

NQUEC Tarpaulin Operating Instructions



ASSEMBLY:

1. **Select a suitable site of around 8m x 6m.**
2. **Remove the tarp from the bag, unfold and lay it out - white side up.**
3. **Unpack the poles, and find the center pole upper section, (identifiable by the screw threaded end).**
4. **Remove the small bolt and small wing nut from the upper section and retain.**
5. **Find the center pole lower section, (identifiable by the base plate) and loosen the thumb-screw.**
6. **Adjust the inner sleeve of the lower section** until the hole in the inner sleeve aligns with the first hole in lower section, and then tighten the thumb-screw finger tight.
7. **Insert the lower section into the upper section** and align all three holes.
8. **Replace the small bolt** and tighten the small wing nut finger tight.
9. **From under the tarp; leave the lower washer on the threaded end** and push it up through the center hole.
10. **From above the tarp; place the upper washer over the threaded end** and tighten the large wing nut finger tight.
11. **Lay out one pole at each corner eyelet, and one pole at every second edge eyelet.**
12. **Place two pegs at each corner with both pegs at an angle (to create a tripod shape with the pole), and one peg straight out from each edge pole.** Position all pegs about 2m away from the edge of the tarp.
13. **Align each peg so the holes face inwards towards the center of the tarp** and hammer each peg on an angle, leaving the largest hole on each peg uncovered.
14. **Erect the tarp using a person on each corner and one person under the tarp to bring the center pole vertical as the tarp is raised.** Note: Tighten the pole thumb-screws finger tight only.
15. **Attach one guy rope to each pole and peg** ensuring the S-hooks are attached to the pegs using the largest hole in each peg.
16. **Adjust pole height and guy rope tension** until the desired tarp height and shape is achieved. Note: The center pole must be the highest point, and the lower the tarp is; the less it will be affected by wind.

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17. Use the remaining poles and pegs to strengthen the tarp against the direction of the prevailing wind.
18. Hammer the pegs home until each S-hook is just above ground level.
19. Re-tension the guy ropes to remove all creases, folds, and slack from the tarp.
20. Place one safety cap over the top of each peg.
21. Have an awesome trip and stay safe 😊.

DISASSEMBLY:

1. Collect all safety caps, remove all guy ropes and poles, and lower the tarp.
2. Remove all pegs and pack half in the small peg bag, and the other half in the large peg bag.
3. Wrap each guy rope around its spring and pack them into the small green duffle bag, along with the safety caps.
4. Unscrew the center pole, place both washers over the threaded end, and screw on the large wing nut.
5. Disassemble the center pole by separating the upper and lower sections. Ensure the small bolt and small wing nut is replaced in the hole in the upper section, and the inner sleeve remains inside the lower section.
6. Pack the poles into the pole bags (one half per bag).
7. Fold the tarp as follows:
 - a. Bring each long edge to the centre.
 - b. Bring each new long edge to the centre again.
 - c. Fold the tarp in half along the long centre line.
 - d. Bring each short edge to the centre.
 - e. Bring each new short edge to the centre again.
 - f. Roll the tarp into a circle while expelling the trapped air.
8. Pack the tarp into the bag.
9. Get ready to regale the club with stories of a great trip!