

# CANOPY / CHUPPAH SETUP INSTRUCTIONS

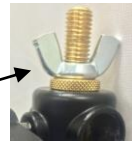
*\*Keep all packaging materials after opening. Must be returned in same box / packaging.\**

1. Loosen Knob E on all tripods. (Turn counter-clockwise)

2. Spread out legs on tripods. Then tighten Knob E to lock in place.

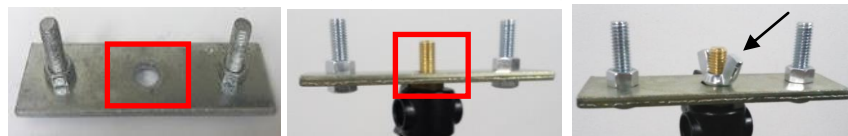


3. Remove silver wingnut from top of each tripod



4. Attach 1 connector piece to each tripod. The connector hole goes onto tripod screw. Then replace wingnut & tighten.

*NOTE: If you ordered a canopy with ceiling, your connectors will be a T shape instead of rectangle.*



5. Position tripods in square formation, up to 12 feet apart. (These will be the 4 corners of the canopy).

6. Connect 2 rods together until the silver button clicks. Repeat until you have 4 crossbars.



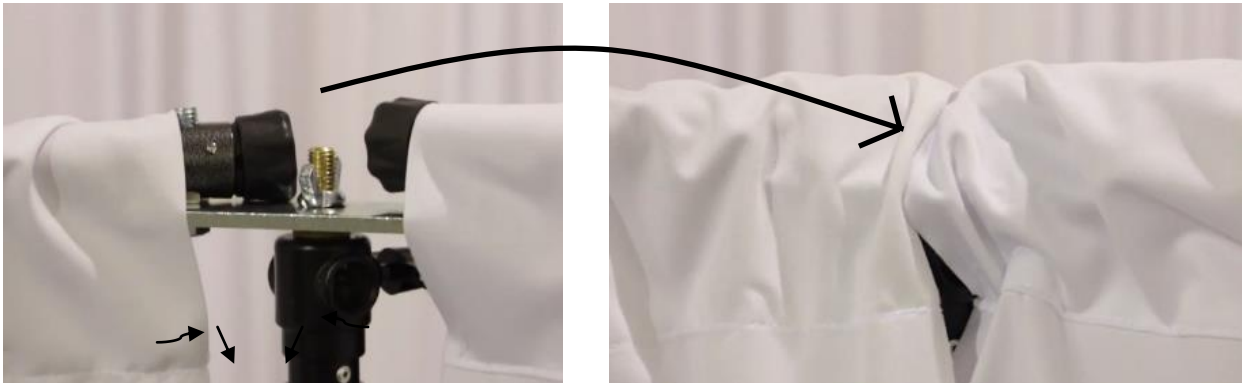
7. Place the crossbars on the tripods. The holes on crossbars go onto the screws.



8. Lift up one end of a crossbar. First slide 2 drapes onto the crossbar, then add 1 sleeve, and finish with 2 more drapes. Repeat for all 4 crossbars.



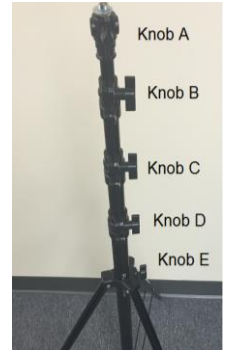
9. Pull ends of drapes over the end of each crossbar to hide crossbar knobs.



10. Raise tripods to desired height

- Loosen Knob B. Slide pole up. Tighten Knob B.
- Loosen Knob C. Slide pole up. Tighten Knob C.
- Loosen Knob D. Slide pole up. Tighten D.

*Note: You will not use Knob A*



*TIP: If 1 person setup, raise each tripod small amount at a time until all raised evenly. If 2 person setup, fully raise 2 tripods next to each other (not diagonal), then raise other 2 tripods.*

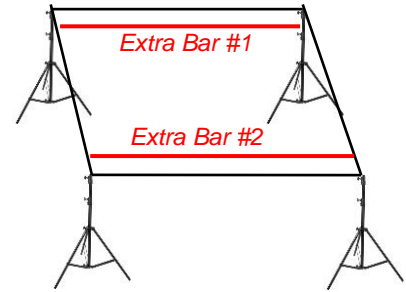
11. Gather drapes on tripods; secure with tie provided.



## OPTIONAL CEILING ADD-ON\*

*These instructions are only for orders with the ceiling add-on (additional fee)*

1. Follow steps #1 - 7 above.
2. On two opposite sides of canopy, attach two additional crossbars to tripods.
3. Follow steps #8 – 9 above.
4. To create ceiling, slide 3 drapes onto Extra Bar #1. Then slide the bottom ends of those drapes onto Extra Bar #2.
5. Follow steps #10 – 11 above. You're done!



## OPTIONAL CHANDELIER ADD-ON\*

*These instructions are only for orders with the chandelier add-on (additional fee)*

1. Follow steps #1 - 9 above.
2. Add extra crossbar diagonally across canopy. Slide on extra crossbar sleeves.
3. Attach chandelier to center using hook provided.
4. Follow steps #10 – 11 above. You're done!



**Candelabra chandelier:** insert batteries provided into each candle. Use remote control to turn candles on/off. Batteries will last 10-12 hours.

**String light chandelier:** Place battery pack on top of chandelier. Arrange string lights to hang down through beads.

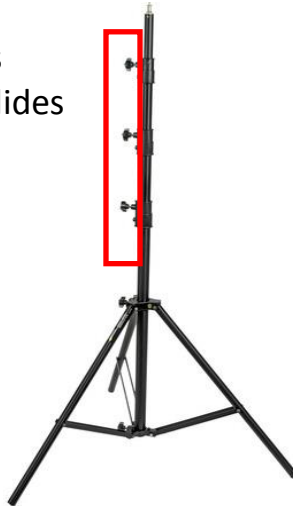
# RETURN INSTRUCTIONS

## *How to collapse the tripods*

### **Step 1:**

Loosen these 3 knobs until the center rod slides down all the way.

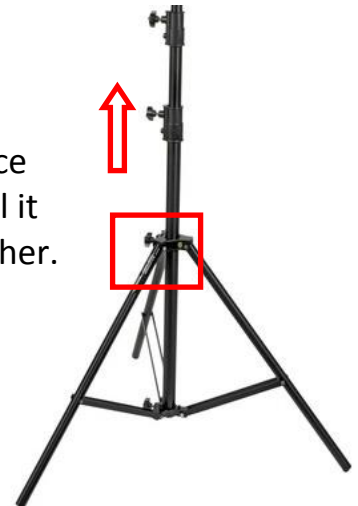
When the middle rod can't slide down anymore, tighten the knobs.



### **Step 2:**

Unscrew Knob E.

Then slide this piece all the way up until it cannot go any further.



### **Step 3:**

Push all 3 legs inward until all the legs are straight.



Then tighten Knob E.



### **Step 4: Return to FedEx**

1. Put everything back in same box. (*Tripods and crossbars in long box; drapes in square box*).
2. Remove any old labels from the box.
3. Affix the pre-paid return shipping labels.
4. Drop off at any FedEx location.

*NOTE: Get a receipt from FedEx for your records. Package must be dropped off at a FedEx location, NOT a drop box.*

### **RETURN DATE:**

Rentals are due back at any FedEx location two days after your event date. If your return date falls on a Sunday or holiday, you can return the following day.

### **QUESTIONS:**

Need more time for return, or a copy of your pre-paid return label? Just call us at 305-921-4099 or email [info@rentmywedding.com](mailto:info@rentmywedding.com).