



ClearSpan™ Party Tent 17' Wide



Photo may show a different but similar model.

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WARNING: Cancer and Reproductive Toxicity - P65Warnings.ca.gov

STK#	DIMENSIONS
105706	17' W x 20' L
105707	17' W x 30' L
105708	17' W x 40' L

Revision date: 07.21.08



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 **MUST READ** document included with the shipment.

⚠ WARNING: The anchor assembly is an integral part of the shelter construction. Improper anchoring may cause shelter instability and failure of the structure to perform as designed. 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 shelter.
- 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. Follow the information below helps to ensure the integrity of the structure.

- *A level site is required.* The site must be level to properly and safely erect and anchor the structure.
- For sites that are not concrete or gravel, placing wood blocks or other suitable supports under each rafter leg helps prevent the pipes from sinking or working into the site.
- 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.

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 assistance 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. Prepare the site (if applicable).
7. Assemble the frame components in the order they are presented in these instructions.
8. Assemble the frame including the struts (if equipped).
9. Consult the MUST READ document and properly anchor the assembled frame.
10. Install, tighten, and secure the main cover and panels (if equipped). This applies to fabric covers that stretch over the frame assembly. Your shelter may include roof panels or side panels or both.
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 or Rafter Foot:** 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:** The pipe assembly that runs perpendicular to the rafters or framework that supports the main cover. Purlins 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 and bolts.
- **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.
- **Tek screw:** A self-tapping fastener used to secure pipe joints and to fasten brackets to rafters.

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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
- Variable speed drill and impact driver (cordless with extra batteries works best)
- Wrenches or ratchet and socket set (recommended)
- Hammers and gloves
- Ladders, work platforms, and other machinery for lifting designed to work safely at the height of the shelter

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 for clarification, or contact Customer Service.

NOTE: At this time, you do not need to open the plastic bags containing smaller parts such as fasteners or washers.

QUICK START DIAGRAMS

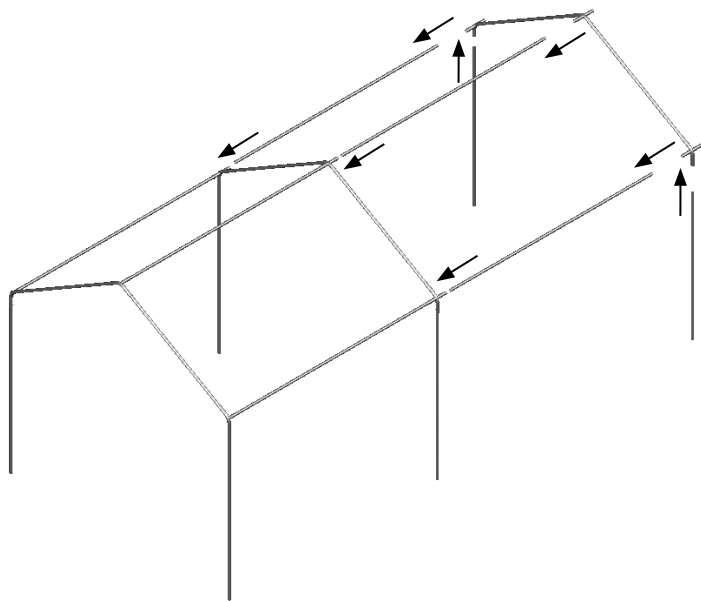
For a quick overview of the shelter and its components, consult the Quick Start diagrams at the back of these instructions.

Continue with **FRAME ASSEMBLY** procedures that follow.

ALTERNATIVE ASSEMBLY INFORMATION

These instructions describe assembling the entire roof section of the shelter first. The frame is then lifted and the legs added. For long shelters or when limited assistance is available, constructing the frame and legs in sections suitable for lifting and moving and working from one end to the other is an alternative assembly method. (This method is not shown.)

To assembly the frame in sections, read these instructions first and adapt the steps as needed. Consult all diagrams and the Quick Start section of this manual to better understand how the frame is assembled before you begin. Install the main cover as a single unit after the frame is assembled and anchored.



ClearSpan

The following graphics and photos will help you identify the different parts and show you how they are used. (Not all parts are shown.)



FA4482B
Tek screw



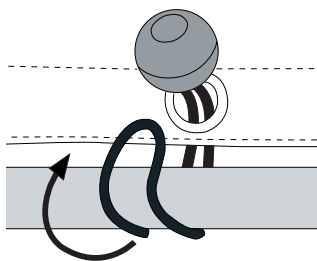
105575
Star Nut



FAMF03B
Fender Washer



FALB02B
Nut



CC4595
Tie Down 8" Snugger Ball



102192
4-Way Coupler



102191
3-Way Coupler



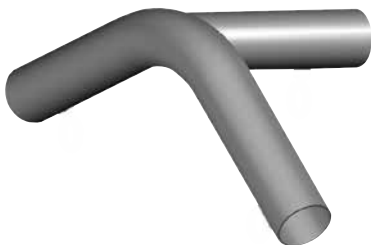
FA2071
Eyebolt

CLEARSPAN™ CANOPIES

ADDITIONAL PARTS IDENTIFICATION NOTES

In some instances, there can be differences between the parts that are shown and referenced in the instructions and the parts that are shipped with the shelter. These differences *do not* affect the integrity of the shelter, but can change the assembly procedures.

The information that follows identifies possible changes in the assembly procedure found in this instruction document. *Please implement these changes during the assembly of the shelter.*



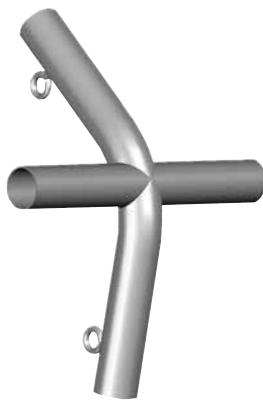
3-Way Coupler (no lock bolt)



3-Way Coupler (includes lock bolt)



4-Way Coupler (no lock bolt)



4-Way Coupler (includes lock bolt)

There can be two types of couplers used during the assembly of the shelter: those that include an installed locking eyebolt and those that do not. See above.

If the couplers included with your shelter do not have an installed lock bolt, use a *self-tapping Tek screw* to secure the different pipes to the couplers during the assembly process. The self-tapping Tek screws are included with the shipment.

ATTENTION: Tek screws are sent with all shelters of this type. For couplers with locking eyebolts, install the Tek screws at each pipe connection for additional security if desired.

⚠ WARNING: To prevent personal injury and damage to the shelter, *fasten and tighten a Tek screw* at each pipe and coupler joint.

To prevent cover damage, install the Tek screw so that it *does not* touch the main cover or any optional side or end panels once these are installed.



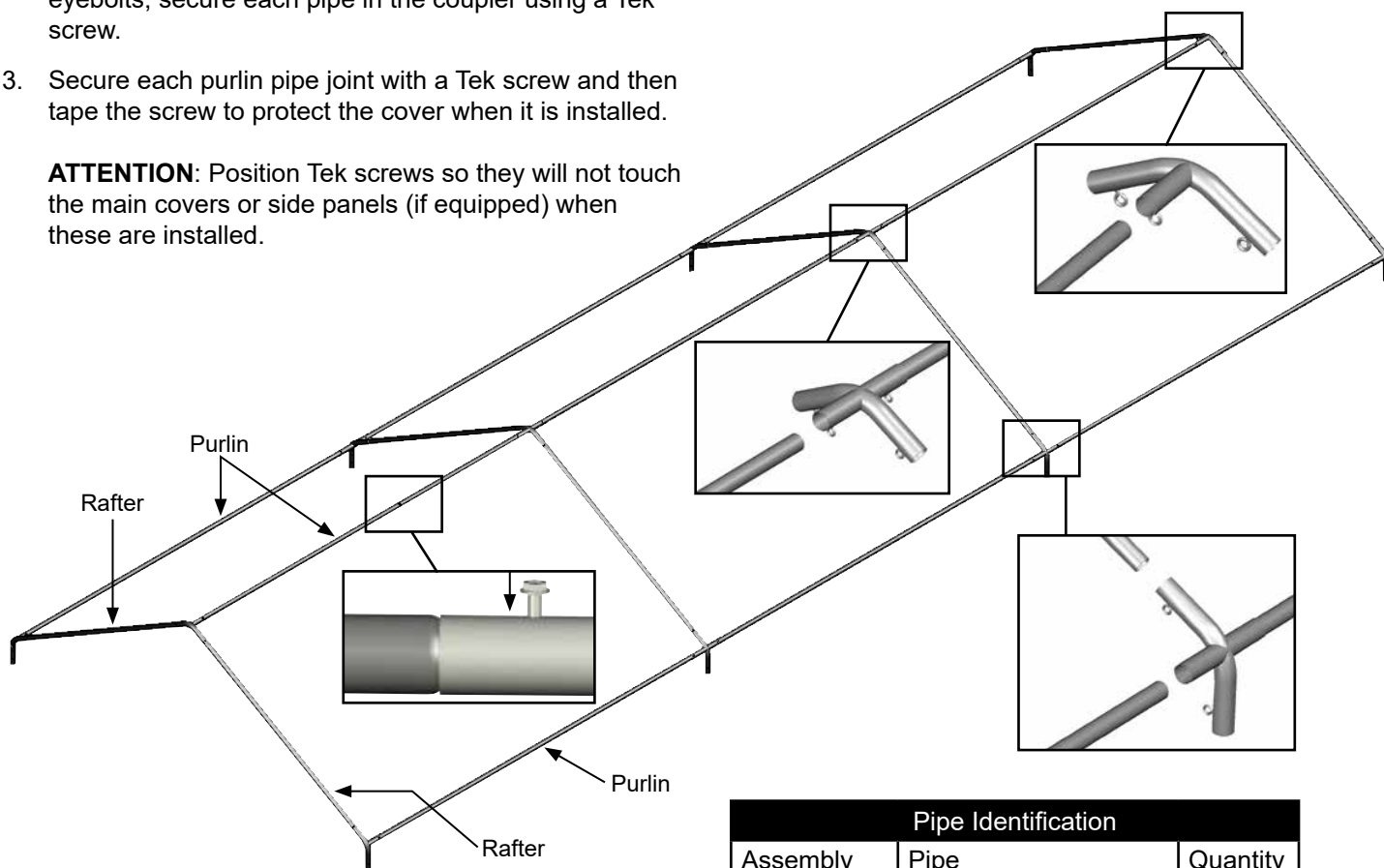
ClearSpan™ Party Tents

ASSEMBLE THE MAIN ROOF FRAME (ALL LENGTHS)

This section is an overview of the process for assembling your roof frame. See illustration below to identify main parts of the frame.

1. Locate the required couplers and pipes and assemble the roof frame as shown below.
2. Secure each pipe in the coupler using the locking eyebolt. If the couplers are not equipped with locking eyebolts, secure each pipe in the coupler using a Tek screw.
3. Secure each purlin pipe joint with a Tek screw and then tape the screw to protect the cover when it is installed.

ATTENTION: Position Tek screws so they will not touch the main covers or side panels (if equipped) when these are installed.



Pipe Identification		
Assembly	Pipe	Quantity
Rafter	131P068	1
Purlin	131P068 & 131S052	1 each

NOTE: Frame length shown may differ from actual frame.

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INSTALL THE MAIN FRAME AND SIDE ROOF COVERS

After assembling the main frame, install the main frame cover.

Gather the parts:

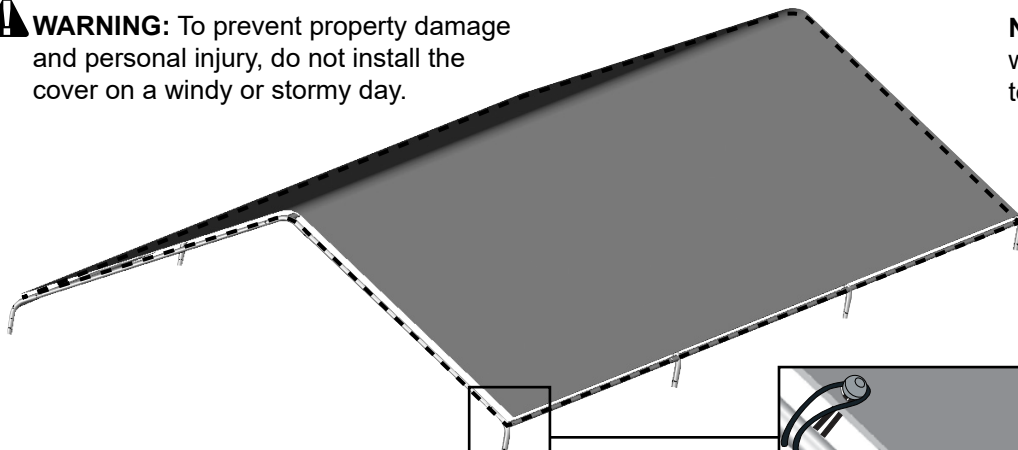
- Snugger ball tie downs (#CC4595)
- Main cover and side panels (if equipped)

NOTE: Assistance is required to assemble the shelter.

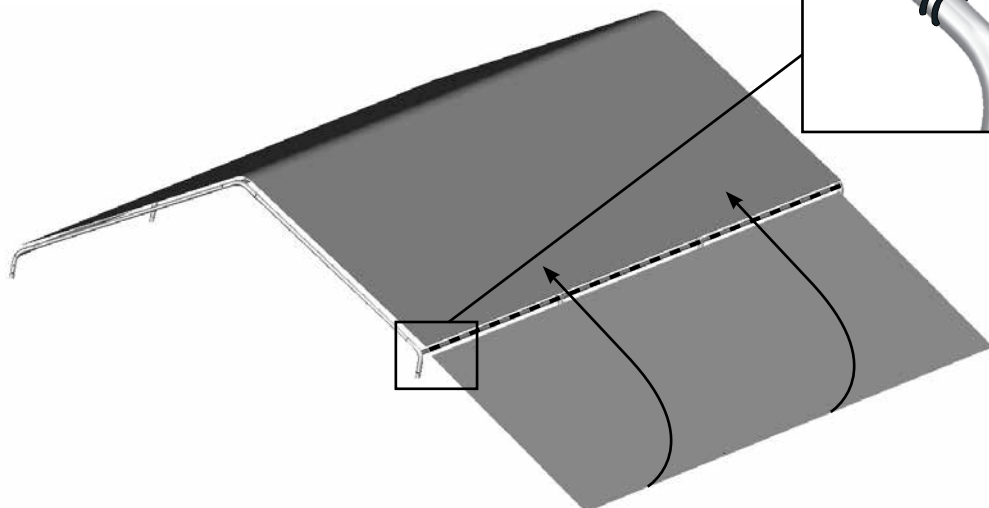
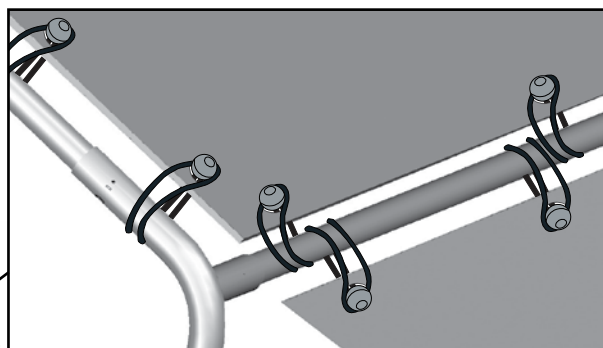
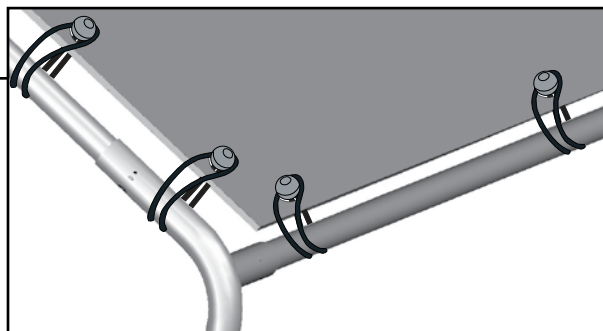
1. Locate the main cover, unfold it along the assembled frame, and pull it onto the frame and into position.

⚠ WARNING: To prevent property damage and personal injury, do not install the cover on a windy or stormy day.

NOTE: Dashed lines show where to attach the main cover to the frame.



2. Take the snugger ball tie downs, feed the stretch cord through a grommet, and attach the main cover to the assembled frame. See the above insert. Use one snugger ball for each grommet.
3. Once the main cover is installed, unfold the side roof cover along the frame and attach it to the main roof frame using the snugger balls. The dashed line in the diagram below shows where to attach the side roof cover.
4. After the covers are attached, assemble the side roof supports and install the main frame legs.



HELPFUL HINT: After attaching the side roof cover, fold the cover onto the main roof cover. This will help with the installation of the main frame legs. See the arrows in the diagram to the left.

ASSEMBLE THE SIDE ROOF COVER SUPPORTS

After assembling the main frame and installing the covers, assemble the side roof cover supports.

Gather the parts:

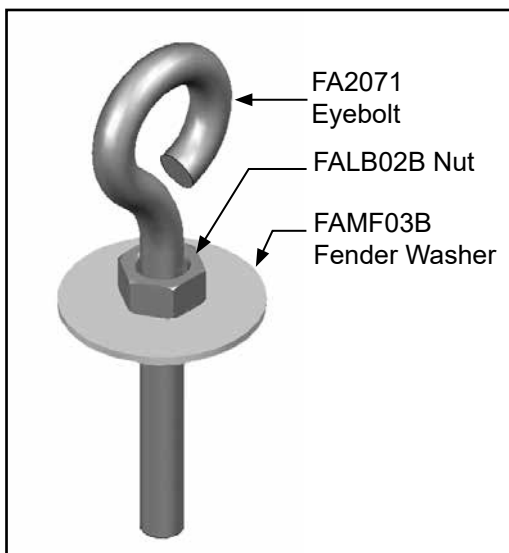
- Pipe - 88" plain (#100P088)
- Eyebolts (#FA2071)
- Star nuts (#105575)
- Fender washers (#FAMF03B)
- Nuts (#FALB02B)

Assemble the Side Roof Cover Supports

1. Take one (1) plain pipe (#100P088) and install one (1) star nut (#105575) in one end of the pipe. Use a hammer to tap the star washer into the pipe opening. *Do not use a tool that can damage the threads in the center of the star nut.*



2. Locate the eyebolts, fender washers, and nuts and assemble each as shown below.



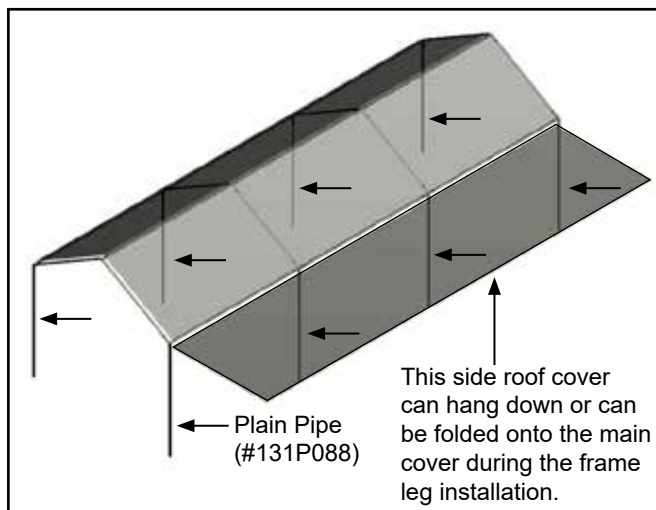
NOTE: The remaining nuts and washers are used when the eyebolt assemblies are attached to the side roof panel.

3. Set the pipes and eyebolt assemblies in an accessible place and continue installing the legs for the main frame.

CLEARSPAN™ CANOPIES

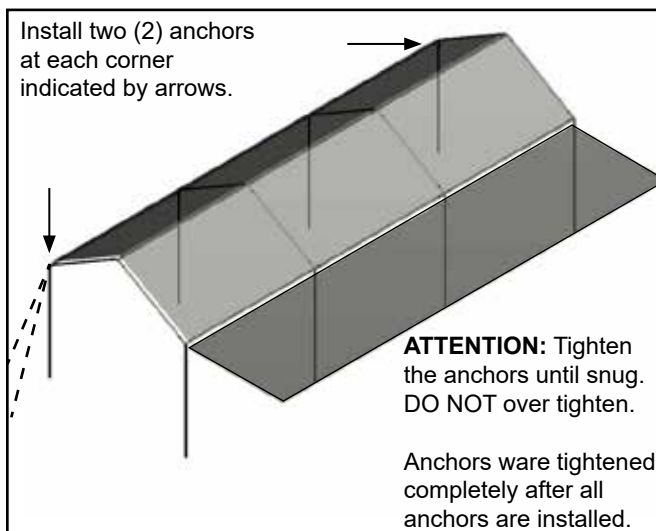
INSTALL MAIN FRAME LEGS

1. Take the remaining 131P088 (88" plain) pipes and insert them into the 3-way and 4-way couplers of the main frame. *Do not install the main frame legs during a storm or windy day.*



HELPFUL HINT: It's best to install the legs along one side of the main frame and then install them on the remaining side.

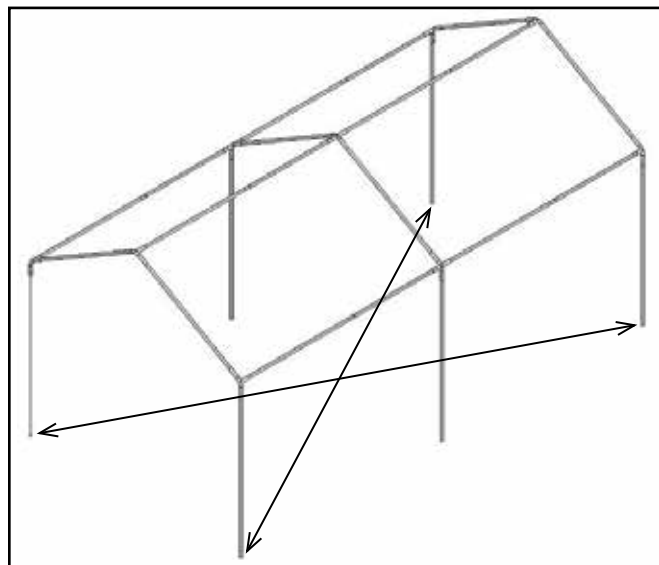
2. Secure each pipe in a 3-way and 4-way coupler using the locking eyebolt. If the couplers are not equipped with locking eyebolts, secure each pipe in the coupler using a Tek screw. *Position Tek screws so they will not touch the main cover or end panels when these are installed.*
3. After all legs are installed, consult the **Must Read** document for the instructions that describe how to install the anchor kit assemblies (#103599) and install two anchors in the locations shown below.



4. With two (2) corners of the main frame anchored to the site, square the frame and install the side roof cover supports and anchors.

SQUARE THE ASSEMBLED FRAME

1. With the frame in position, perform a final square of the frame by measuring diagonally (corner to corner) at the bottom of the legs and verify that the two measurements are equal. Adjust if needed.
2. Adjust width. Measure width from center of rafter leg to center of other rafter leg of the *same rafter assembly*. Adjust if needed.



Frame shown may differ in length, used for illustration purposes.

3. Examine the frame and remove any sharp edges from the frame or reposition screws so they do not come in contact with the roof covers.
4. Verify that the screws used to secure the purlin pipe joints are tight and positioned so they do not touch the covers.

NOTE: These purlin joints and Tek screws can be taped to protect the cover if desired.

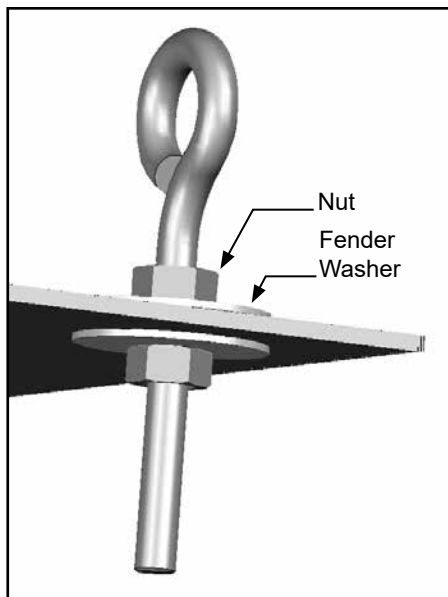
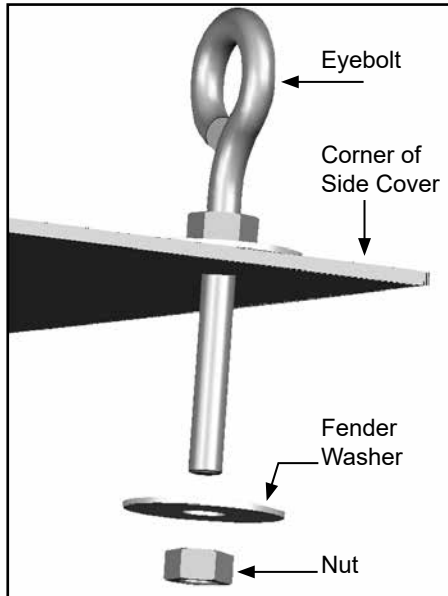
5. After the frame is squared, read or reread the **MUST READ** document and continue with the assembly and anchoring of the shelter.

NOTE: The side roof legs are aligned with the legs of the main frame assembly when installed correctly.

ATTACH EYEBOLT ASSEMBLIES

At this point, the main frame is assembled and all covers are attached. Complete the following steps to complete the assembly of the shelter.

1. Take one eyebolt assembly and attach it to a corner of the side roof panel.



2. Repeat Step 1 and attach all remaining eyebolt assemblies to the side roof cover.

3. Take one 1" plain pipe leg (#100P088) for the side roof cover and twist it onto one of the attached *corner* eyebolts.



Cover shown may differ slightly from the actual cover.



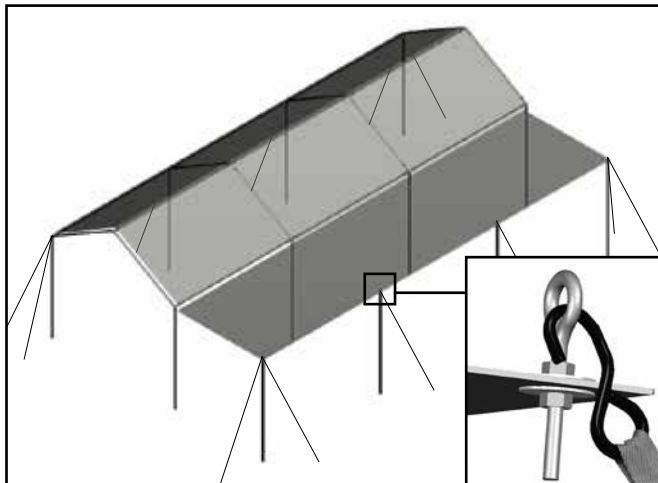
NOTE: Hand-tighten the pipe until it is snug. The nuts should be tight to keep the cover secure between the washers.

4. Repeat the steps and attach the remaining side roof support pipes.

CLEARSPAN™ CANOPIES

ATTACH EYEBOLT ASSEMBLIES (CONTINUED)

5. With all supports attached to the side roof cover, install the remaining anchor kits to secure the shelter in position.



ATTENTION: Each anchor kit (#103599) contains four (4) individual anchors. Depending on your shelter, you may have extra anchors that can be installed in areas not identified in the diagram.

6. With the shelter properly anchored, return to each anchor strap and retighten to secure the shelter.

ATTENTION: *DO NOT OVER TIGHTEN THE STRAPS. STRAPS WILL BE TAUT WHEN PROPERLY TIGHTENED.*

7. With the shelter properly anchored, read the Shelter Care and Maintenance information that follows.

CARE AND MAINTENANCE

Proper care and maintenance of the shelter will help to ensure years of service. The following items identify areas that should be periodically checked to ensure that your shelter is maintained properly:

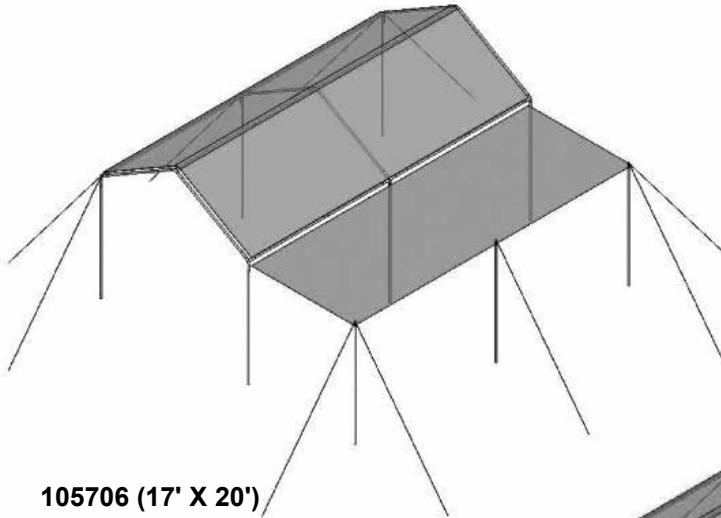
- Regularly check the roof covers to see that they remain tight and in proper repair.
- Check connections and all fasteners to verify that they remain tight.
- Do not climb or stand on the shelter at anytime.
- Remove debris and objects that can accumulate on the shelter. Use tools that will not damage 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 that could cause damage.
- Check the anchoring system to ensure that all components are tight and in good repair.
- If the shelter is moved, inspect all parts and connections before reassembling.
- Never pack the covers when they are wet. Always dry them before you pack the shelter.
- For replacement or missing parts, call 1-800-245-9881 for assistance.

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

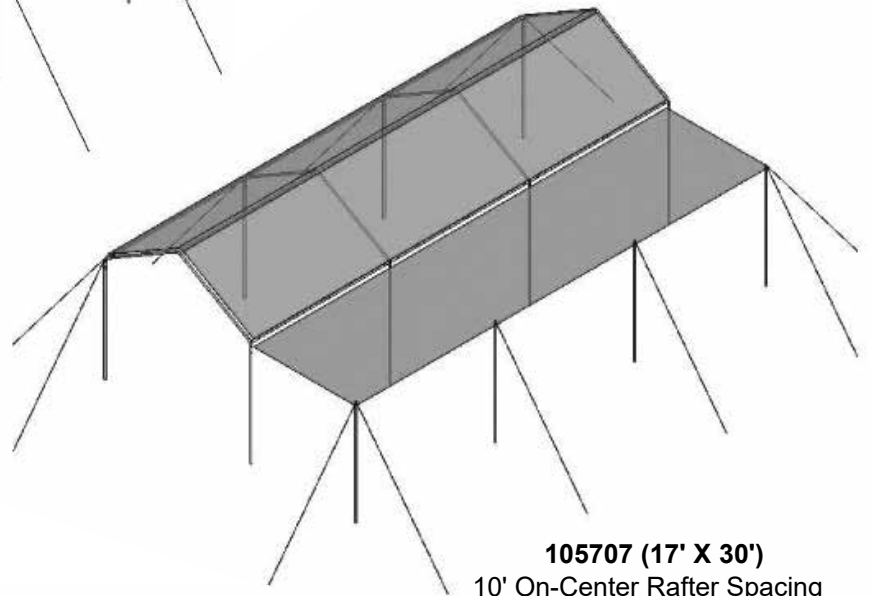
ClearSpan

QUICK START GUIDE

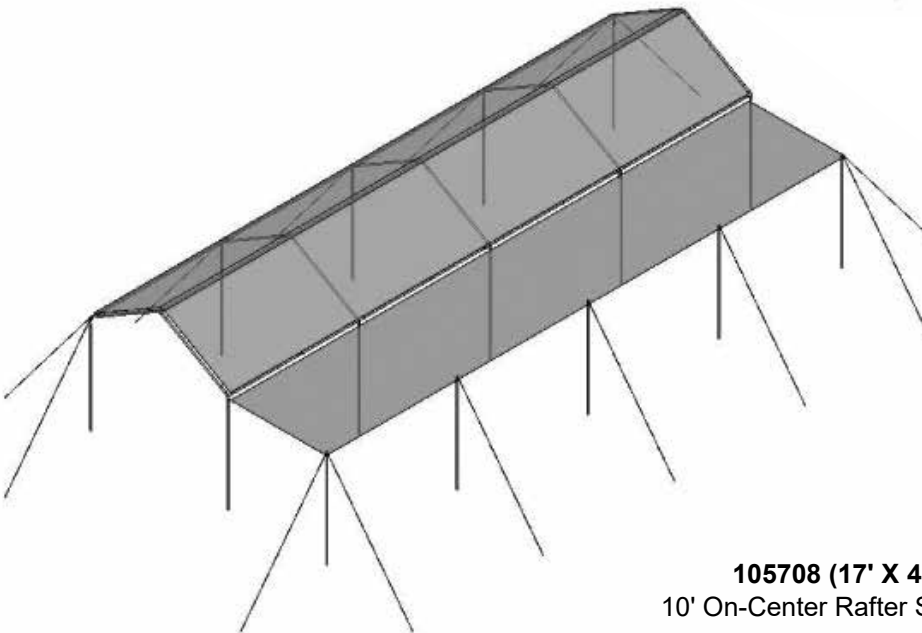
17' Wide Party Tent



105706 (17' X 20')
10' On-Center Rafter Spacing

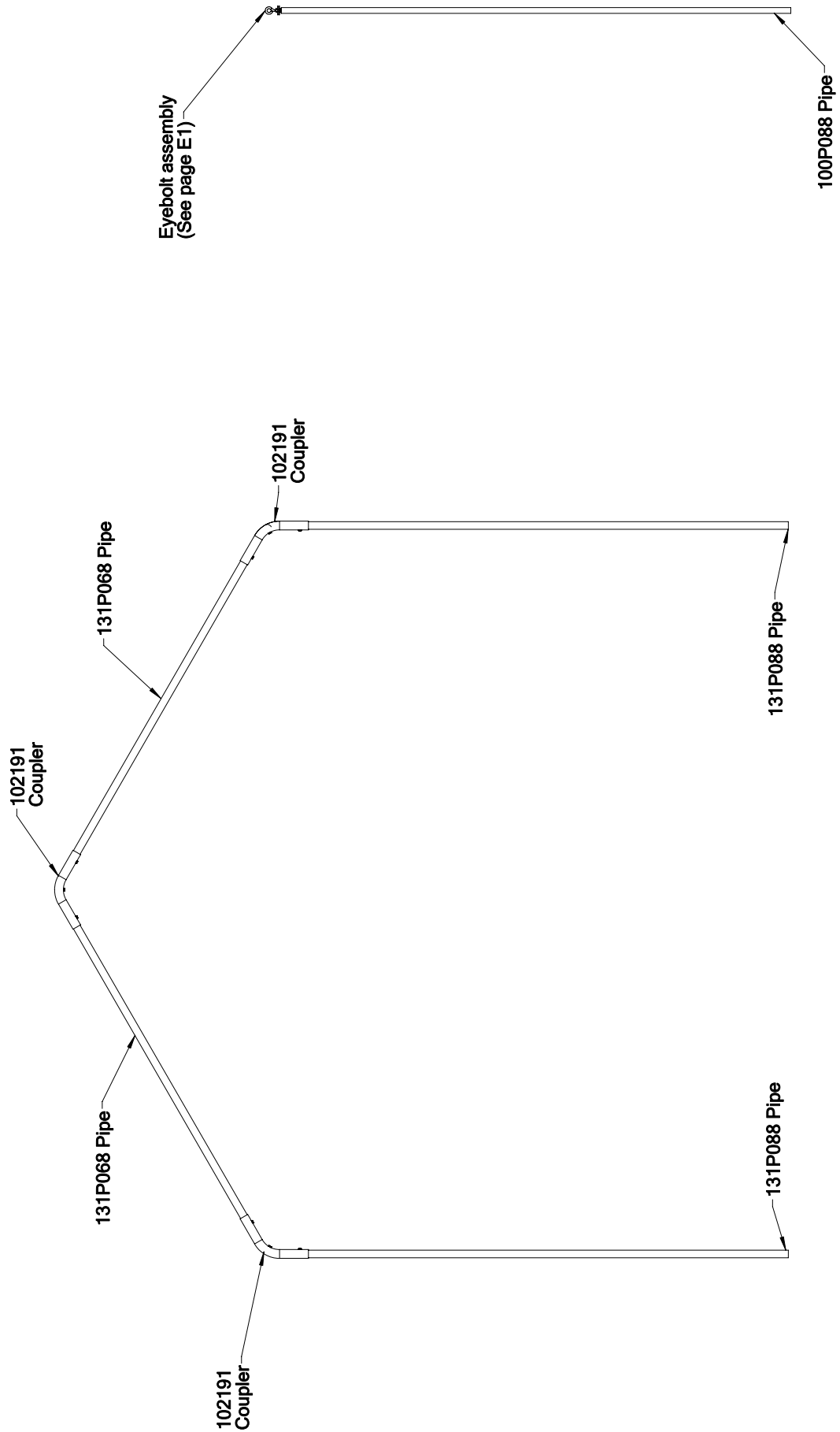


105707 (17' X 30')
10' On-Center Rafter Spacing

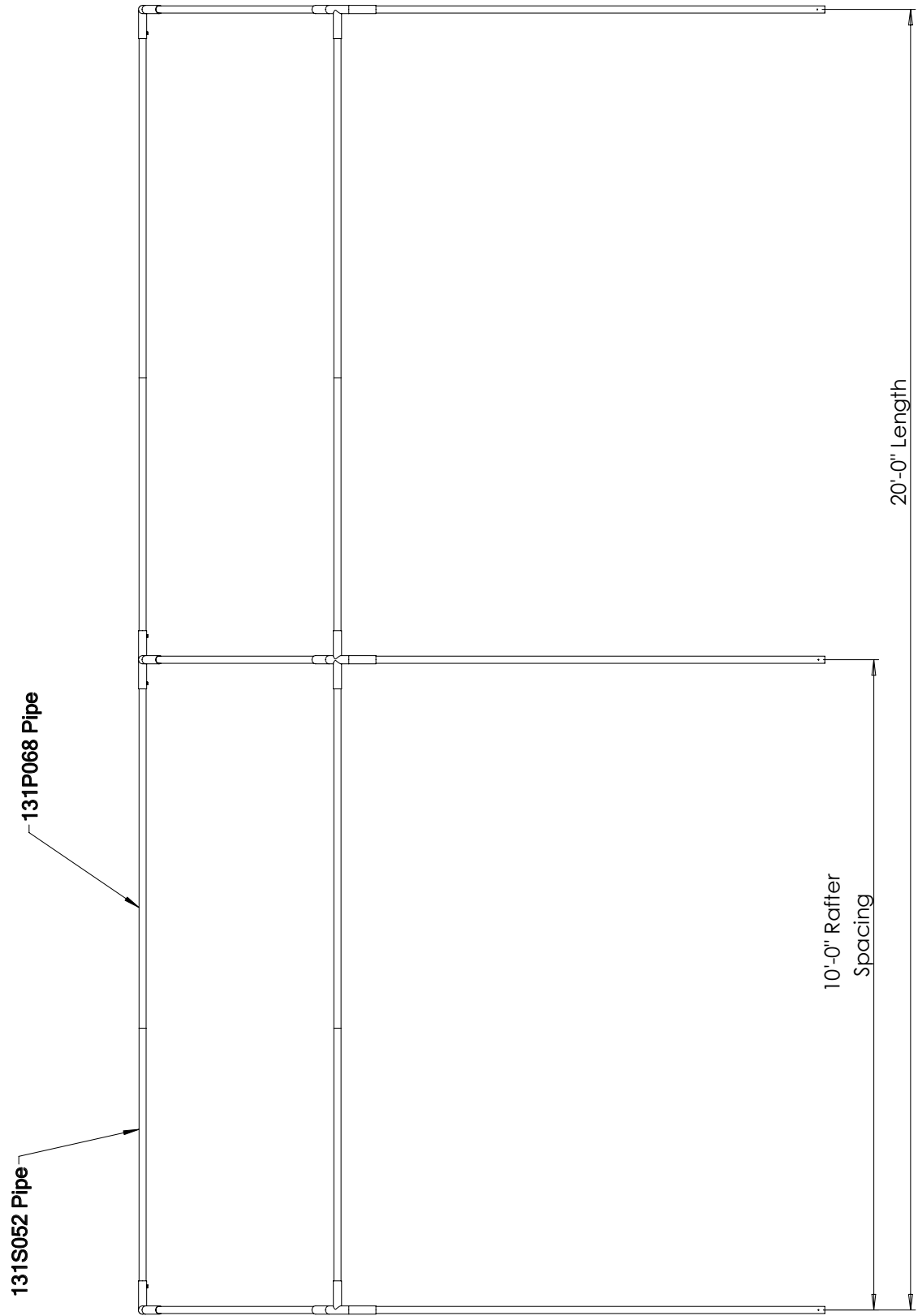


105708 (17' X 40')
10' On-Center Rafter Spacing

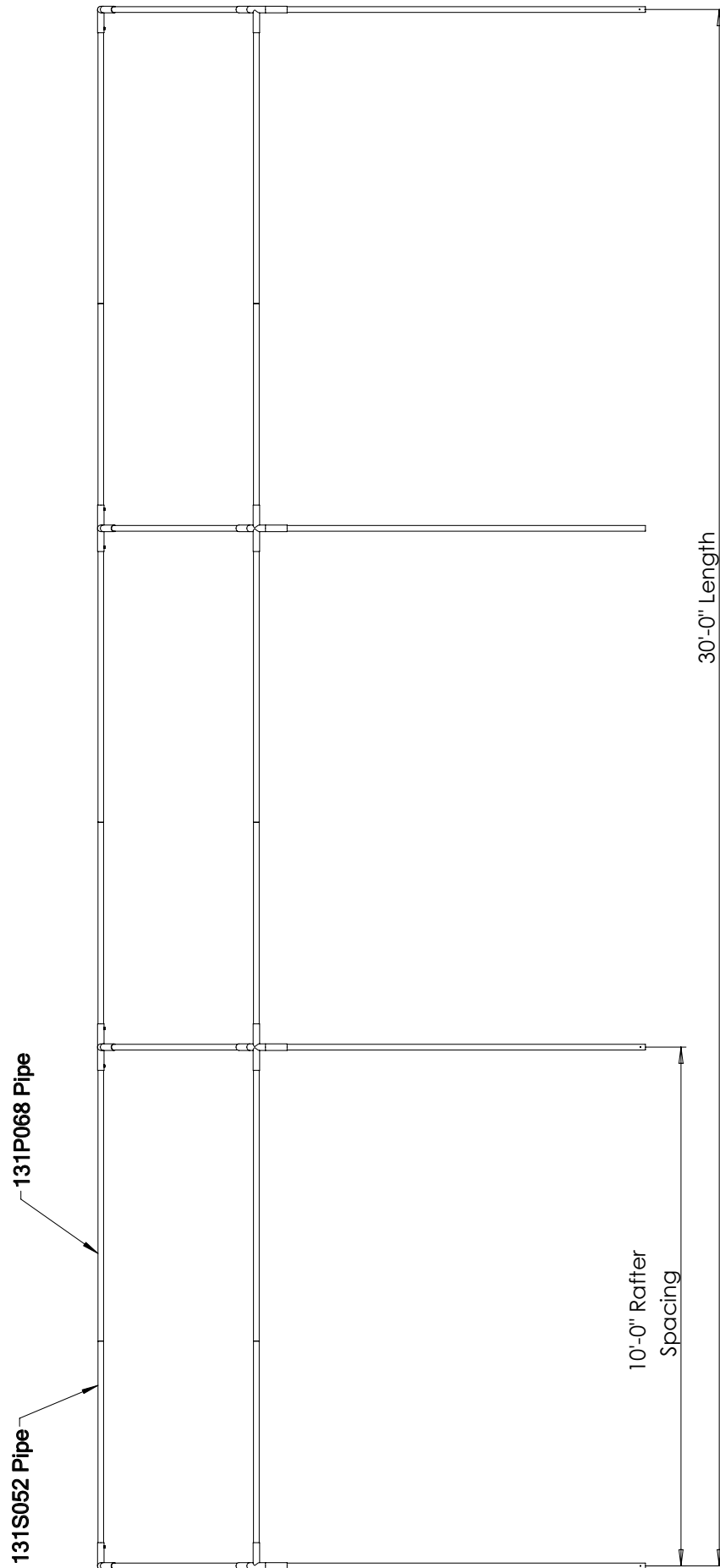
FRONT PROFILE



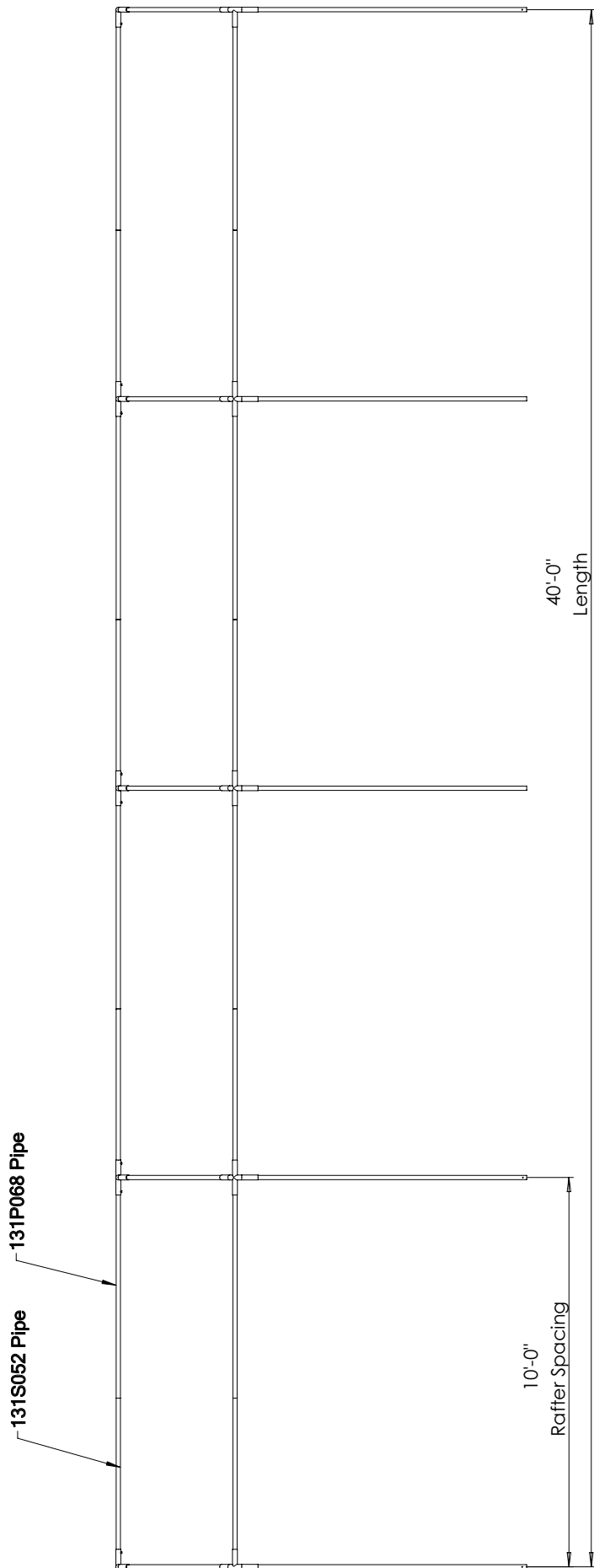
SIDE PROFILE - 105706



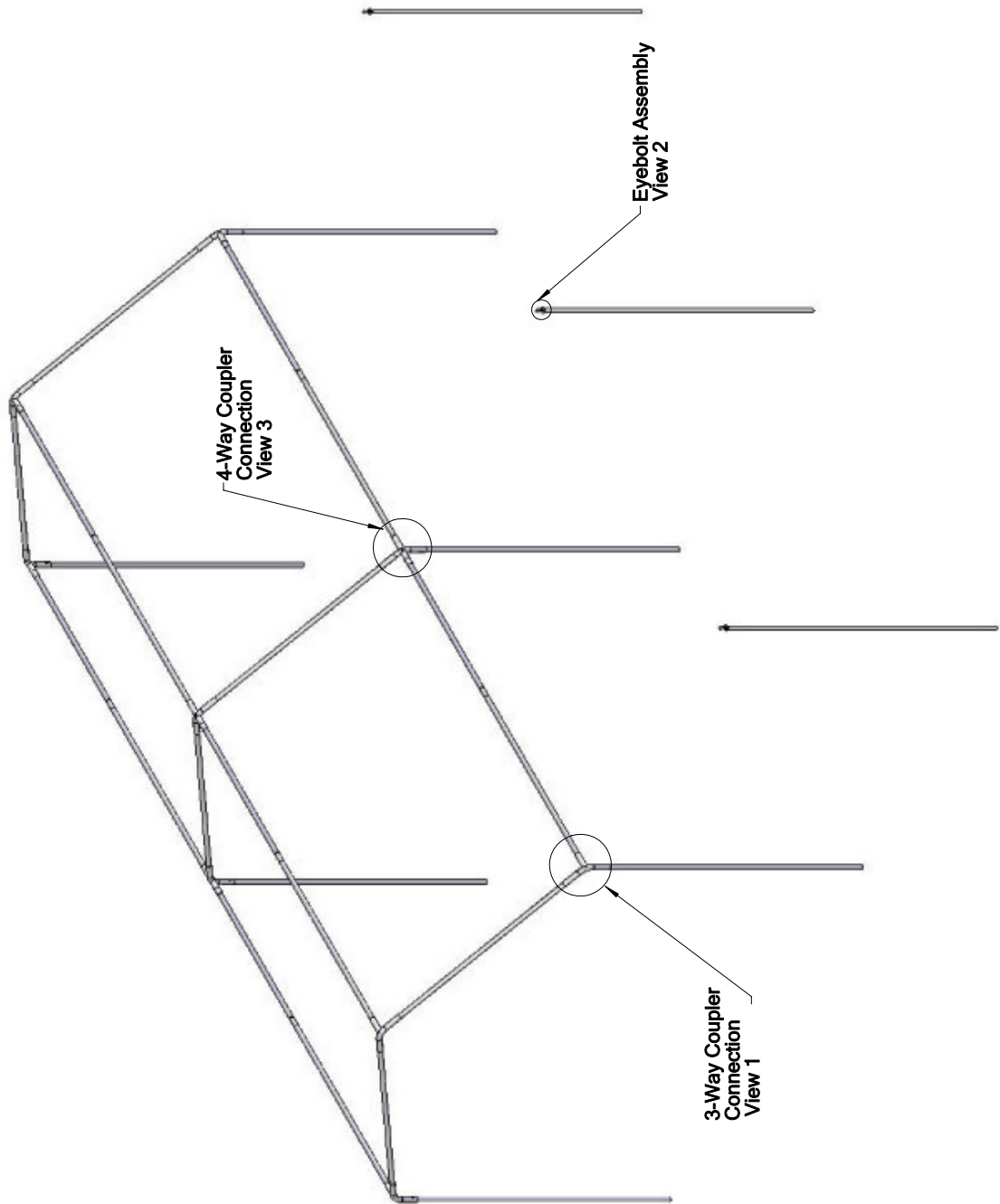
SIDE PROFILE - 105707



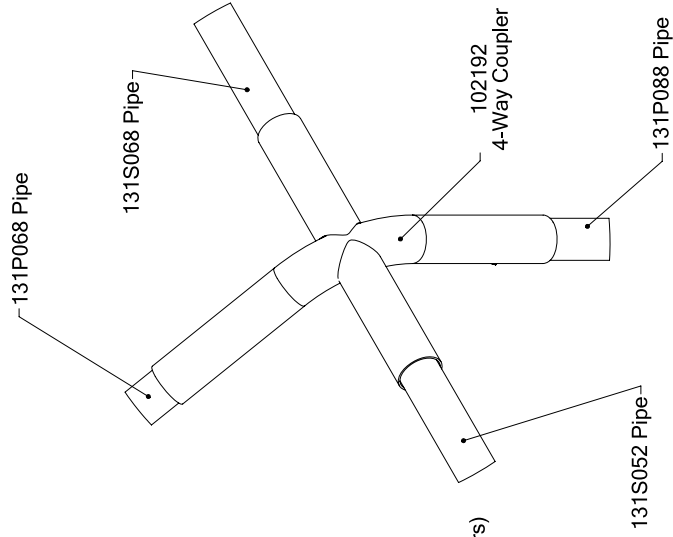
SIDE PROFILE - 105708



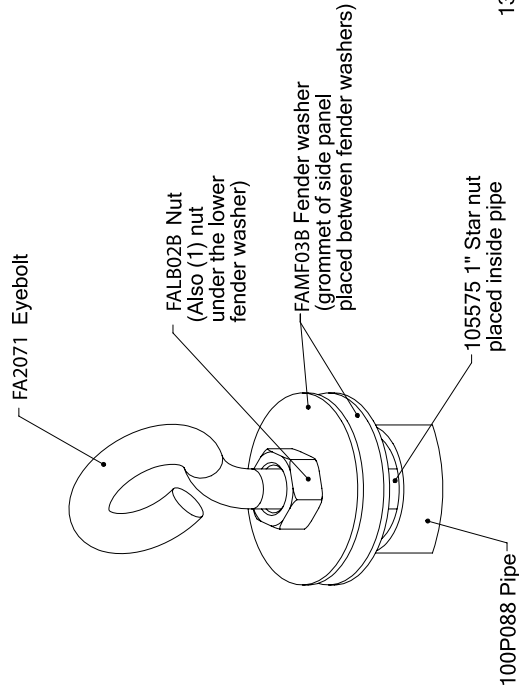
CONNECTIONS



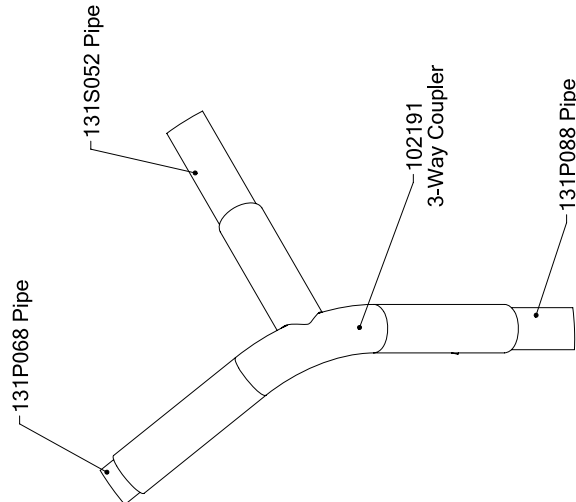
CONNECTION DETAILS



VIEW 3
4-WAY COUPLER
FOR MID RAFTER



VIEW 2
EYEBOLT ASSEMBLY
FOR SIDE EXTENSION



VIEW 1
3-WAY COUPLER
FOR END RAFTER