



ES100TMS

OWNER'S MANUAL

10'x10'
(3.0 m x 3.0 m)

ezup.com

ES100TMS



ES100TMS shown with optional Custom Name Banner,
25lb Weight Bags, and Vendor Table Cover

THANK YOU

Thank you for purchasing your
E-Z UP® Instant Shelter® Product.

With proper care, this shelter will deliver years of trouble-free use. Please take a few minutes to read the use and care instructions in this manual. If you have any questions or require assistance, please contact us at 800-45-SHADE or visit ezup.com.

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ABOUT US

THE ORIGINAL & STILL THE BEST

Over 30 years ago, Mark Carter, Founder & Chairman of International E-Z UP, Inc., created the first Instant Shelter®. Today, E-Z UP® Instant Shelter® Product are still the easiest to open, highest quality, and most durable instant shelter available.

INNOVATION...IT'S IN OUR DNA

Over 150 patents is a testament to our innovation. We are the brand leader in the portable shelter industry, and we maintain this position by continuously innovating our products and processes. We just can't help ourselves; it's in our DNA.

A TRADITION OF THE HIGHEST QUALITY

While our commitment to innovation drives us forward, it is our dedication to quality that defines us. From concept to development to finished product, E-Z UP meticulously designs, engineers and tests the smallest details of construction and material to ensure years of durable use. All of this is supported with extended warranties from a brand you can trust.

AWARD WINNING DESIGN & PRODUCTION

For multiple years, E-Z UP has won the Gold Award for Digital Printing by the Specialty Graphics Imaging Association. Consistently earning the highest honor for printing excellence from the graphics industry's leading authority designates E-Z UP as among the top specialty printers in the world. When you need the best Instant Shelter® with award winning digital printing, rely on the brand recognized by industry experts.

International E-Z UP, Inc.
Worldwide Corporate Headquarters
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IMPORTANT INFORMATION

READ THIS INFORMATION BEFORE PROCEEDING. IT IS THE USER'S RESPONSIBILITY TO TAKE THE FOLLOWING PRECAUTIONS AT ALL TIMES.

Always stake or weigh down your E-Z UP® Instant Shelter® product with genuine E-Z UP® accessories. Do not use in any potentially windy or rainy weather.

Wind and rain can damage the E-Z UP® Instant Shelter® product and may also result in injury to you or others. Therefore, do not rely on your Instant shelter® for protection in heavy or prolonged rain storms.

The E-Z UP® Instant Shelter® product is designed as a temporary shelter. Do not leave it up for extended periods.

Use caution when handling the E-Z UP® folding frame. Avoid pinching hands or fingers as frame opens or closes.

Do not use shelter in a lightning storm.

Do not leave your E-Z UP® Instant Shelter® product unattended.

Do not build fires within your E-Z UP® Instant Shelter® enclosure.

WARNING:

Keep all flame and heat sources away from all Instant Shelter® fabrics and accessories. These fabrics meet the flammability requirements of CPAI-84. The fabric may burn if left in continuous contact with any flame source. The application of any foreign substance to the fabric may render the flame-resistant properties ineffective.

PACKAGE CONTENTS

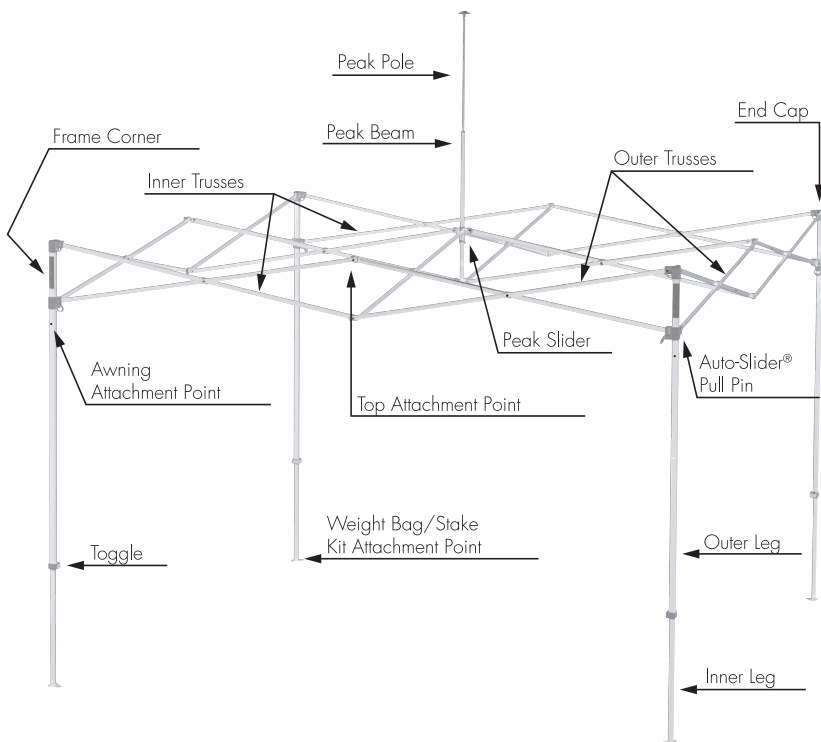
Please read each step before you attempt to set up.
Save these instructions for future reference.

Your ES100S includes the following items:

- 1** 10' x 10' (3.0 m x 3.0 m) ES100S Frame
- 1** Commercial Grade Fabric Top with Reinforcements
- 3** 1-Piece Sidewalls
- 1** 2-Piece Mid-Zip Sidewall
- 1** Roller Bag with Sidewall Storage Pockets
- 1** 4-Piece Stake Kit
- 1** Owner's Manual
- 1** Customer Appreciation Voucher

PARTS DIAGRAM

The parts noted below are referenced in **bold** in the Set Up and Take Down instructions in this manual. Refer to the diagram below for appropriate frame location.



ONE-TIME TOP INSTALLATION

1 UNPACK AND OPEN



- A Place your E-Z UP® frame in the center of the area to be sheltered.
- B With partner on the opposite side of the frame, grasp two **outer legs**, lift the frame slightly off the ground, and step backwards while pulling the frame to open.
- C Stop when the frame is approximately 3/4 of its fully-opened size.
- D Set the frame back on the ground.

ONE-TIME TOP INSTALLATION

2 ATTACH FABRIC TOP



- A** Gently unfold the fabric top, and place it over the semi-opened frame.
- B** Attach the fabric top to the E-Z UP® frame by matching the hook and loop strips on the inside of the fabric top corners with the hook and loop strips on each **frame corner**.
- C** Pull the fabric top down over the **frame corners**—pushing the hook and loop strips firmly together.

ONE-TIME TOP INSTALLATION

3 SECURE TOP TO FRAME



- A** Line up the grommet holes on the sides of the fabric top to the frame **top attachment points**. The top attachment points on the frame are denoted by the “RED” tags.
- B** Using a coin, unscrew the top attachment nut from the frame bolt.
- C** Place fabric top grommet on the frame bolt.
- D** Screw on top attachment nut and tighten until snug. Top fabric should rotate easily. Do **not** over-tighten.
- E** Repeat this procedure at each of the **top attachment points**.

Note: Hold the bolt assembly with one hand while tightening the top attachment nut with your other hand.

SETUP

1 OPEN E-Z UP® SHELTER



- A With a partner on the opposite side, grasp the bottom of the diamond-shaped area of **outer trusses** near the "OPEN HERE" sticker.
- B Lift the frame up slightly and step backwards until the shelter is almost fully opened. Gently shake the shelter while opening. *Be careful not to pinch fingers!*

SETUP

2 SECURE AUTO-SLIDER® PULL PIN



- A** Fold up the fabric top corner to expose the **Auto-Slider® Pull Pin**.
- B** Lift shelter corner slightly off the ground and engage the **Auto-Slider® Pull Pin** by pushing up on the frame side trusses with one hand while holding down the top of the frame leg with the other hand. The pins will auto-engage when aligned with the holes on the frame legs.
- C** After the **Auto-Slider® Pull Pin** has locked into place, pull the fabric top down over the frame leg, making sure to align and secure the hook and loop strips on the fabric top to the frame.
- D** Repeat on all remaining corners.

SETUP

3 EXTEND & SECURE FRAME LEGS



OPTIONAL ACCESSORIES



Stake Kit



25 lb Weight Bags

- A With a partner, lift the two adjacent **outer legs** up off the ground simultaneously to about waist height.
- B Slide the **lower/inner legs** out until the leg adjustment toggle buttons lock at selected height on each leg.
- C Repeat on the remaining legs.

Note: There are 5 adjustment settings on each leg.

Note: It is recommended that you use genuine E-Z UP® Deluxe Weight Bags and/or heavy-duty Stake Kits to secure your shelter.

Your E-Z UP® shelter setup is now complete!

For Take Down instructions, see page 19.

SETUP

4 ATTACHING SIDEWALLS TO SHELTER



Your ES100S comes complete with four sidewalls, including one middle-zipper wall.

In order to attach your sidewalls to your shelter, your ES100S should be set up and in its intended location. To achieve full sidewall coverage, set the frame legs to the 3rd height adjustment.

- A** Slightly lift up the fabric valance corners on the side of the shelter from which you will begin to hang each sidewall.
- B** Identify the top of the sidewall (the top includes four truss clips and hook and loop straps). Attach each of the truss clips to the top truss on the ES100S frame. Be sure the open side of each clip is facing into the shelter (not facing toward the outside).

SETUP

4 ATTACHING SIDEWALLS TO SHELTER



- C** Secure the sidewall to the frame by attaching each hook and loop strap to the outer leg.
- D** Repeat steps A-C for each sidewall you are attaching.

Sidewalls can be secured to each other to create a fully enclosed shelter. From the outside of the sidewalls, attach the zippered edge of one sidewall with the zipper teeth on the other adjacent sidewall and zip together.

SETUP

5 SIDEWALL ROLL UP FEATURE

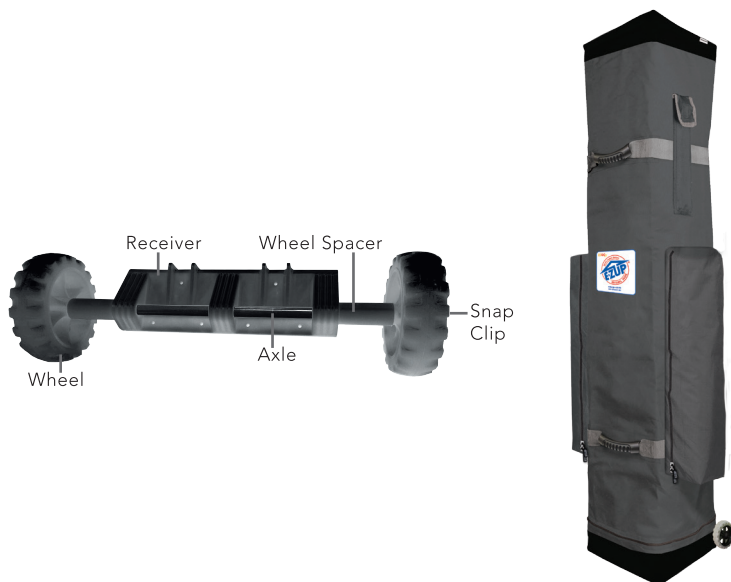


Your ES100S includes a toggle and loop feature that allows you to roll up and secure your sidewalls as needed. Make sure your sidewalls are not zipped together before rolling up.

- A** Detach each edge of the sidewall from the frame legs by undoing the hook-and-loop straps.
- B** Starting at the bottom, roll up the sidewall.
- C** Secure the rolled up sidewall to the top of the frame truss by wrapping the toggle around one end and the loop around the other. Fit the toggle through the strap and twist to secure.

SETUP

6 ROLLER BAG ONE-TIME ASSEMBLY



Use the ES100S Roller Bag to store and transport your ES100S Instant Shelter®, 4 Sidewalls, Optional Custom Name Banner, and Spike Kit.

One-time assembly is required:

- A** Slide **axle** through roller bag **receiver**.
- B** Slide the two **wheel spacers** onto each side of **axle** (one on each side).
- C** Slide one **wheel** onto each side of the **axle**.
- D** Push **snap clip** over **axle** end (against **wheel**).

7

ORDER YOUR CUSTOM BANNER ORDER YOUR CUSTOM BANNER ORDER YOUR CUSTOM BANNER ORDER YOUR CUSTOM BANNER ORDER YOUR CUSTOM BANNER

The Name Banner attaches to your ES100S shelter top.



C Insert hooks into the fabric loops.



Note: When taking down your E-Z UP® shelter product, be sure to remove the Name Banner before closing the shelter. We also recommend that all accessories be removed should heavy winds or rain threaten.

The **Optional Custom Name Banner** is sold separately. Locate the voucher attached to your frame or order yours today at www.ezup.com/bannerpromo.

TAKE DOWN

1 REMOVE ACCESSORIES



Sidewalls:

- A** Unzip any sidewalls that are zipped together.
- B** Remove sidewall straps from around each frame leg.
- C** Remove truss clips from shelter trusses.
- D** Fold and store all sidewalls in the outside pockets of the roller bag.

Optional Custom Name Banner:

- A** Remove the plastic hooks from the plastic loops.
- B** Fold and store your Name Banner into one of the outside pockets of the roller bag.

TAKE DOWN

2 COLLAPSE SHELTER LEGS



- A** With a partner, slightly lift two adjacent corner legs simultaneously.
- B** Depress the toggle button and slide **lower/inner legs** into **upper/outer legs**, making sure to do two legs at a time on the same side.
- C** Repeat on remaining legs.

Note: Keep the toggle button depressed while retracting leg.

TAKE DOWN

3 RELEASE AUTO-SLIDER® PULL PIN



- A** With one hand, slightly push up on the truss near the **Auto-Slider® Pull Pin** to relieve pressure.
- B** With the other hand, release the **Auto-Slider® Pull Pin** by pulling the ring.
- C** Repeat on remaining legs.

TAKE DOWN

4 CLOSING SHELTER

Lift fabric top to locate
"CLOSE HERE" stickers
on the center trusses.



- A Grasp the frame on the top of the diamond-shaped area of **center trusses** on the opposite sides near the "CLOSE HERE" sticker.
- B Lift the shelter up slightly, and shake it while stepping towards your partner until the shelter is approximately 3/4 closed.
Be careful not to pinch fingers!
- C Grasp the two **outer legs**, and push the frame together until it is fully closed.
- D Store the shelter in the main roller bag compartment.

Note: Hug your shelter before placing it in the roller bag. 😊

CARE AND MAINTENANCE

For long lasting durability and the best possible protection for your E-Z UP® Instant Shelter® products, follow these E-Z care and maintenance instructions:

- Use a mild soap (not detergent) and plenty of water for the top cleaning.
- Let the E-Z UP® top and frame dry completely before closing or storing to avoid mildew.
- Frame will operate and look better if occasionally treated with silicone spray, especially before and after use in damp conditions. Remove excess silicone residue before applying top.
- Use a seam sealer (available at most sporting goods and hardware stores) if top leaks or drips water.
- Slightly tighten bolts if frame becomes loose.

REPLACEMENT PARTS

For all shelter sizes:

800-45-SHADE

ezup.com/parts/

PRODUCT WARRANTY

INTERNATIONAL E-Z UP, INC., manufacturer of E-Z UP® Instant Shelter® products, warrants to the original purchaser who provides a dated sales receipt, from an authorized seller, each part of the E-Z UP® Instant Shelter® product to be free from defects in material or workmanship for a period of THREE YEARS after the date of original purchase. This warranty applies only for normal and expected uses, as determined by the manufacturer. INTERNATIONAL E-Z UP, INC.'s obligation and liability under this warranty is limited to the repair or replacement (at its option) of the product or its parts, after its own review and examination.

WARRANTY RETURN ADVISORY

Before returning any item to INTERNATIONAL E-Z UP, INC. or its designated representative, please obtain specific warranty return shipping instructions by submitting a Warranty Claim Form online at www.ezup.com/warranties or call 800-45-SHADE. All shipping costs must be prepaid, and INTERNATIONAL E-Z UP, INC. is not responsible for products damaged in transit.

CONDITIONS

This warranty shall be void as to any product which has been altered or modified in any manner. This warranty does not apply to damages caused by wind, rain, or other forces of nature, not to accidental or deliberate damage of the product, nor to the use of the product that does not conform with the product instructions.

This warranty is provided in lieu of all other warranties, expressed or implied.



WHAT MAKES E-Z UP THE LEADER IN CUSTOM-PRINTED SHELTERS?

KEEP IT ORIGINAL

That's our motto at E-Z UP. And, with our custom printing capabilities, you can create a truly one-of-a-kind shelter designed with your unique graphics.

EXPERT DESIGN SERVICES

From simple text to advance photo quality images, we can produce vibrant graphics of any complexity, using our advanced printing capabilities. To get started, visit us online at www.ezup.com/custom or call 800-45-SHADE.

AWARD WINNING GRAPHIC DESIGN & PRODUCTION

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MORE THAN SHELTERS. SO MUCH MORE.

E-Z UP offers so much more than portable shelters. From flags and banners to stretch and fitted table covers, we offer the products you need to make your brand stand out from the crowd. And, we can print your custom graphics on nearly all the products we offer to create a truly original complete branding package.

OPTIONAL ACCESSORIES



CUSTOM NAME BANNER

The Optional Custom Name Banner is a full digital color printed banner that attaches to your shelter top.



WEIGHT BAGS

Keep your shelter grounded with NEW colors & NEW features; holds 25 lbs. of sand



HEAVY-DUTY STAKE KITS

Heavy-duty stakes attach to your shelter for recommended security



FOOD BOOTH WALL

Turn your E-Z UP® shelter into an effective & efficient food service booth



CUSTOM SIDEWALLS

Use with your E-Z UP® shelter to further your brand recognition

OPTIONAL ACCESSORIES



VENDOR TABLE COVER

Ideal for extra branding at shows; coordinate graphics with your shelter



EVENT LIGHT

Ideal lighting solution for all E-Z UP® Instant Shelters® and ProUmbrella® Products



VENDOR TABLE

Durable stain-resistant folding table is perfect for events and trade shows



DIRECTORS CHAIR

Lightweight aluminum frame with printable chairback



TABLE THROWS

Printable professional grade fabric cover for vendor tables



PRO FLAGS

Professional promotional flag with super-large printable areas

Call **800-742-3363** to speak to a sales representative or order online at **ezup.com**.



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