

CANOPY/CHUPPAH SETUP INSTRUCTIONS

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

1. Loosen Knob E on all four tripod stands by turning counter-clockwise

2. Spread out legs on bottom of stands.

3. Tighten Knob E again to lock legs in place.

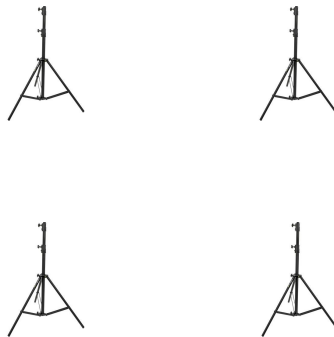
4. Remove silver wingnut from top of stands

5. Locate four crossbar connector pieces
(you may receive T shaped connector pieces if you have the optional ceiling add-on)

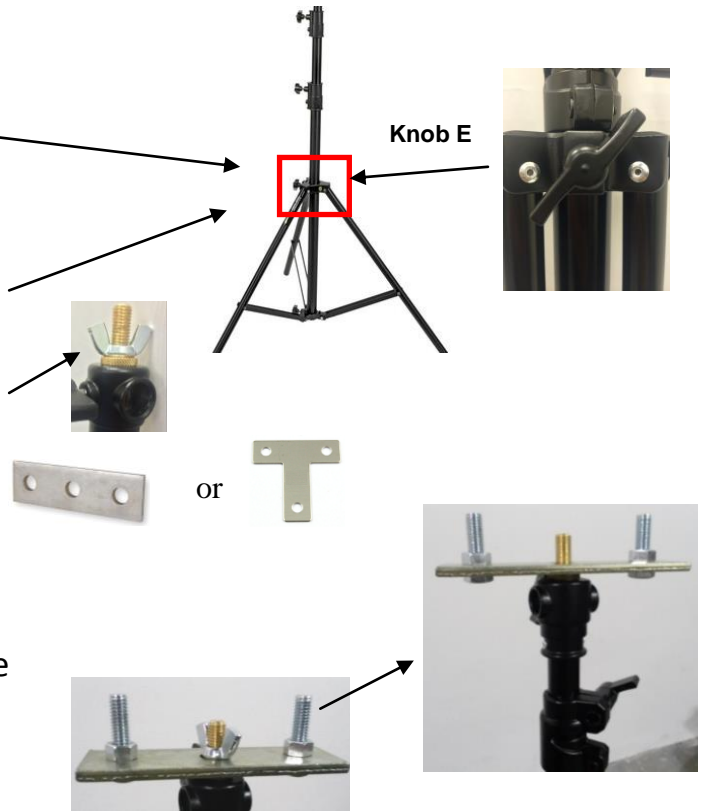
6. Attach connector piece to each stand. The gold screw should fit through middle hole, and silver screws should be pointing up.

7. Tighten silver wingnut onto gold screw

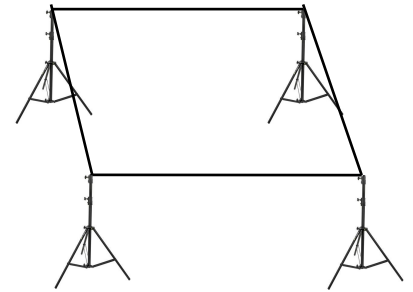
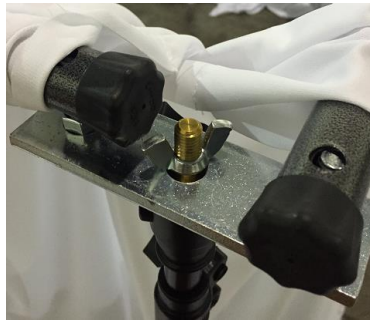
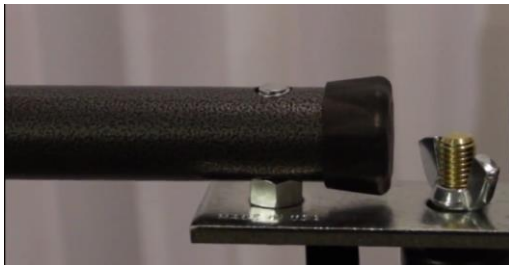
8. Position the 4 stands in a square formation as shown below.



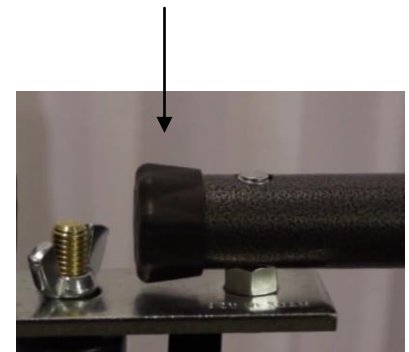
9. Locate the crossbar pieces. Connect two crossbar pieces together until the button clicks. Follow these steps to create four cross bars.



10. Attach the four crossbars to tripod stands as shown below. The hole on each end of the crossbars fits over the silver screws on the connector pieces.

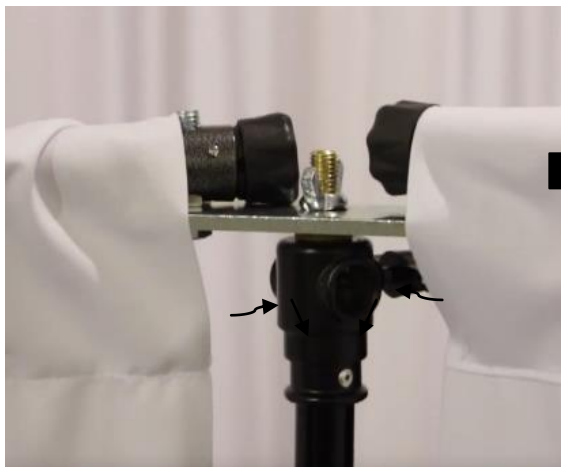


11. Lift up one end of a crossbar and add 4 drapes. Repeat with each crossbar.



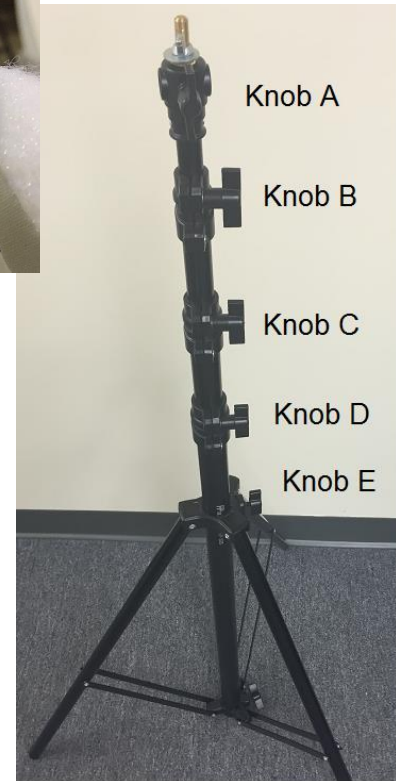
12. Tighten rubber knobs at end of each crossbar to lock in place.

13. Spread out drapes evenly along each crossbar. Pull drapes over end of each crossbar so that the rubber knobs are fully covered.



14. Look at middle of each crossbar to find Velcro. Then secure the center drapes to the middle of crossbar using the Velcro.

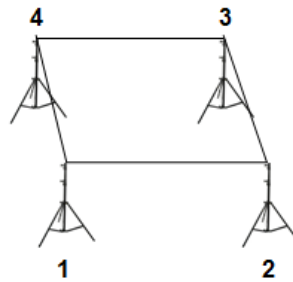
15. Raise tripods to desired height. Lift stands in the order noted on diagram below. *NOTE: If two people are setting up, raise stands that are next to each other – not diagonal. E.g., raise #1 and #2 together, not #1 and #3.*



How to Raise Stands:

- Loosen Knob B. Slide pole up. Tighten Knob B.
- Loosen Knob C. Slide pole up higher. Tighten Knob C.
- Loosen Knob D. Slide pole up to desired backdrop height. Tighten D.

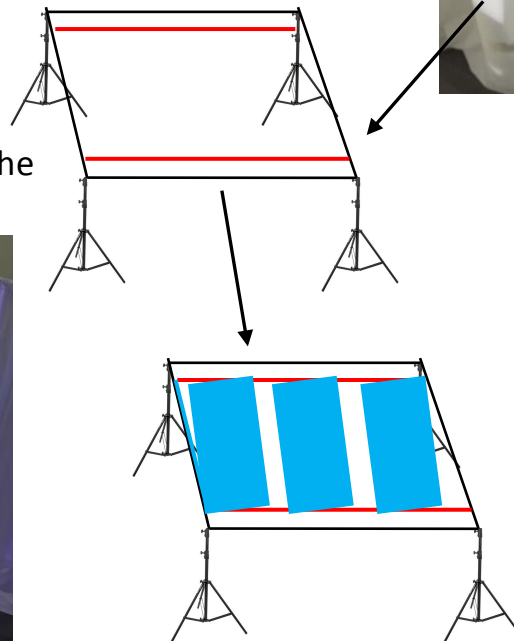
**NOTE: You will not use Knob A*



Optional Ceiling Add-On

Instructions for orders that added the ceiling for extra fee

1. Follow steps #1 through #10 above
2. On two opposite sides of canopy, attach two additional crossbars to tripods. The extra bars should be on the inside of canopy.
3. Follow steps #11 - #15 above. Also add 3 drapes to the 2 additional crossbars. Thread both ends of these drapes onto the two crossbars to create the ceiling.



Style the Canopy / Chuppah

To tie the drapes to the sides:

- Stand in front of one of the tripods.
- Pull 2 drapes from the left side of tripod and 2 drapes from right side of tripod
- Gather all 4 drapes together and tie onto stand using tie provided.
- Repeat these steps for each of the tripod stands.

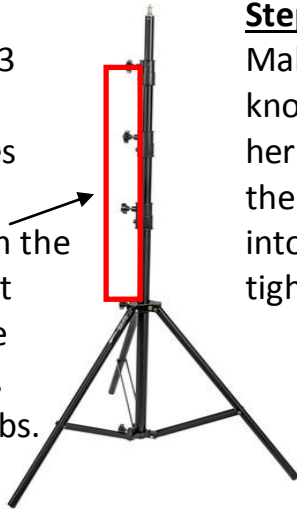


RETURN INSTRUCTIONS

How to collapse the lighting stand

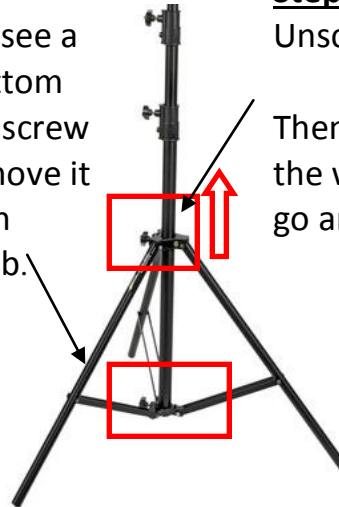
Step 1:

Unscrew these 3 knobs until the center rod slides down and fully collapses. When the middle rod can't collapse or slide down anymore, tighten the knobs.



Step 2:

Make sure you see a knob at the bottom here. If not, unscrew the knob and move it into place. Then tighten the knob.



Step 3:

Unscrew this knob.

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

Step 4:

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



Then tighten the knob near top.



Step 5: Return to FedEx

1. Put the stands and crossbars back in the same shipping boxes you received them in. (2 stands & 4 crossbar pieces per box). Place drapes in remaining shipping box.
2. Remove any old labels from the box.
3. Affix the pre-paid return shipping label.
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.