



Tent Events

Whether your special event is a small gathering or a mega-sized gala, tents can make a big impact. Don't rent a tent without a basic understanding of what's involved . . . you could find yourself in over your head.

Practical as well as festive, tents present opportunities to create unique settings. They're versatile – you can choose the size, configuration, ambiance and site location. Tents also provide extra cost-effective space that blends seamlessly with existing architecture. Some styles have no interior poles to obstruct table setups or sight lines. As a result, tents offer both maximum space and flexibility.

So, here are the basics. The next time you need to rent a tent or temporary structure, you'll know your stuff!

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Frame Tents

With no center poles required, metal frame tents permit maximum use of the interior space. Typical frame tents are less than 2,000 square feet. Since they do not rely on fabric tension for support, a minimal number of stakes are required that are pretty much suitable for installation on any surface. You can also opt for anchoring with water barrels if staking is not possible.



Pole Tents

Pole tents allow for the greatest capacity for large events. With center poles, there is a graceful rise and fall of the center peaks – creating high ceilings and elegant shapes. Because pole tents rely on fabric tension for support, they require a greater number of stakes around the tent's perimeter.

Pole tents are attached to the ground with steel stakes and nylon webbing. With the use of ratchet straps the tent becomes very tight; it is this tautness that creates the shape of the tent.

Remember your design plan needs to be structured around the poles to accommodate for sight lines.



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Clearspan Structures

The clearspan tent is basically a heavy-duty frame tent, that is, a tent without center poles.

The name is derived from the clear or unobstructed interior that the tent provides. It is like a temporary building.

These tents are best for long term installations, events that require large unobstructed interiors, or when you need the ultimate in safety and stability. These tents are wind-rated structures that withstand weather better than any other tent. The sidewalls and tops are not as prone to flap in the wind as traditional frame and pole tents. They also are capable of suspending weight from the framework for lighting, audio-visual applications or anything else you may want to hang from the ceiling.



Specialty Tents

With a larger budget you can make a bigger impact with many spectacular tent design options.

- **CLEAR TOP:** Day or night, bring the outside in with a frame tent that has a clear top. View the moon and stars at night, the trees and landscaping during the day.
- **DOUBLE DECKER:** Imagine being able to create an exclusive level for VIPs, a raised vantage point for the media or an unobstructed view of the lower floor for guests.
- **PRINT ON YOUR TENT:** Use custom fabrics or digital printing directly on the tents to create a distinct identity for your event. For example: a pink tent for the breast cancer charity gala!

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Important Tips for Your Tent Event

- ✓ **Create your event space before creating the event.** Since a tent is a temporary structure, you will need to do some space and infrastructure planning. In other words, think about how to make accommodations for all the things that would ordinarily be in a standard event space: power, tables and chairs, restrooms, refuse disposal, storage space, and so on. If your event will be catered, will you need a tent for the food prep and other serving needs?
- ✓ **Get the right tent size.** Planning the size of your tent is the same as planning for any other event space. It is always wise to over-estimate the number of guests. The tent size will also depend on what you're putting inside the tent. Chairs, tables, stages, bands, DJs and dance floors will all affect the aesthetic and safety aspects of your event. And a final note: don't forget to account for the possibility of bad weather.
- ✓ **Make sure your tent is flameproof.** All tents come with flameproof certificates; typically a label is sewn into the tent saying it's made of flame retardant material.
- ✓ **Don't be caught without a permit.** Most tent installations require a building permit, which may also include approval by the local fire marshal. Although rules vary by jurisdiction, most tents greater than 1,000 square feet need to have a building permit before installation. Typically, you'll also need to submit a flame certificate for the tent and a drawing of the external and internal layout.
- ✓ **Keep your guests comfortable with side walls.** Do you want your special event to be open and airy, or more private? Are there unsightly areas you'd like to hide? What impact could weather have on your event? Even though you're basically covered from the elements from the top of the tent, the rain, hot sun, and wind can be a nuisance from the sides. Also, if you'll be heating or cooling the space, you'll definitely need sides to control the temperature.
- ✓ **Tents are NOT adequate shelter from lightning.** That's right – get out! The center pole acts as a lightning rod. If you can't get out, move as far away from the poles as possible.
- ✓ **Rent restrooms if you need to.** Very often the use of portable restrooms goes hand in hand with tents unless your tent is close to another structure that has restrooms available. Portable restrooms vary from your basic construction site portable to fancy multi-stall restroom trailers.

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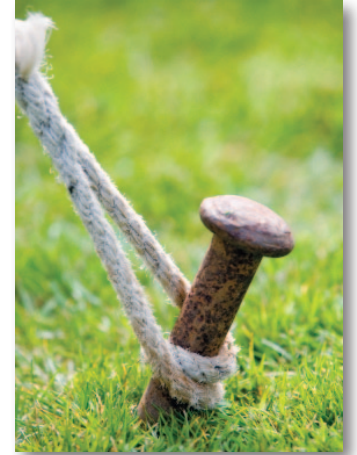
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Secure that Tent . . . with Caution!

Since there can be great risk to driving stakes into the ground, any responsible installer won't put up a tent before they survey the site. If your tent is more than 1,000 square feet in size, it MUST be staked to the ground. Keep in mind that when measuring your location, you must add ten feet to both the length and width of the tent site to allow room for staking.

You'll also need the property owner's permission. Sure, grass is easy to put stakes into, but there may be obstacles to work around: utility lines, sprinklers, power lines and other things the property owner may know about. Or, if you're thinking about placing your tent on pavement, you'll need permission to drive stakes through the pavement...and you may need to promise to fill the holes when the tent is removed.



Tent Accessories

To set your organization apart from others and to enhance the environment of your tent event, there are numerous accessories that can be integrated easily into different tent styles.

- **SIDES:** Sides, an important part of your tent rental, can be solid so you can't see in or out, clear, or with cathedral windows to make it feel more like a building.
- **DOOR SYSTEMS:** Doors add a sophisticated look when entering and exiting a tent or temporary structure. They are most typical in temporary or semi-permanent clearspan tents.
- **FLOORING:** Tent flooring is the answer for leveling areas, covering imperfections on the surface and above all keeping your guests' feet dry if bad weather arrives. BUT – flooring costs 2 to 3 times the cost of the tent! If that's not a problem, there are some amazing flooring solutions including interlocking tiles, carpeting, AstroTurf™ and wood floors.
- **LIGHTS:** Lighting is a sure-fire way to add drama and elegance – it can completely transform your event. Perimeter globe lights, chandeliers, string lights, floor lamps and colored lights will surely heighten the visual impact inside a white tent.
- **Heaters and A/C:** If you think that extreme temperatures will be a factor, there are ways to keep your guests comfortable – from portable air conditioning units to tent heaters. In some cases, additional permits may be needed for these systems.

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