

# 20' x 20'

## General Purpose Relief Shelter Set-Up Instructions



**CELINA**

A Division of  **CELINA TENT**

**Tent Shelter Manufactured By:  
Celina Tent, Inc.**

5373 State Route 29, Celina, Ohio 45822-9210, U.S.A.

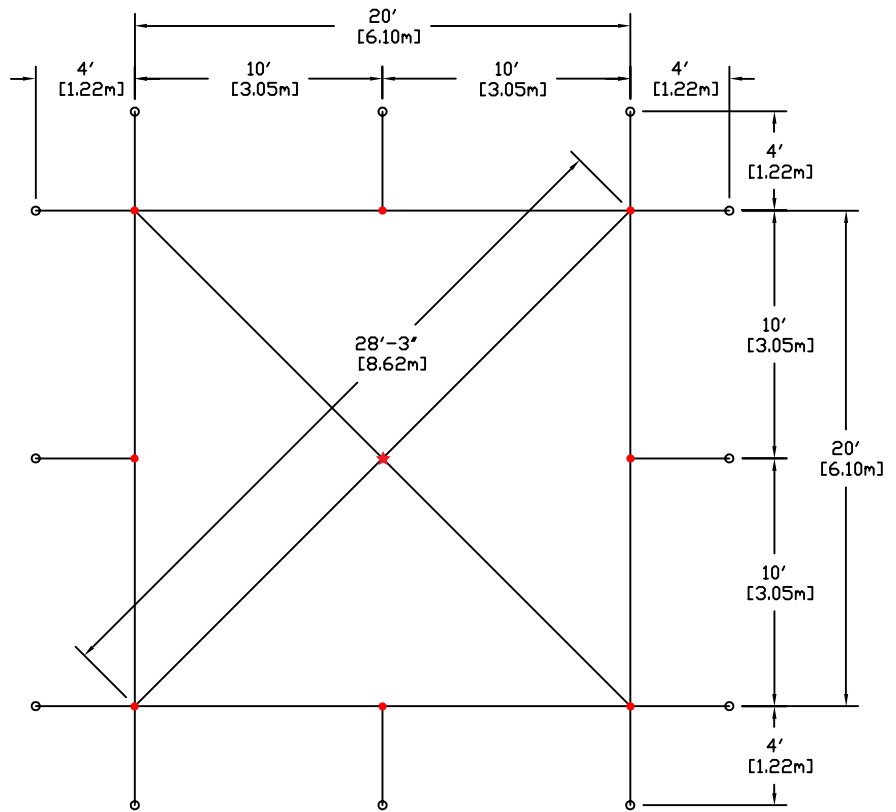
**Telephone:** 419-586-3610 **Fax:** 419-584-0949

**Website:** [www.CelinaTent.com](http://www.CelinaTent.com)

**Email:** [sales@CelinaTent.com](mailto:sales@CelinaTent.com)

# 20' x 20' GPRS Instructions

Pole Tent Accessories			Key
Description	Size	Qty.	Symbol
Side Poles	6'	8	●
2 pc Center Pole	11'	1	★
Stakes / Anchor	36"	12	○
Ratchet Buckles / Rope	2"	12	—



## 20' X 20' GPRS INSTRUCTIONS:

- Choosing site selection for tent shelter.
  - Select a site that is flat and free from debris or sharp objects.
  - Be sure the site is elevated and away from potential flood areas
    - Do not erect tents on land prone to flooding
  - In windy areas, avoid doors facing the most common wind direction
  - Do not pitch tents under dead trees or palm trees, as there is a danger of falling branches or coconuts injuring people. However pitching tents near healthy trees can protect tents from the sun and wind.
- Layout and mark stake locations according to the diagram above.
- Stakes should be driven 4' out from pole location and into the ground vertically until approx. 6" of the stake is left exposed.
- Unbuckle the side release buckle strap



# 20' x 20' GPRS Instructions

5. The floor is wrapped around the tent top. Unwrap the floor from the tent top and lay the floor out flat and centered in the area where the tent will be erected.



6. Unroll and unfold the tent top on top of the floor. Use the ring assemblies to pull the perimeter of the tent as tight as possible, the center of the tent top will not be tight or lay flat due to the peak of the tent.



7. Feed tent straps through each ring assembly by sliding the 6" loop of the strap through the ring and then slipping the tail of the strap through the 6" loop of the strap and pull tight. There will be 2 straps at each corner and 1 strap in each center location. The peak of the tent does not get a tent strap.



# 20' x 20' GPRS Instructions

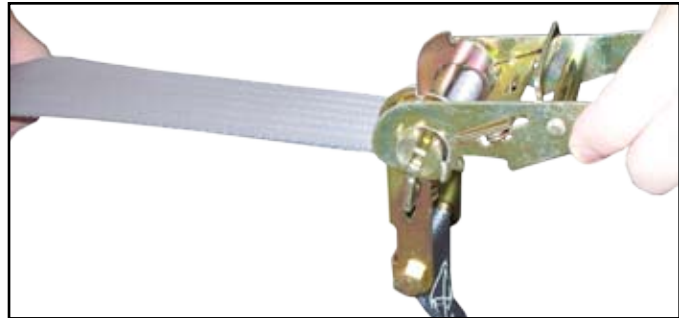
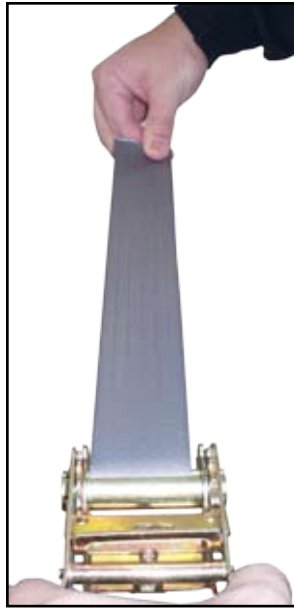
8. Attach the ratchet straps to the stakes at each location. Turn the 6" loop at the end of the ratchet straps inside out and pull the strap through the loop to create a noose and pull tight over the stake. Take the corresponding strap from the tent and pull it through the reel bar slot of the ratchet. Repeat at each stake location.



## RATCHET BUCKLE OPERATING

### Tensioning the Ratchet:

- To tension the ratchet strap feed the strap through the reel bar slot of the ratchet (ratchet buckle needs to have handle facing you at all times) and pull the strap back through approximately 1½ - 2 ft. Hold the strap at this point with one hand and begin to crank the ratchet handle back and forth with the other hand until the reel bars have turned at least 2 times, eliminating the chance of slippage. The webbing will wind itself and lock into place so that further ratcheting will rapidly increase tension in strap.



### Loosening the Ratchet:

- To loosen the strap pull on the release handle on the top assembly to override ratcheting function. Open ratchet until both assemblies are in line and top assembly clicks. Grab the non-fixed webbing and pull to release the strap. Pull and hold the release handle on the top assembly to release. Close ratchet.

9. The corner poles are now ready to be erected. Insert the pole pin through the metal "O" ring on the outside of the tent. Set the corner poles so that they are leaning in towards the tent approx. 60°-75°. Repeat at all 4 corners. When all the corner poles are up in the air, a good portion of the weight has been lifted and easier access has been provided to the center of the tent.



# 20' x 20' GPRS Instructions

10. Connect the 2 piece Galvanized Center Pole together by sliding the swage end of the bottom section into the top section. Insert the center pole pin through the center metal “O” ring and predrilled hole in the tent top; make sure that the pin is not caught on any part of the tent top. Push the center pole into a vertical position.



11. **IMPORTANT:** Make sure all zipper doors are zipped closed before tightening the corner ratchet buckles! Tighten all corner ratchet buckles until the corner poles are vertically straight up and down. The perimeter of the tent should be taut.

12. Straighten the center pole so it is setting vertically straight up and down. To do this some corner ratchets may need to be loosened. Retighten any loosened corner ratchets after the center pole is set. Be sure to lift the center pole off the floor so not to tear or puncture the floor when moving the bottom of the pole.

13. At this point the tent top should be erect, with the corner poles and center pole vertically straight. The tent is now ready for the remaining side poles to be put in. Insert the pole pins, at each location, through the metal “O” ring on the outside of the tent and place the poles in a straight vertical position. Tighten the ratchet buckles to secure the poles.

**WARNING - Do not over tighten the ratchet buckle assemblies.**

14. Tie the two laces at each corner tightly around the corner poles. This will reduce sidewall movement in windy conditions.

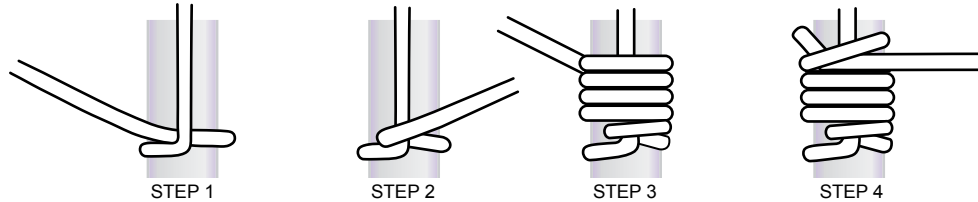


15. If necessary you can cut a slit in the mud flap at the center pole on the two sides with the windows. This will allow the mud flaps to lay flat around the side pole.



# 20' x 20' GPRS Instructions

16. Tie off the jump rope attached at each pole location as shown in the picture below. This rope is used to keep the side pole in place in windy conditions so that the tent top does not lift off the side pole pin. Secure the jump rope by pulling it 6"-12" down the pole, bringing it around the pole and then between the pole and the rope itself (step 1). Pull it back taut to create tension on the vertical length (step 2). Now wrap the rope around the pole and vertical portion of the jump rope creating a tight coil that keeps the rope from slipping (step 3). On the last coil, pull the end of the rope through to tie it off (step 4). Repeat steps for the center pole jump rope. Wrap center pole jump rope at eye level (5'-6').



17. The floor is approximately 2 ft larger than the interior of the tent. Fold the floor and the tents mud flap together to form a water and insect tight seal around the perimeter of the tent. Use sandbags or soil to hold the mud flap / floor in place. It is recommended that all tent users dig a drainage ditch around the tent to prevent the tents from flooding with rain.

## 18. Firebreaks and Spacing:

Celina Tents are flame resistant meeting NFPA-701. However tents should be spaced a minimum of 2.5 times their height apart. There should be firebreaks between blocks of tents. Note: The guy straps can take up a significant amount of space.

19. The tent set up is complete and now ready for use!

## Long-term Tent Shelter Maintenance:

- Be sure the tent stakes are secure and stay firmly anchored to the soil.
- Be sure the perimeter side poles and center poles do not sink in to the soil (wood or steel blocks may be used to prevent sinking).
- Be sure the tent remains tightened during use which will prevent water from ponding on the tent top. If ponding should occur, remove excess water immediately and re-tension as needed.

