



4850 Southway St. S.W.
Canton, Ohio 44706
330-477-7719 1-800-686-4331
Fax: 330-477-2905
www.cantonchairrental.com

Dear Customer,

Thank you for choosing Canton Chair Rental to provide a canopy(s) for your upcoming event.

With the increase in utilities being buried underground, the risk for personal injury and property damage becomes a major concern with canopy installations. For your safety and in an effort to avoid any problems, or delays with your set up, we are notifying you now to make arrangements for the proper marking of these unseen utility lines.

Enclosed is the information you will need to have the utilities marked. Please sign and return to Canton Chair Rental prior to installation.

Canton Chair Rental is committed to the safety of our customers, and your property. We appreciate your cooperation and look forward to working with you to make your event a success.

Sincerely,

Event Planner



We Don't Just Rent Tables and Chairs
WE RENT EVENTS! ^{TN}



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CANOPY INSTALLATION WAIVER- CUSTOMER INSTALL

Customer understands and accepts the responsibility for any above or below ground damage that may occur including but not limited to, underground utilities, sprinkler systems, electrical lighting, wires, wells, septic systems, down spouts, leech beds, phone lines, cable, pool equipment, invisible fencing, overhead wires, trees/vegetation, etc.

MARKING UTILITIES:

For the safety of you, your property, and your guests, please have all underground utilities marked by the proper utility company.

The Ohio Utilities Protection Service will survey and mark any underground utilities. Please call **1-800-362-2764** and for oil and gas 1-800-925-0988. Please call 10 days prior to the installation date, but no later than 48 hours prior. **Please request that all main and service lines be marked*.**

Please be aware that someone will be on your property to mark the utilities and that any pets should be restrained and fenced areas will need to be made available.

INCLEMENT WEATHER:

Canton Chair Rental is not responsible for any damage to property or persons that may occur in connection with the installation of canopies. Canopies are manufactured for use as temporary structures. For the safety of all, evacuation is always recommended in threatening weather, or if there is any doubt concerning safe use of the canopy.

The success of your event relies on good planning!

Signature _____ Date _____

Print Name _____

Reservation Number _____

Please return to:
Canton Chair Rental
4850 Southway St. SW
Canton, OH 44706
(330) 477-7719
(800) 686-4331
Fax (330) 477-2905

*Some charges may be incurred



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Canopy Tent Instructions

- Step 1:** Spread the top flat on the ground in the general region where you would like the tent, keeping it as square as you can.
- Step 2:** Position stakes about 3' to 3.5' from tent coming out in a straight line from the brass grommets. Corners will get 2 stakes and middles will get one stake.
- Step 3:** Pound stakes down about half the length of one stake (2').
- Step 4:** Assemble the legs for your tent by doing the following:
There are a total of 9 short poles and 10 long poles.
You will need to make 8 legs and 1 center pole.
Legs consist of 1 short + 1 long, center consists of 2 long + 1 short pushed together.
- Step 5:** Place one leg for each brass grommet around the tent. Once you have completed that, pick one corner to start at. Place the leg through the grommet and stand the leg where two stakes would cross if you made two lines coming back towards the tent. Have the other person tie one rope to each stake. Corners will have 2 ropes and middles will have one rope. Continue the same process for remaining corners, doing all corners first.
- Step 6:** Place center pole through the hole in the middle of the tent and tie the ropes to the pole. (Most tents will have this rope, if your tent does not, proceed to the next step.)
- Step 7:** Place remaining middle legs through the brass grommets and tie ropes to their stakes. Once all legs and center pole are in and ties off, take sledgehammer and pound stakes down to tighten the tent up. **DON'T OVER POUND STAKES, FOR THIS WILL CAUSE STAKES TO LOOSEN AND PULL OUT OF THE GROUND**

