



**INSTANT SHELTER**

**The Largest Range of Event Marquee Supplier**

Pop Up Gazebo

**INSTRUCTION  
MANUAL**





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**WE'VE GOT  
YOU COVERED!**



## **HERCULES INSTANT SHELTER**

Thank you for selecting Hercules™ pop up gazebo. The Hercules™ pop up gazebo is easy and quick to erect and take down due to its concertina scissor frame structure, and offers dependable sturdiness in all situations. The canopy is manufactured using premium fabric which is waterproofed, flame retardant and has guarantee UV protection to UPF 50+. This user manual provides information about conditions of warranty and how to operate your Hercules™ pop up gazebo correctly to ensure trouble-free use and ease of operation.

Please read the instruction manual carefully before using the gazebo, and keep this manual in case you need it again in the future.

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## CONDITIONS OF WARRANTY

Hercules™ Instant Shelter provides a limited manufacturing warranty on all products from the date of original purchase that the product will be free from defect in material and workmanship. The length of the limited warranty may vary by product. The warranty is valid for the original purchaser from the date of initial purchase and is not transferable.

| Product | Model            | Warranty |
|---------|------------------|----------|
| Frame   | Series 30        | 2 Year   |
|         | Hex 45S          | 3 Year   |
|         | Hex 45A          | 3 Year   |
|         | 45mm Compact     | 3 Year   |
|         | Pro 37           | 6 Year   |
|         | Pro 40           | 8 Year   |
|         | Pro 57           | 10 Year  |
| Fabric  | Polyester Fabric | 1 Year   |
|         | 100% PVC Fabric  | 2 Year   |

Hercules™ Instant Shelter will not be responsible for the damage to your product caused by adverse weather conditions, incorrect assembly, dismantling, improper storage or accidental damage. Colour fading and UV breakdown of any fabric from exposure to sunlight is not covered by the manufacturer's warranty. We advise you seek a private insurance to protect yourself against these possibilities. Please check the contents of the boxes in advance of using your product for the first time, we would recommend that you check if you have all the components within 14 days of receiving the products. Ensure that you are familiar with the erecting of the product and that all parts are accounted for. You should familiarise yourself with the structure including any restriction it may have for your particular use. A Hercules™ pop up gazebo is a transportable structure, which under most circumstances will provide shelter against the elements. There are however extremes of weather for which allowance should be made.



## IMPORTANT INFORMATION

Read and follow the safety statements, warnings, assembly instructions and care directions before using the gazebo. Keep these instructions handy for future reference.

- Do not leave the gazebo erected in severe weather conditions, as damage may occur to the fabric and structure.
- Do not leave the gazebo outside unattended and without anchoring for a long period of time. This can cause your gazebo to serious damage. Pop up gazebos are designed as temporary shelters.
- Take great care of the gazebo in windy conditions and make sure always using tie-down ropes and pegs provided to prevent property damage or personal injury. Further support can be achieved by using sandbags and leg weight on each leg.
- Take great care of the gazebo in rain, make sure water does not pond on the canopy; the weight of the water could cause breakage and collapse.
- Do not fold up the gazebo with the canopy still attached. Remove canopy from the frame after use and store them in a dry place at room temperature then use them again the following day.
- Take a canopy down and store it away when is not being used, because long term exposure to sunlight will make colour fading easily and even damage.
- Allow the gazebo & accessories to completely dry before packing down and fitting the storage bag, do not store away wet.
- Keep flame and heat sources away from the gazebo fabric to prevent damage and safety hazard.
- Your Hercules™ pop up gazebo is NOT covered under warranty if damage occurs due to adverse weather conditions, incorrect erection, dismantling, packing, storage and colour fading of any fabric. However, Hercules™ Instant Shelter offers a repair service and replacement at a reasonable price.

## GAZEBO ASSEMBLY GUIDE

Find a level piece of ground on which to erect your Hercules™ pop up gazebo. Ensure that you have enough help to lift the gazebo without straining yourself on the frame. Recommend required persons to erect the structure for guidance and safety.

- 2.0m x 2.0m / 2.5m x 2.5m / 3.0m x 3.0m / 3.0m x 4.5m = 2 Persons
- 3.0m x 6.0m / 4.0m x 4.0m = 3 - 4 Persons
- 4.0m x 6.0m / 4.0m x 8.0m = 4 - 5 Persons

### STEP 1

Grasp the lower “V” at the center truss bar. Lift & pull the frame to 50% open.



### STEP 2

Position the canopy top over the partially open frame and align to each corner.



### STEP 3

Attach Velcro securely at each corner. Fit the centre of the roof on top of the centre pole cap and pull strings until tight.



### STEP 4

Grasp the lower “V” at the center truss bar again. Lift & pull the frame to fully open.





## STEP 5

Step on the footplate and lift the lower corner truss bars up by using two hands until the slider bracket locks into place.



## STEP 6

Tighten roof by feeding straps around the lower truss bars. Once clipped in, pull down on the strap until proper firm. Make sure the canopy looks tidy and nice.



## STEP 7

Lift each leg until each ring pulls snaps into the first hole, then slowly extend each leg to the desired height. Ensure all legs are being extended equally. **DO NOT STEP ON THE FOOTPLATE.**



## FINISH

This is how your Hercules™ pop up gazebo should look after you have done the setup correctly. Please ensure always using tie-down ropes and pegs provided to secure your gazebo on the ground. **See details in anchoring instruction.**



For set up tutorial video visit  
[www.herculesgazebo.co.nz/gazebo-assembly-instruction/](http://www.herculesgazebo.co.nz/gazebo-assembly-instruction/)

## WALL ASSEMBLY GUIDE

### VELCRO WALL ASSEMBLY

#### STEP 1

Attach Velcro from side wall to canopy and line up the corner of Velcro with the center of leg pole. (2.5m wall should be started from the center indicated lining.) Fasten the Velcro all the way across the top of the canopy. \*Make sure there are no creases along the Velcro.



#### STEP 2

Attach the side wall to the leg pole using full Velcro strips. Make sure all the Velcro strips are well fastened.



#### STEP 3

Once this has been completed on all the walls you wish to add. You can now attach walls enclosed using Velcro stripes. Make sure all the Velcro strips are well fastened.



#### FINISH

This is how your Hercules™ pop up gazebo should look after you have attached the Velcro walls correctly.





## WALL ASSEMBLY GUIDE

### ZIP WALL ASSEMBLY

#### STEP 1

Attach Velcro from side wall to canopy and line up the corner of Velcro with the center of leg pole. (2.5m wall should be started from the center indicated lining.) Fasten the Velcro all the way across the top of the canopy. \*Make sure there are no creases along the Velcro.



#### STEP 2

Attach the side wall to the leg pole using the Velcro.



#### STEP 3

Once this has been completed on all the walls you wish to add. You can now zip the corner of leg closed to ensure security.



#### FINISH

This is how your Hercules™ pop up gazebo should look after you have attached the zip walls correctly.



## ANCHORING GUIDE

### PEGS & GUY ROPES

#### STEP 1

Put pegs into the ground from the hole on each leg plate as deep as you can.



#### STEP2

Secure the guy ropes from the D-ring on the canopy to the peg on the ground. Once clipped in, pull straps until tight.



#### FINISH

Please ensure always use the tie-down ropes and pegs provided to secure your gazebo on the ground.



### LEG WEIGHT

Further support can be achieved by using leg weights, such as Hercules™ sandbags, steel weight plates (15kg each) and bottles with heavyweight, etc. Each sandbag can be filled with 15-20kg sands.



For leg weight anchoring and tips visit [www.herculesgazebo.co.nz/blog](http://www.herculesgazebo.co.nz/blog).



## REPAIRS

Should your gazebo roof or frame be damaged, please contact a nearest Hercules™ Instant Shelter store. The following options are available.

### IF THE CASE OF A WARRANTY CLAIMS:

Contact Hercules™ Instant Shelter with the following details.

- Purchase details (name, contact and invoice number, etc.)
- Description of the fault/the damage.
- Photos of the fault/the damage.

We will assess the fault/the damage and either suggest a repair, or exchange. **DO NOT RETURN PRODUCT WITHOUT AUTHORIZATION. AND WE RESERVE THE RIGHT TO REPAIR OR REPLACE ANY PART WHICH MAY PROVE FAULTY.**

### IF NOT THE CASE OF A WARRANTY CLAIM:

This would have been a simple process if you had purchased a Hercules™ Instant Shelter as all spare parts can be purchased in the store. Advise which size of canopy roof or which connectors, truss bar or leg requires replacement. As for the replacement parts, you can use an Allen key or screwdriver to remove damage component, replace with the new part.



## CARE DIRECTIONS

### CLEANING

**Fabric:** To regularly clean the gazebo canopy/side is recommended. Wipe down the surface with fresh cold water after use. To remove marks, wash it with hands or use a soft brush with cold water and a household mild detergent is recommended. Allow the gazebo to dry thoroughly. **DO NOT USE MACHINE-WASH AND HAND WASH IN HOT WATER.** Use a UV Protectant (specifically for fabric use) on the canopy and sides to prevent fading, cracking and premature ageing.

**Frame:** To regularly clean the gazebo frame is recommended. Use a silicone spray on the frame either after use or in damp conditions. This will ensure your frame operates easily and will maintain a clean look. Be sure to remove any excess spray before attaching the roof.

Ensure screws and nuts and bolts are checked and tightened using an Allen key or screwdriver on a regular basis. **DO NOT USE SOLVENTS ON ANY PARTS OF THE GAZEBO.**

### STORAGE

Frame and fabric need to be stored separately to prevent damage. Store in a dry place at room temperature is recommended. Always allow the gazebo to dry completely before packing and stowing. Pack away in damp, dirty or wet condition is not recommended.

Avoid excessive pressure and contact with the non-colourfast material. Excessive sunlight exposure is not recommended.

### TRANSPORT

To prevent damage during the transit, **DO NOT** position your gazebo horizontally with the canopy still attached. Keep the gazebo protected with a protective cover like a carry bag.