

Safety & Maintenance Information

1) **Never leave your unit unattended before it is secured correctly.** Always ensure that your shelter is anchored or weighted securely before use. City B Group recommend a minimum of 13kg of weight per leg when a unit is used on hard standing. All gazebos are classed as temporary structures, therefore user discretion is always advised, as to whether it is safe to use or continue using a shelter in particularly bad weather.

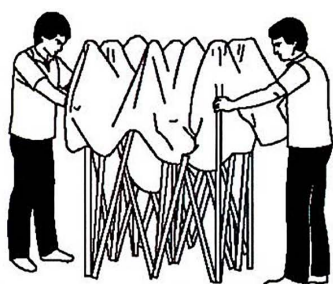
2) We recommend that the canopy is removed from the frame after each use. Please note that if the canopy is left attached to the frame for storage, it is likely to cause damage to the fabric which will not be covered under warranty.

3) If it is not possible to dry out your gazebo and its accessories before packing away after use, please ensure that they are unpacked and dried out within 24 hours. This will limit the chance of mould and damage to the materials.

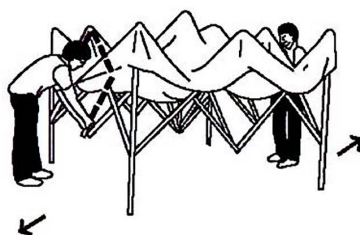
Shelter Installation Instructions

Please read each step before you attempt set-up!

Place shelter in center of area to be sheltered. Remove cover. Have 2 people stand on opposite sides, grasp two outer legs, lift off of ground and step backwards, stopping at arms length.

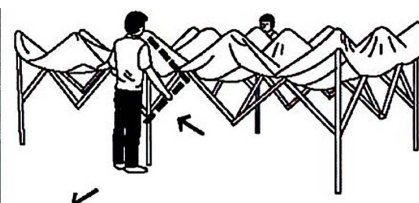


Grasp the bottom of the diamond (shown), on opposite sides. Lift up, and step backwards until shelter is fully opened, being careful not to pinch fingers (for 10'x20' shelter see 2b).

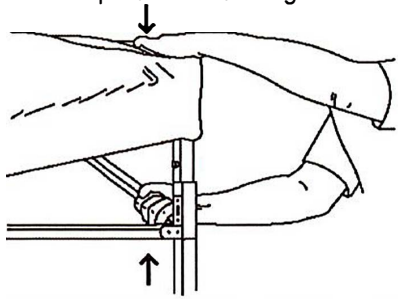


(For 10'x20' shelter)

Each person should move to middle leg of 20' side. Grasp at bottom of diamond (shown), lift up and step backwards at the same time until shelter is fully opened, being careful not to pinch fingers at end of truss.



3 Engage the auto slider at each corner by pushing up with one hand while holding down top of leg with the other hand. Snap Button will engage in groove. Repeat on all other legs.



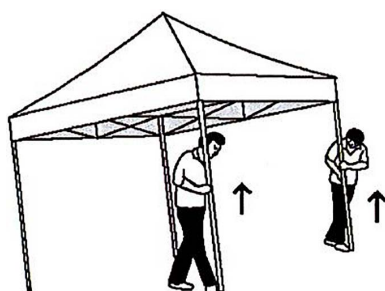
4 Lift two adjacent outer legs up and pull out the inner legs until snap locks. Repeat on all legs. Raise or level the shelter using adjustment holes found near bottom of each outer leg.



- IMPORTANT**
- **WINDY CONDITIONS:** Use stake kit or weight bag set
 - **HEAVY WIND:** Take shelter down.
 - **WET FABRIC:** Let shelter dry before closing.
 - **STORAGE:** Use cover bag when not in use.
 - **CLEANING:** Use mild detergent and water.
 - **RAIN:** Do not leave shelter unattended.

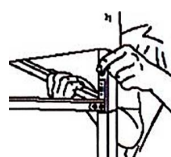
HOW TO TAKE DOWN YOUR SHELTER

Lift two outer legs slightly, depress snap button, telescope inner legs up into outer legs. Repeat on opposite side.

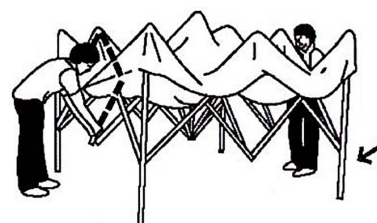


Release auto slider at each corner by pushing Snap-Button to release pressure on slider. Repeat on all four corners.

RELEASE SNAP-BUTTON



Grasp top of diamond on opposite sides, lift up, shake shelter a little while stepping towards partner until unit is ¾ closed. Grasp two outer legs, push together to fully close (do not pinch fingers). Put on cover bag.





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Caring For Your Gazebo

Here at City B Group, we always take the time to ensure that our products are of the highest possible standard. All materials are treated to best withstand the changeable British weather. It is important however, to follow our safety and care guidelines carefully to ensure that the products are used correctly. If the units are not maintained, erected and dismantled as instructed on this document, your gazebo may be damaged. Please note that improper use of this equipment can cause serious health and safety risks to you, your staff/colleagues, the general public and surrounding property.

Anchoring and Weighting

- If your gazebo is not pegged or weighted down correctly, your gazebo could pose a serious risk to the safety of you, your staff, the general public and other property in the surrounding areas.
- When using your shelter on grassed areas, you must always ensure that it is anchored down correctly using the pegs and ropes supplied.
- If your unit is to be used on hard standing ground (i.e. concrete, tarmac, pavements etc) you will require a weighting system. **City B Group recommend at least 13kg per leg** (1 x full sandbag weight or 1 x jigsaw weight).
- User Discretion is always advised during bad weather. If in doubt, take the unit down.
- Never leave the unit unattended during bad weather, before it is anchored/weighted correctly or leave it overnight if storms or high winds are likely.
- Any damage caused to your unit due to improper use will not be covered under warranty.

Cleaning

- We recommend that your canopy and sidewalls are washed using a mild detergent and a soft scrubbing brush.

Transport & Storage

- We strongly advise that the canopy is removed from the frame after each use. This limits the chance of avoidable damage occurring to the fabric.
- If the canopy is stored whilst still attached to the frame, the movement and vibrations during transportation can cause the metal to rub against the fabric. This can cause the fabric to thin out, increasing the risk of leaks. It may also cause tears.
- It is recommended that all fabric is dried out thoroughly before it is stored away. If this is not possible, please ensure that the canopy and sidewalls are unpacked and dried out within 24 hours to minimise the risk of mould and damage to the materials.
- When handling your gazebo frame, do not drag the units across the ground, this can cause damage to the metal that may be irreversible.
- When transporting your unit on vehicles, it is advised to load your frame in a vertical position and secure with appropriate straps/ropes. Please note that an upgraded heavy duty tie down kit is available upon request at additional cost.
- Damage caused to a gazebo by improper transportation and/or storage is not covered under warranty.

Spares & Repairs

- As part of City B Group's after care service, we ensure that key gazebo parts such as legs, cross bars and bolts are in stock throughout the year.
- Most spare parts (including those listed above) can be sent out to you within 3 working days.
- Our clients usually find that they can carry out most small framework repairs themselves. If you need advice, a friendly and experienced member of staff will be happy to talk you through it. Our offices are open between 8am and 5pm Mon- Fri (excl bank holidays).
- Unlike many of competitors, City B Group offer a repair service. Our experienced workshop staff are usually able to repair most damaged frames within 5 working days. For a quotation please call our office during working hours.
- For torn or damaged canopies and sidewalls, please call our office for advice.
- Warranties cover faulty workmanship only. Canopy, sidewall and frame replacements or repairs due to accidental damage, user error or storm damage must be at cost.

Please turn over for erection and dismantle instructions

City B Group, Unit 9 Stoke Business Park, Stoke-on-Trent, Staffordshire, ST4 1EZ