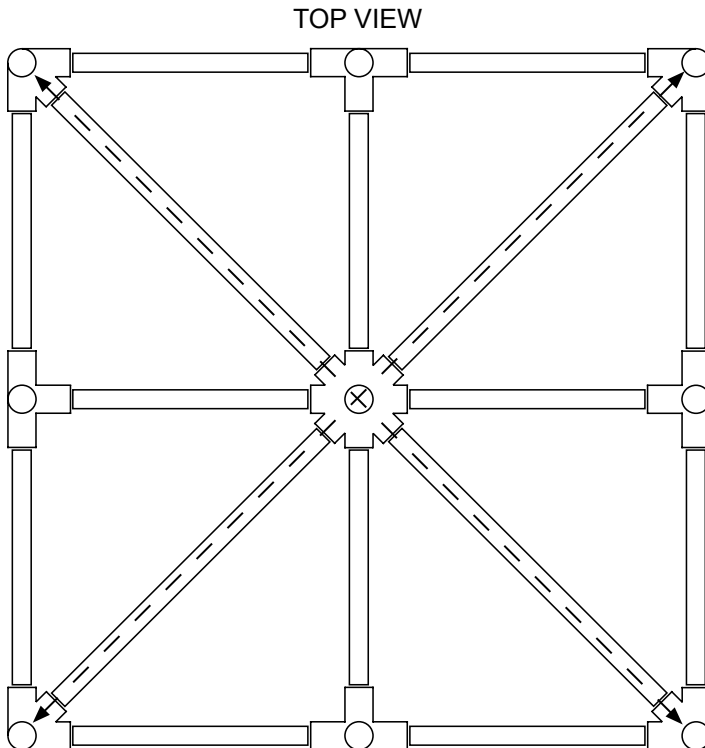


- Beginning at a corner, slide each lower base rafter into place as they are positioned in the diagram and work around the frame and back to the starting corner. Secure each rafter by tightening the fittings with a 5/16" hex key. Assistance is required to assemble the lower base assembly.

**SQUARE THE ASSEMBLED FRAME**

Complete these steps:

1. Square the frame by measuring diagonally corner-to-corner at ground level and align all legs as shown below. The frame is square when the two diagonal measurements are equal.



2. Continue by anchoring the frame.

**ANCHOR THE FRAME**

Once the frame is anchored properly, continue with these instructions.

**⚠ WARNING:** Securing the rafter mounting feet (if equipped) to baseboards set on the site is not a substitute for properly anchoring the shelter. You must anchor the shelter as described in the **MUST READ** document.

**FAILING TO PROPERLY ANCHOR THE SHELTER WILL RESULT IN DAMAGE TO THE SHELTER AND MAY CAUSE PERSONAL INJURY.**

**READ THE MUST READ DOCUMENT TO PROPERLY ANCHOR THE SHELTER.**

After anchoring the frame, check the frame for rough edges as described in the following procedure.

**FINAL FRAME CHECK**

1. Return to the frame connections and verify that all bolts are tight. Position bolt heads toward the cover.
2. Verify that all bolts have been inserted in the first/ outermost holes of the coupler fittings.
3. Verify that each rafter splice is secured with a Tek screw.
4. Verify that each Tek screw is positioned with its head away from the outside of the frame. Duct tape may be used on the Tek screws to protect the cover.
5. Inspect the frame for sharp areas that could damage the cover. If found, file smooth and cover with layers of duct tape to protect the cover.
6. Verify that all bolts are positioned with the heads to the outside of the frame. Tape the bolts and rafter joints *before* installing the cover.
7. Continue by installing the main cover.

## CLEARSPAN™ JUBILEE TENTS

### PREPARE MAIN COVER

Gather the parts:

- Cover
- Rope (included)
- Ropes long enough to reach over the frame (provided by customer) *May not be needed for some shelters.*

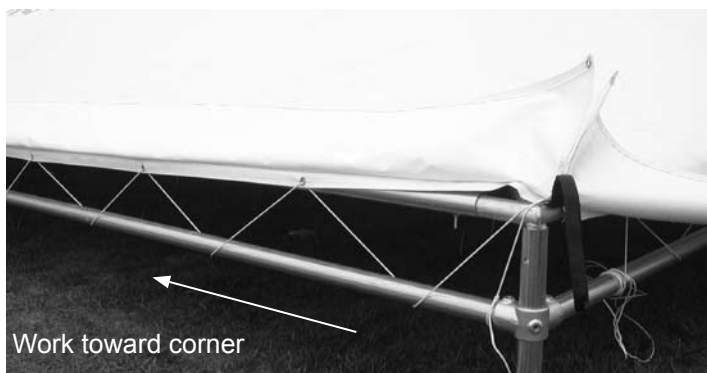
The side flaps of the cover will hang over the base rafters and are attached to the lower base rafters with rope.

**⚠ WARNING:** To prevent damage to the cover and to prevent serious personal injury, DO NOT attempt to install the main cover on a windy day.

### ATTACH MAIN COVER

**NOTE:** Assistance will be required for cover installation.

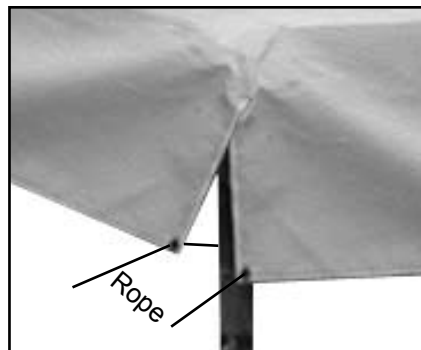
1. Unfold cover and lay out along one side of frame.
2. Using the grommets (eye-holes) under the side flap, tie rope to the corners of one side of the cover. The ropes must be long enough to reach over the frame to the other side. Ropes are not used for smaller shelters.
3. Toss the ropes over the frame and carefully pull the cover up onto the frame, making sure the cover does not snag.
4. Once the main cover is pulled into position, center the cover on the frame. Temporarily secure the cover to the frame using a few short sections of rope.
5. Beginning at a corner, thread the end of rope through a grommet and around the lower base rafter. Use the lacing pattern shown below as a guide.



6. Pull rope to remove excess slack and tie off.
7. Repeat Steps 5 and 6 for the remaining three sides.

**NOTE:** To keep cover centered, install all ropes before the cover is fully tightened.

8. Return to each rope section and tighten.
9. Once the main cover is tied down, secure the side flaps at each corner. Slide rope through a grommet, around rafter, back through the other grommet, and tie together.



10. Continue by reading the Install Optional Panels section. If you do not have side panels to install, continue by reading the Shelter Care and Maintenance information.

**INSTALL OPTIONAL PANELS (if equipped)**

Side panels are available for the shelter and provide additional protection from the elements and other sources that could damage the contents of the shelter.

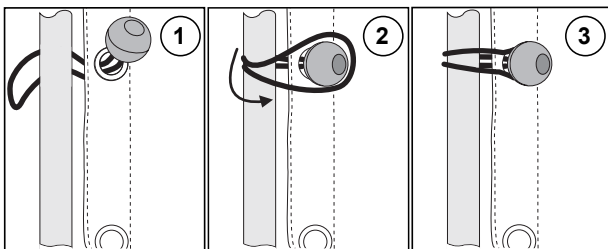
To purchase the optional side panels for your shelter, contact Customer Service at 1.800.245.9881 for additional information. If you do not have side panels to install, continue by reading the Shelter Care and Maintenance information.

**⚠ WARNING:** To prevent serious personal injury or property damage, **DO NOT** install the cover on a windy or stormy day. For longer shelters, additional help is needed to lift and hold the panels in position.

**OPTIONAL INSTALLATION - END and/or SIDE PANELS**

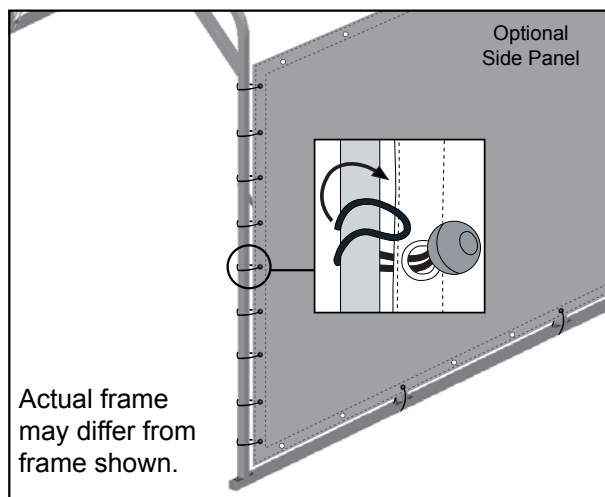
**NOTE:** Optional end and side panels are attached to the frame with the Ball Tie Downs in the manner illustrated. Secure the panels to the frame after installing the main cover.

1. Unpack panels and unfold completely.
2. Take the snugger ball tie downs, feed the stretch cord through a grommet, and attach the panel to the leg an base rafters. Use one snugger ball for each grommet.



**NOTE:** A space will remain between the cover edge and the frame as shown in the diagrams.

3. Install all side panels and/or end panels.



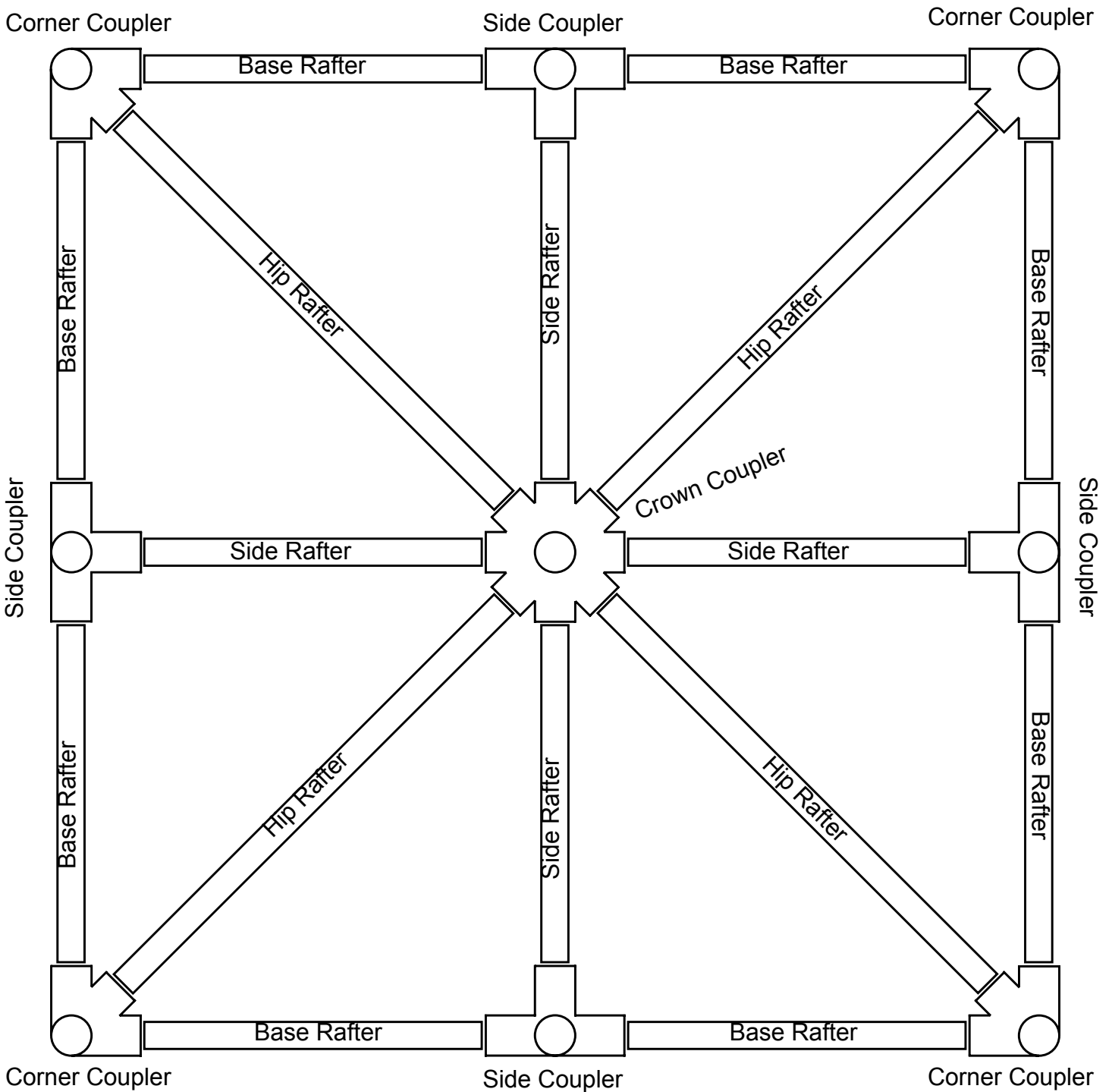
**SHELTER CARE AND MAINTENANCE**

Proper care and maintenance of your shelter is important. Check the following items periodically to properly maintain your shelter:

- Regularly check the main cover and panels (if equipped) to see that these remain tight and in proper repair.
- Check connections and all fasteners to verify that they remain tight.
- Do not climb or stand on the shelter at anytime.
- Remove debris and objects that may accumulate on the shelter. Use tools that will not damage the cover when removing debris.
- Remove snow to prevent excess accumulation. Use tools that will not damage the cover when removing snow.
- Check the contents of the shelter to verify that nothing is touching the cover or the side panels that could cause damage.
- Check the anchoring system to ensure that all components are tight and in good repair.
- Replace all worn or damaged parts promptly.
- If the shelter is moved, inspect all parts and connections before reassembling.
- For replacement or missing parts, call 1.800.245.9881 for assistance.

**NOTE:** With the exception of Truss Arch buildings, ClearSpan™ shelters *do not* have any tested loading criteria.

FULL FRAME  
TOP VIEW



TOP VIEW  
LOWER BASE ASSEMBLY

