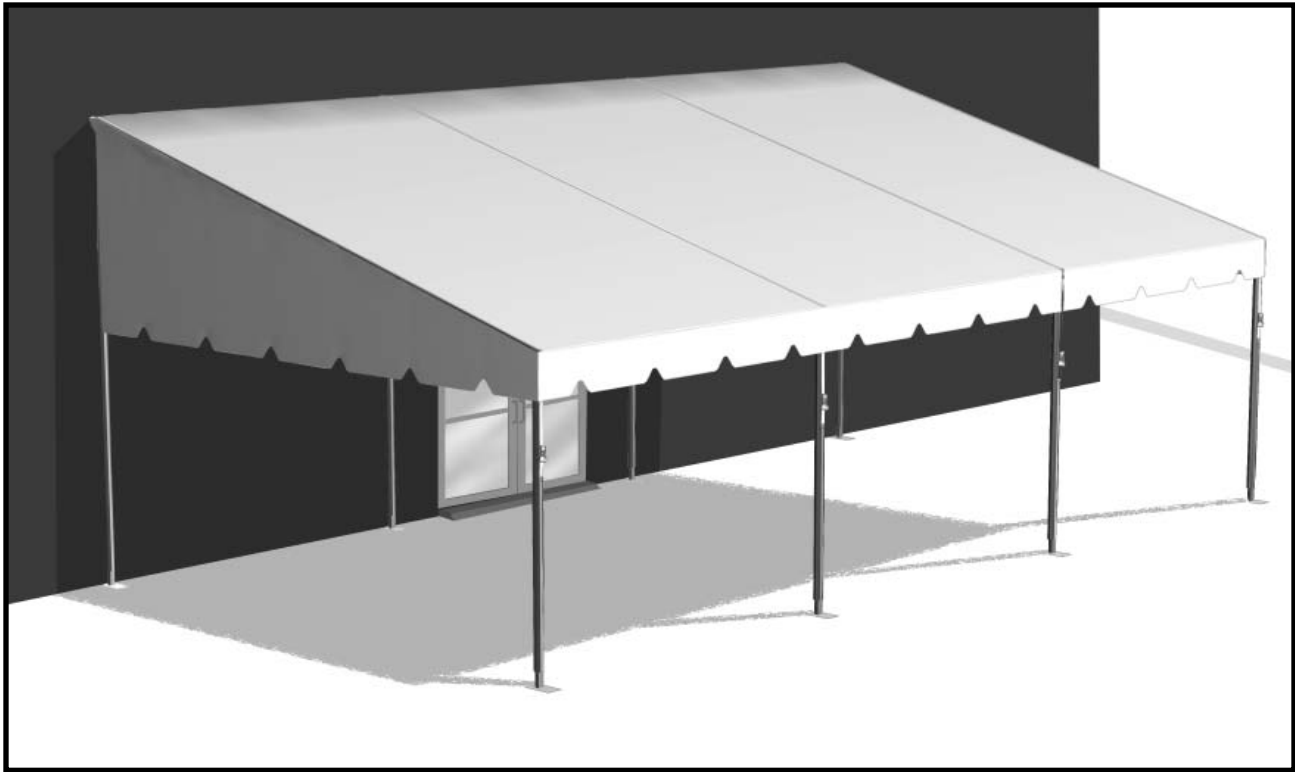


# Assembly Instructions

## Navi-Trac® LT/CS Pavilion

### 12' to 24' Projection



Please read all assembly / installation instructions before the installation or removal of this product.

**SALES OFFICES:**  
1100 BURCH DRIVE  
PO BOX 3477  
EVANSVILLE, IN 47733 USA

PHONE: 812-867-2421  
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**PRODUCTION FACILITY:**  
EVANSVILLE, IN

*Quality, Craftsmanship and Service since 1892*

# NAVI-TRAC LT PAVILION INSTALLATION SAFETY GUIDELINES

Your own installation techniques will evolve to fit the varied needs of your clients, the experience level of your installation crews, the nature of other tentage that may be common to the installation site being planned, and the equipment that you may have available or with which you feel most comfortable. Whatever techniques you adapt for your crews, we encourage you to keep safety utmost in mind.

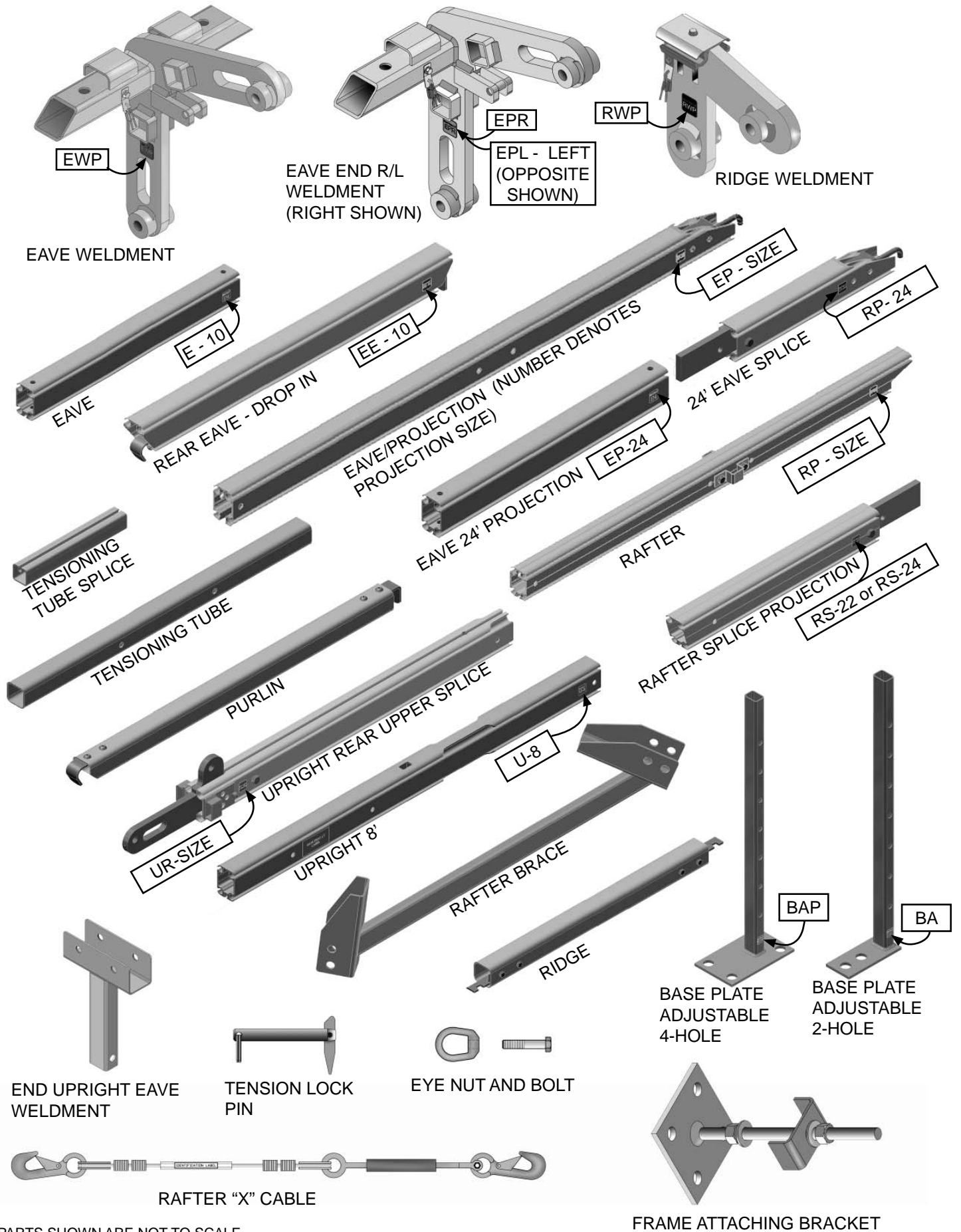
Please read through this assembly manual completely before beginning your installation. Be sure the proper equipment, crew and safety precautions are in place. We hope that you enjoy the design features of the Navi-Trac Lite™ Pavilion each time the unit is installed.

1. It is recommended that workers wear safety shoes and hard-hats on site.
2. When moving frame sections by hand, use proper lifting techniques to protect the back, and avoid pinching fingers while making hardware connections.
3. Be sure all workers are cautious and attentive to the falling paths of frame sections being raised or lowered.
4. Be aware to avoid contact of frame sections with any overhead power lines near the site.
5. When anchoring the structure, avoid all underground power lines and gas lines or other utility easements.
6. Keep site clear of debris to avoid tripping, especially while carrying frame parts or bundles of fabric.
7. Do not drag bundles of fabric on concrete, asphalt, or ground as this can cause damage to the fabric from abrasion through the bag.
8. Do not climb onto the fabric "roof" of the structure. When necessary, work safely from a ladder of appropriate size.
9. When standing frame sections to vertical, or when lowering, use a smooth motion and have other workers "foot" the base of the section to avoid slippage along the ground.
10. When installing gabled end units, be sure all beams are stabilized either by safety guys or cross-cabling until connected to a section of the unit that is already stabilized in this manner.
11. When installing a unit in which the overall length exceeds 60 ft, add one extra X-cabled bay for each additional 60 ft of length. To meet design loads, **no more than 60 ft of consecutive length can remain non-X-cabled.**
12. The installation method described here requires coordination of tasks between workers. A safe installation is dependent on that coordination. Please work cooperatively as a team.

# Parts List

NAVI-TRAC LT/CS PAVILION		INV	10X20	10X10	12X20	12X10	14X20	14X10	16X20	16X10	18X20	18X10	20X20	20X10	22X20	22X10	24X20	24X10	
COMPONENT DESCRIPTION		#		MID		MID		MID		MID		MID		MID		MID		MID	
ALUMINUM EXTRUSION																			
ANODIZED W/5 CHANNEL OPENINGS			#1417C	#1418C	#1403	#1404	#1405	#1406	#1407	#1408	#1409	#1410	#1411	#1412	#1413	#1414	#1415	#1416	
EAVE-10'-0"	8004400	2			2	1	2	1	2	1	2	1	2	1	2	1	2	1	
REAR EAVE-10'-0"	8004475	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	
EAVE-10' PROJECTION	80932C	3	1																
EAVE-12' PROJECTION	80760			3	1														
EAVE-14' PROJECTION	80789					3	1												
EAVE-16' PROJECTION	80761							3	1										
EAVE-18' PROJECTION	80762									3	1								
EAVE-20' PROJECTION	80763											3	1						
EAVE-22' PROJECTION	80764													3	1				
EAVE-24' PROJECTION	80765																3	1	
EAVE SPLICE-24' PROJECTION	80766																3	1	
RAFTER -10' PROJECTION	80931C	3	1																
RAFTER -12' PROJECTION	80751			3	1														
RAFTER-14' PROJECTION	80752					3	1												
RAFTER-16' PROJECTION	80753							3	1										
RAFTER-18' PROJECTION	80754									3	1								
RAFTER-20' PROJECTION	80755											3	1						
RAFTER-22' PROJECTION	80756													3	1				
RAFTER-24' PROJECTION	80757															3	1		
RAFTER SPLICE-22' PROJECTION	80758													3	1				
RAFTER SPLICE-24' PROJECTION	80759															3	1		
<b>UPRIGHTS:</b>																			
UPRIGHT - 8'-0"	8004450	6	2	6	2	6	2	6	2	6	2	6	2	8	2	8	2		
UPRIGHT - 9'-0"	8004480																		
UPRIGHT - 10'-0"	8004455																		
UPRIGHT REAR SPLICE-10' PROJECTION	80934C	3	1																
UPRIGHT REAR SPLICE-12' PROJECTION	80768			3	1														
UPRIGHT REAR SPLICE-14' PROJECTION	80769					3	1												
UPRIGHT REAR SPLICE-16' PROJECTION	80770							3	1										
UPRIGHT REAR SPLICE-18' PROJECTION	80771									3	1								
UPRIGHT REAR SPLICE-20' PROJECTION	80772											3	1						
UPRIGHT REAR SPLICE-22' PROJECTION	80773													3	1				
UPRIGHT REAR SPLICE-24' PROJECTION	80774																3	1	
<b>MISC. COMPONENTS:</b>																			
RIDGE 10'-0"	80767	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	
RAFTER BRACE	3580666											3	1	3	1	3	1	3	
10'-0" PURLIN (NAVI-TRAC)	80410							2	1	2	1	2	1	2	1	2	1	2	
MID TENSIONING TUBE	80779	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	1	2	
MID TENSIONING TUBE SPLICE	80780	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
<b>CONTAINER #1:</b>																			
BASE PLATE ADJUSTABLE-4 HOLE	80775	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	2	6	
BASE PLATE ADJUSTABLE-2 HOLE	8004505													2		2		2	
RIDGE WELDMNT ASSEMBLY	80750	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	
15.5 DEGREE EAVE WELDMNT	80790	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	1	
15.5 DEGREE EAVE END RIGHT WELDMNT	80777	1		1		1		1		1		1		1		1		1	
15.5 DEGREE EAVE END LEFT WELDMNT	80778	1		1		1		1		1		1		1		1		1	
END UPRIGHT EAVE WELDMNT	3582180													2		2			
FRAME ATTACHING BRACKET ASSEMBLY	80781	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	1	3	
NAVI-TRAC LT/CS PAVILION		INV	10X20	10X10	12X20	12X10	14X20	14X10	16X20	16X10	18X20	18X10	20X20	20X10	22X20	22X10	24X20	24X10	
COMPONENT DESCRIPTION		#		MID		MID		MID		MID		MID		MID		MID		MID	
CONTAINER #2:			#1417C	#1418C	#1403	#1404	#1405	#1406	#1407	#1408	#1409	#1410	#1411	#1412	#1413	#1414	#1415	#1416	
RAFTER "X" CABLE ASSY-10' PROJECTION	80936C	4																	
RAFTER "X" CABLE ASSY-12' PROJECTION	80782			4															
RAFTER "X" CABLE ASSY-14' PROJECTION	80783					4													
RAFTER "X" CABLE ASSY-16' PROJECTION	80784							8											
RAFTER "X" CABLE ASSY-18' PROJECTION	80785									8									
RAFTER "X" CABLE ASSY-20' PROJECTION	80786											8							
RAFTER "X" CABLE ASSY-22' PROJECTION	80787													8					
RAFTER "X" CABLE ASSY-24' PROJECTION	80788																8		
<b>CONTAINER #3:</b>																			
1/2-13 x 3 1/4" Shoulder Eye Bolt (Navi-Trac)	3020525	2		2		2		4		4		4		4		4		4	
TENSION LOCK PIN	3102865	6	2	6	2	6	2	6	2	6	2	12	4	18	4	18	4	4	
1/2-13 x 2 3/4" H.H.C.S. GRD.5 ZC.	3023425													3	1	6	2		
1/2-13 HEX JAM NUT ZC.W/ NYLON INSERT	3024630													3	1	6	2		
<b>OPTIONAL:</b>																			
STAKES FOR BASE PLATES - 1"x30" DBL. HEAD STEEL STAKE	3704230	6	2	6	2	6	2	6	2	6	2	6	2	8	2	8	2	2	

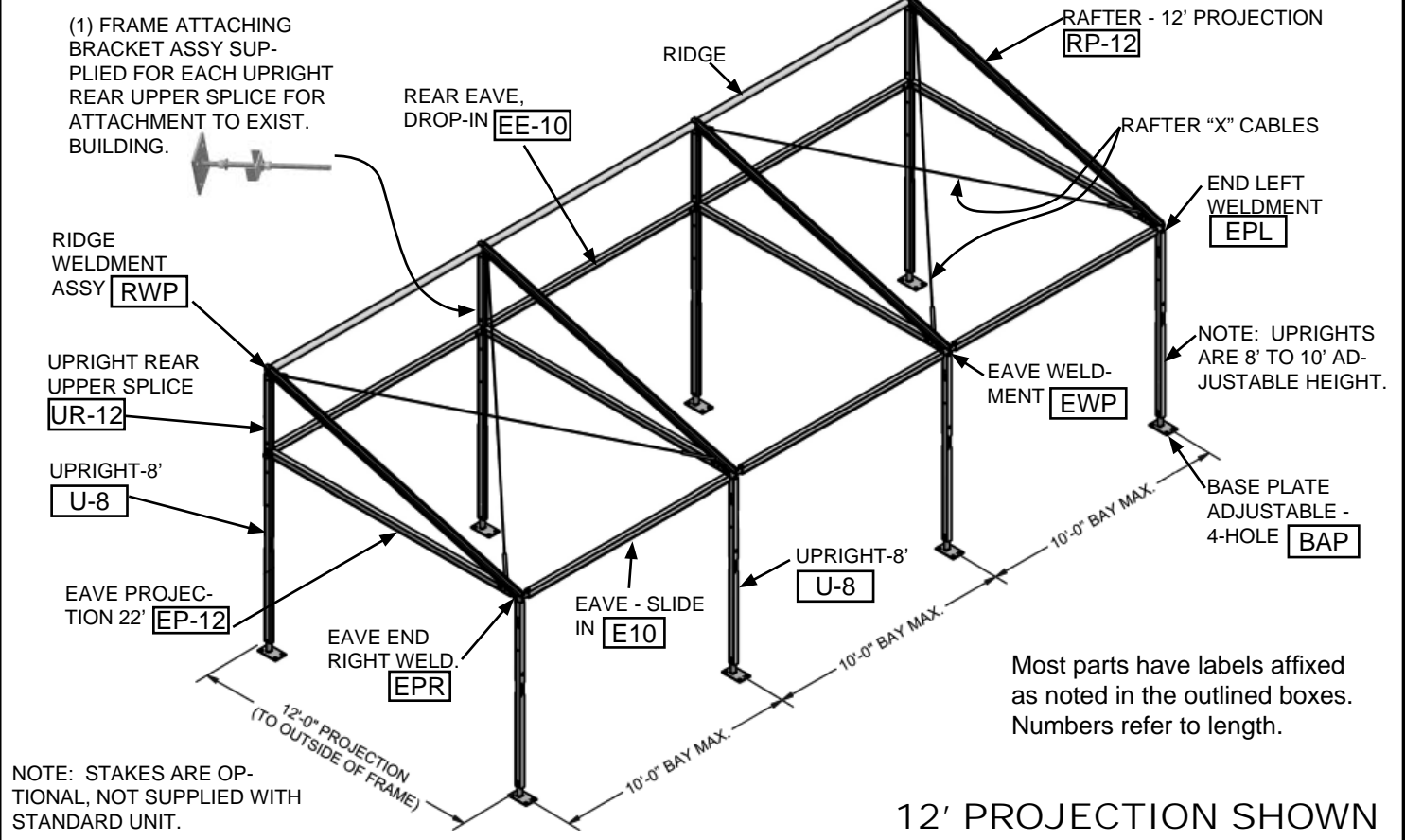
# PARTS ILLUSTRATIONS



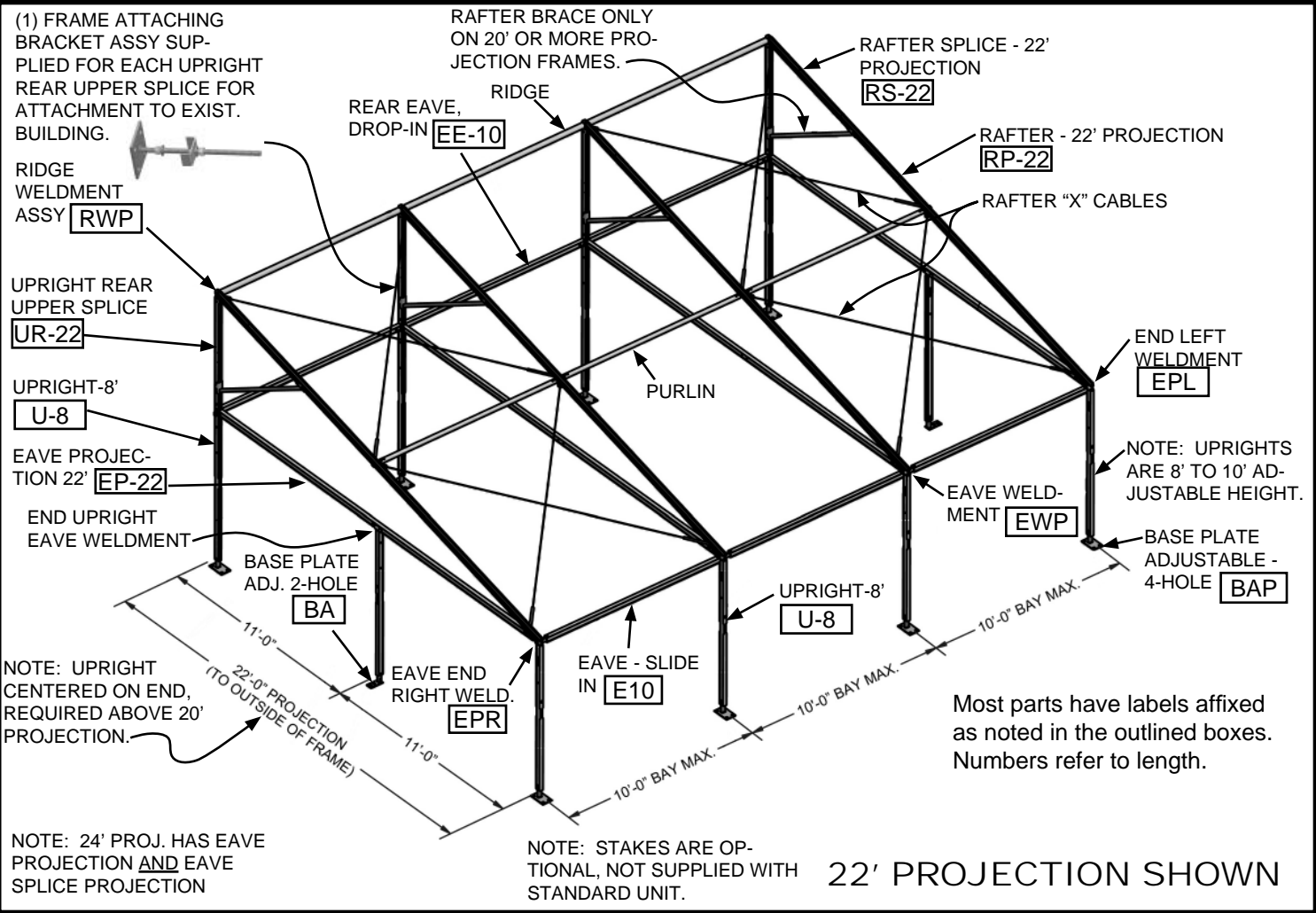
4 PARTS SHOWN ARE NOT TO SCALE.

FRAME ATTACHING BRACKET

# ASSEMBLED FRAME ILLUSTRATIONS



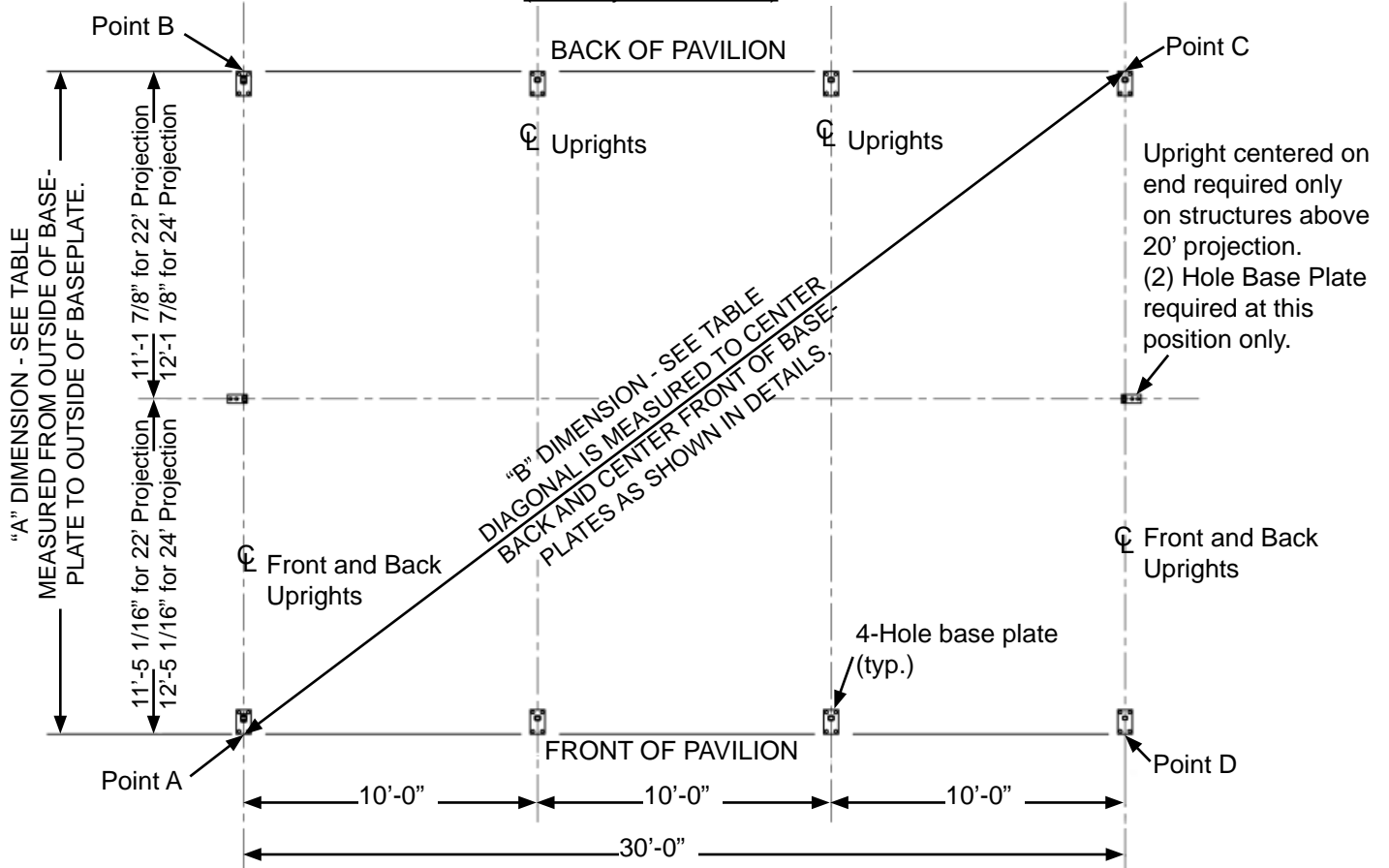
12' PROJECTION SHOWN



22' PROJECTION SHOWN

## PLAN VIEW OF 3 BAY STRUCTURE

(22' Projection shown)



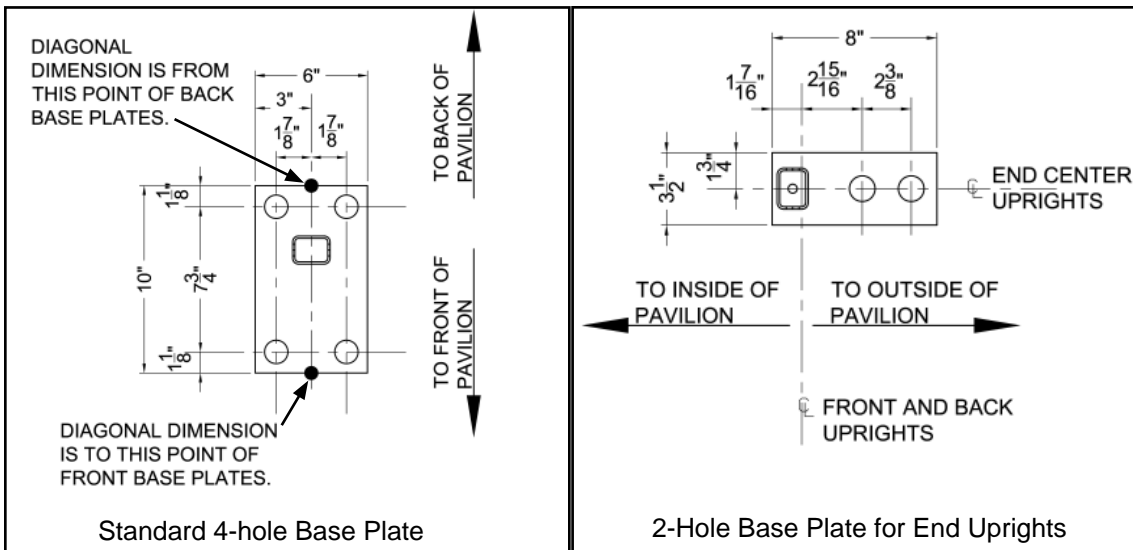
LAYOUT DIMENSIONS		
Pavilion Size	"A" Dimension	"B" Diagonal Dim.
12' Projection x 30'	12'-6 15/16"	32'-6 3/8"
14' Projection x 30'	14'-6 15/16"	33'-4 1/4"
16' Projection x 30'	16'-6 15/16"	34'-3 5/16"
18' Projection x 30'	18'-6 15/16"	35'-3 7/16"
20' Projection x 30'	20'-6 15/16"	36'-4 9/16"
22' Projection x 30'	22'-6 15/16"	37'-6 9/16"
24' Projection x 30'	24'-6 15/16"	38'-9 3/8"

To find a diagonal measurement not listed here, use this formula:  $width^2 + length^2 = diagonal^2$

### Directions for Squaring the Tent

(see the diagram above)

1. Locate the four primary corners.
  - a. Using a tape measure, mark Points A & B (the width of the pavilion first).
  - b. Using one tape measure, start from point B and measure the length of the tent.
  - c. Using a second tape measure, start from point A and measure the diagonal.
  - d. Mark the point at which these two tapes intersect. (Point C) This will square the tent.
  - e. Using the same process, mark point D.



2. Locate points for intermediate uprights.
  - a. Using a tape measure running from points A to B, mark for end uprights (only on frames over 20' projection).
  - b. Using a tape measure running from points B to C (or A to D) mark for side uprights according to your particular pavilion.

These markings will be your guideline for tent layout.

## Step 1 - Parts Layout

- Follow the directions on the previous page for squaring and marking for the frame.
- Lay out the parts neatly in their approximate location, as if the frame were collapsed onto the ground. (Figure 1a)

## Step 2 - Beam Arch Assembly

- Assemble the first beam arch in the following order:

- Assemble upper triangle first by fastening upright rear upper splice to ridge weldment using one of the pins attached to the ridge weldment.
- Drop hook end of Eave Projection into Eave End Weldment Bracket. (Figure 2a) Note: On 24' projection, Eave projection is spliced. Slide Eave Splice Projection into 24' Eave Projection and fasten using 1/2" bolt and nut.
- Drop slotted end of Eave Projection down over ear located at bottom of upright rear upper splice and pin using a tension lock pin. (Figure 2b)
- Assemble Rafter Splice Projection to Rafter using 1/2" bolt and nut provided (required only on frames over 20' projection)
- Slide Rafter up onto ridge weldment and affix using method detailed as follows:
  - On rafters with "X" cables in one of the adjacent bays such as end bays (see illustration on page 5) connection must be made using the eye nuts and bolts shipped with the "X" cables. Eye nut must face in the direction of the "X" cabled bay because it is used for connection of the "X" cables. (See Step 3)
  - In the case where there are two "X" cabled bay adjacent to one another, the connection must be made using an eye bolt with eye nut. (not usual)
  - On rafters with no "X" cables attach the rafter using the pin attached to the ridge weldment.

- On frames with 20' projection or more, rafter brace is now attached to triangle. Rafter Brace will only fit one way- so if you are having trouble with alignment, turn the brace around so that the opposite ends are now at the rafter and upright rear upper splice. (See Figure 2c)
- Assemble uprights by sliding adjustable base plates into uprights and bolting with bolts provided. See Figure 2d for assistance in assembling the upright in the correct position.
- On Rear upright, slide Upright rear upper splice down into bottom upright and pin with a tension lock pin. See Figure 2d for assistance in assembling the upright in the correct position.
- Assemble all Beam arches with baseplates in correct position for raising.

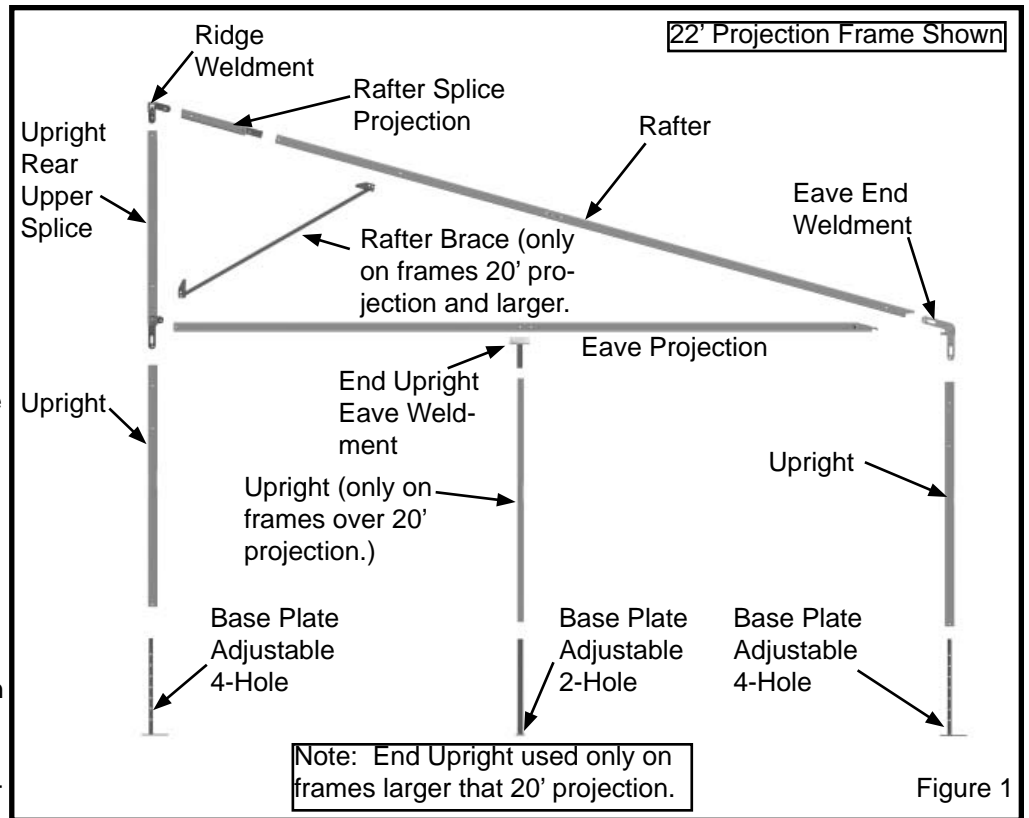


Figure 1

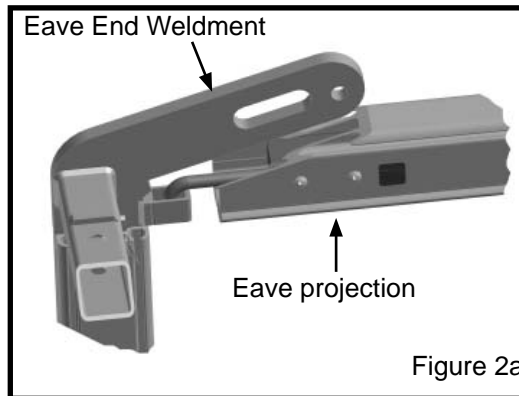


Figure 2a

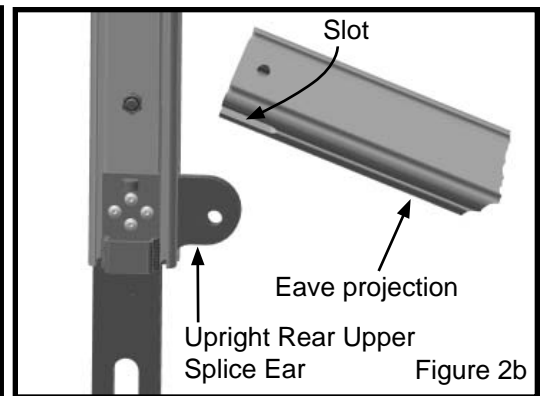


Figure 2b

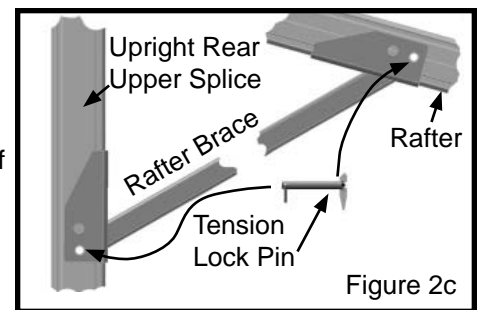


Figure 2c

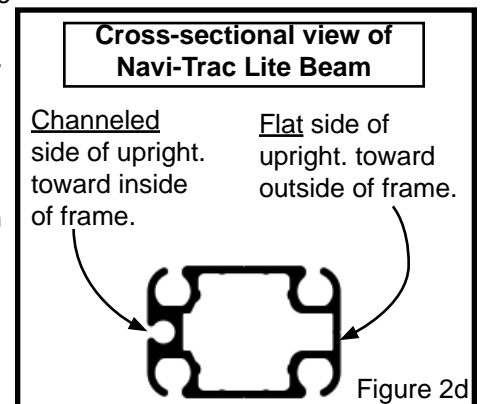
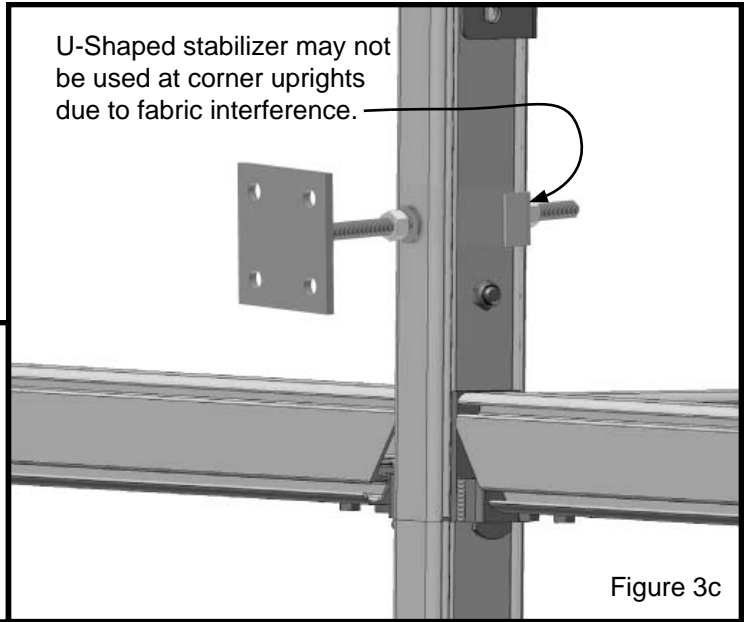
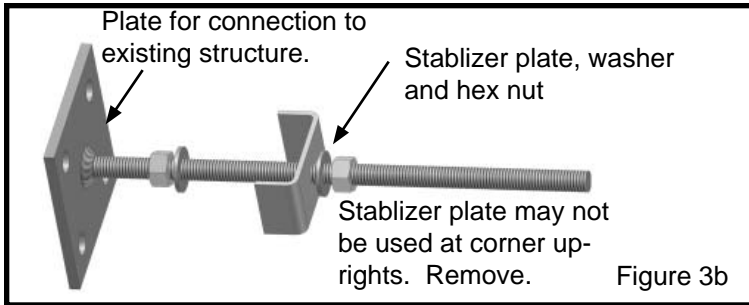


Figure 2d



**Before placing frame in final position, attach frame attaching bracket to upright rear upper splice on each rear upright.**

- Remove stabilizer plate, washer and hex nut from rod on bracket.
- Insert rod into upright rear upper splice from back of pavilion.
- Place stabilizer plate, washer and hex nut back onto rod so that bracket stays in place. Do not tighten until frame and fabric are completely assembled and installed. Do not use stabilizer plate at corner uprights.



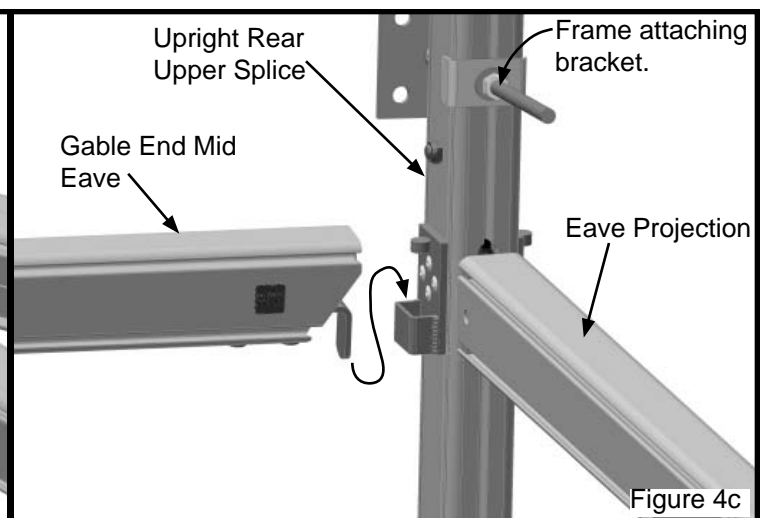
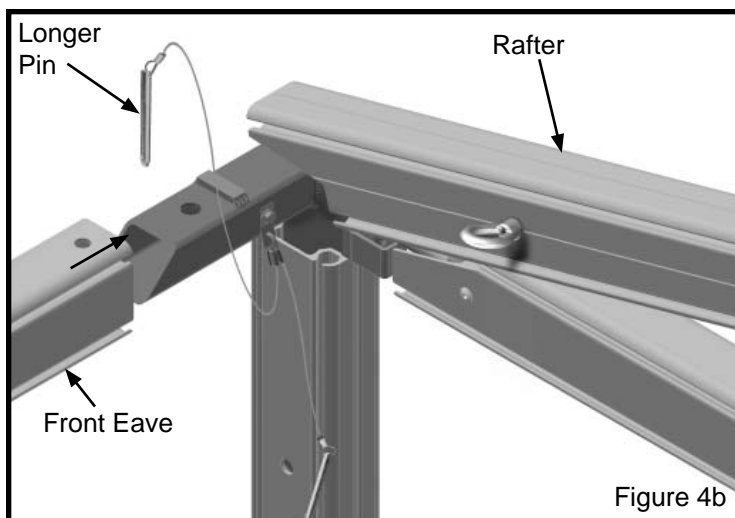
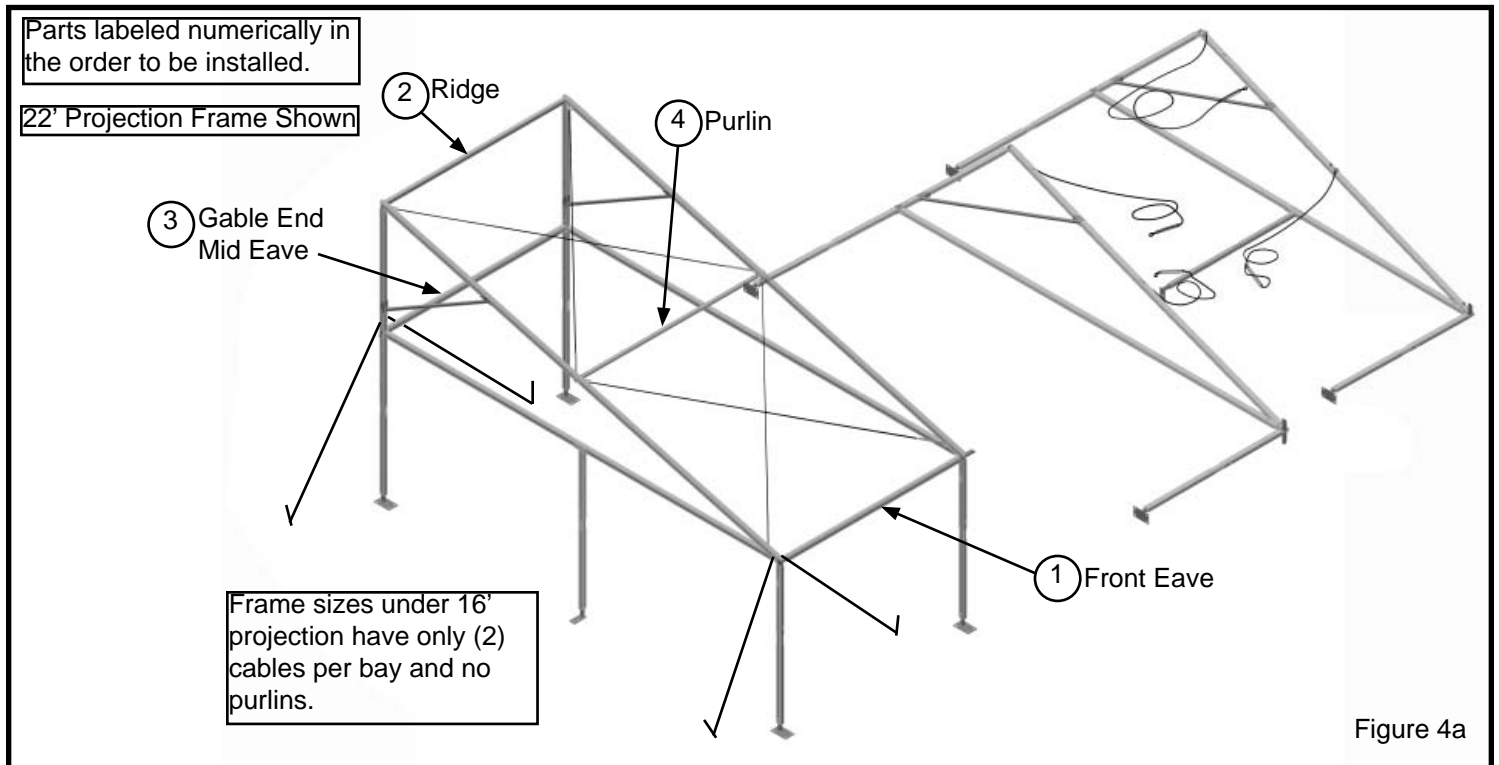
## Step 4 - Joining Beam Arches

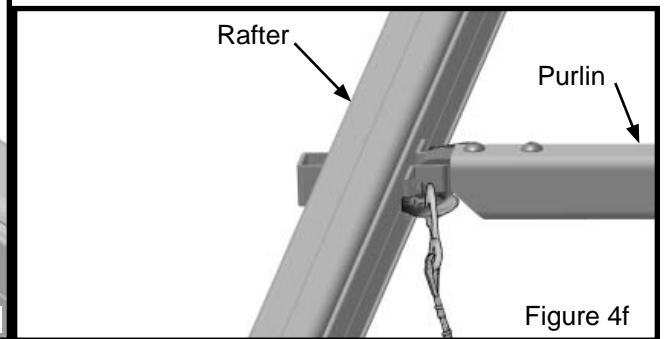
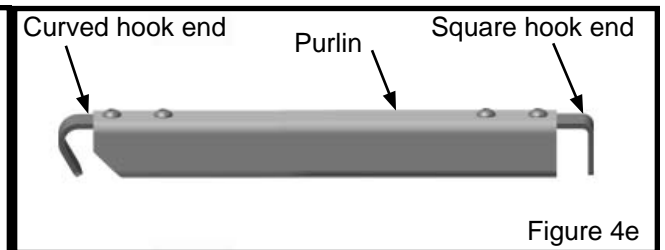
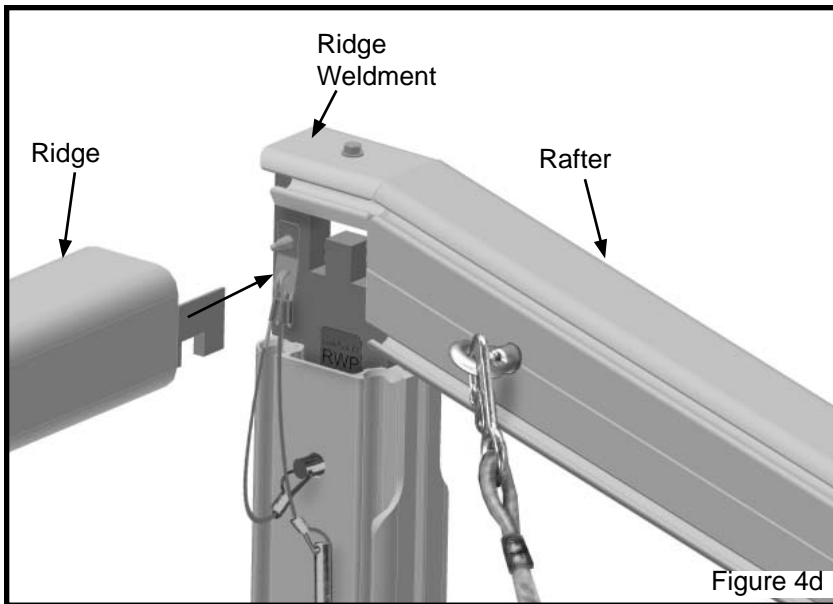
### Join in the order listed: (Figure 4a)

- **Front Eave** - slide one end of front eave tube onto end eave weldment with bottom channel down. Align holes and pin with one of the pins attached to the weldment. Figure 4b.
- **Gable End Mid Eave** - drop gable end mid eave into brackets on upright rear upper splices. Figure 4c
- **Ridge** - fit ridge into slots provided in ridge weldment. Figure 4d.
- **Purlin** - Drop curved end of purlin into rafter bracket. See figures 4e and 4f. Drop square hook end into the corresponding rafter bracket.
- **Note:** If optional installation kit has been used, remove eyenut at lower end of first rafter and replace with nut before snapping cables in place.

**Note:** If Installation Kit has been purchased, the short lifting bar may be used to lift bars into place.

- Snap lower ends of cables onto their respective eye nuts. Square up frame by tightening turnbuckles



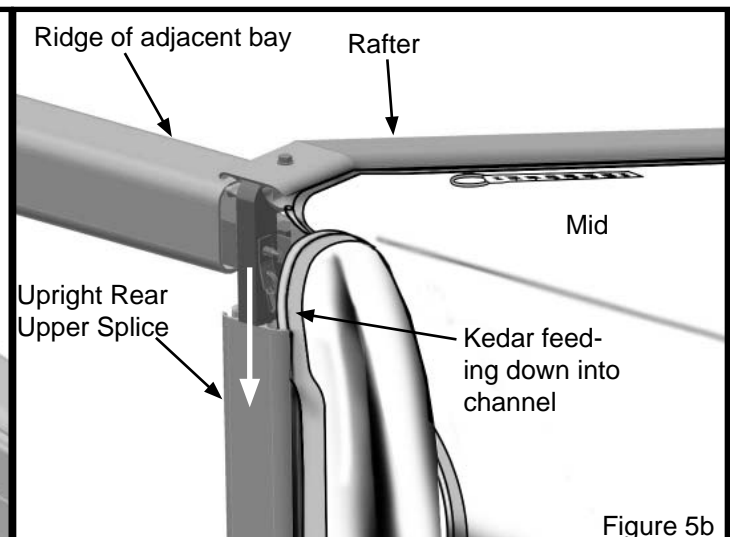
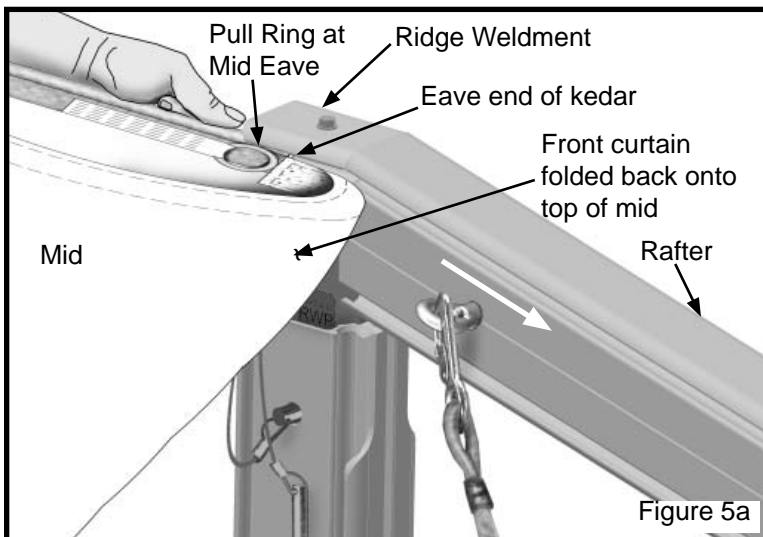


### Step 4 - Cont'd

Continue raising beams and attaching them until frame is completely assembled. Connect all cables and tighten. Measure to be sure frame is square and in proper position.

### Step 5 - Fabric Mid Installation

- With one installer at top of each rafter, feed eave end of kedar into top channel opening of ridge weldment and down into rafter. (Figure 5a) Feed both kedars at the same time and at the same rate until the ends of the kedars are at end of rafter at eave. Optional method: Snap pull ropes onto pull rings at mid eaves and pull mids down from top after kedars are started into channels simultaneously.
- Raise back ends of mid kedars up until bottom of kedar can be fed down into top of channel on Upright Rear Upper Splice. Feed both kedars down at the same time and at the same time until kedars are fully inserted into channels. (Figure 5b)
- Continue this process until all mids are installed.



## Step 6 - Fabric Ends Installation

- With one installer at top of the end rafter, feed eave end of kedar into top channel opening of ridge weldment and down into rafter until end of kedar reaches the end of the rafter. (Figure 6a)
- Raise bottom end of back kedar up until bottom of kedar can be fed down into top of channel on Upright Rear Upper Splice. (Figure 6b)
- After end fabric is in place, fiesta buckles on inside of fabric at eave must be connected. Slide kedar pieces with d-ring into top/outside channel of eave beam. Align these with corresponding fiesta buckles. Slide web through d-ring as shown in figure 6c. Tighten webs.
- End Fabric is installed.

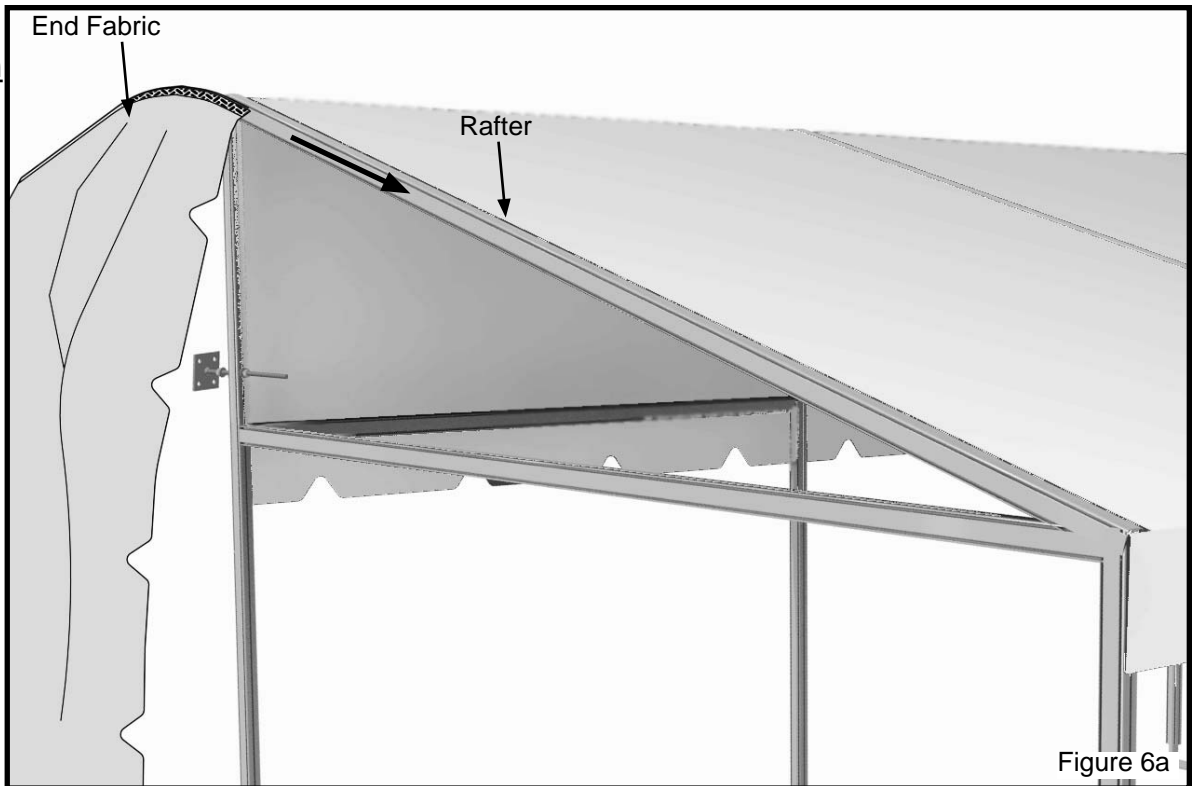


Figure 6a

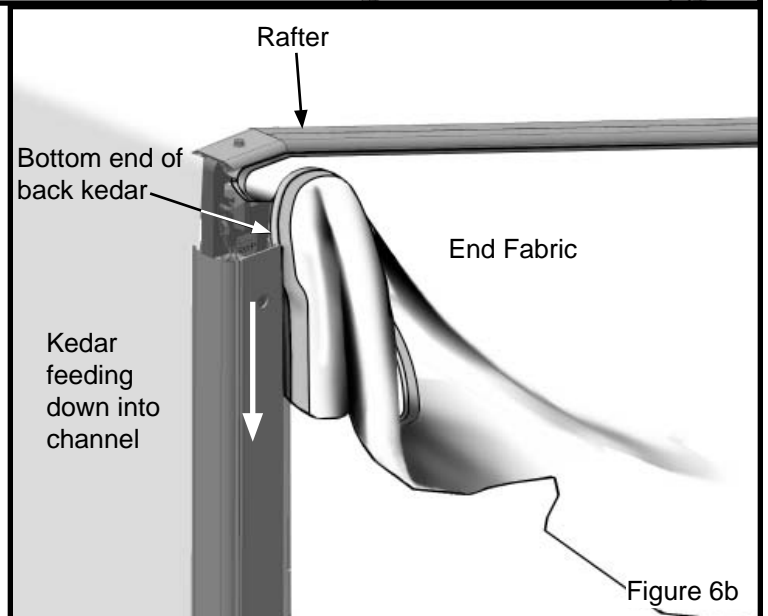


Figure 6b

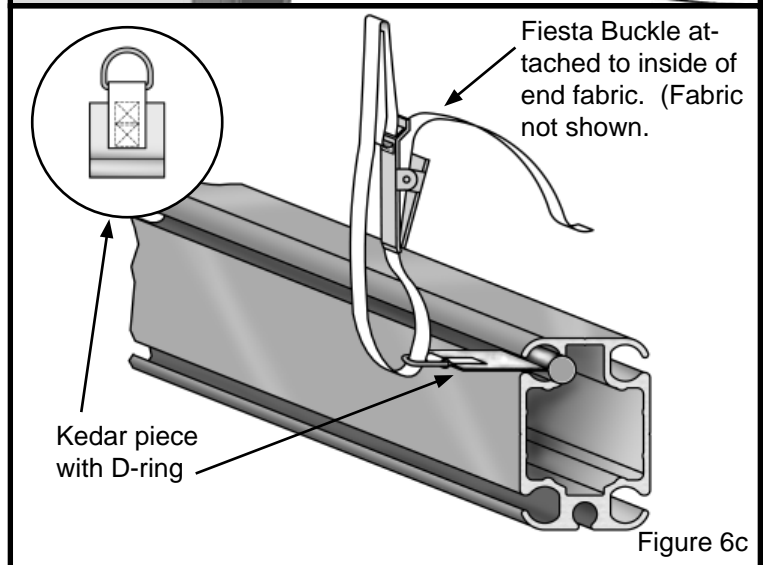


Figure 6c

## Step 7 - Fabric Tensioning

- At back of pavilion, snap buckles of back-end straps to corresponding buckles at bottom of mids. Insert bottom hook into slot at back of upright. Tighten just enough so that hook does not fall out of slot. (Figure 7a)
- At front of mids, insert tension tubes into pockets under curtain. Between mids, use a tension tube splice to connect tubes. (Figure 7b) Before insertion, hang tension strap with ratchet and hook over the tension tube splice. At ends, hang tension strap over end of tension tube as shown in Figure 7c.
- Insert hook of tension strap into slot in front upright. Crank ratchet until tension strap stays in place but do not tension. Check mids to be sure they are all pulled to the same point in front and back. Check back end straps to be sure they are tightened uniformly. When you have checked these things, you may now ratchet the front tension straps. Tighten until all mids are uniformly snug.

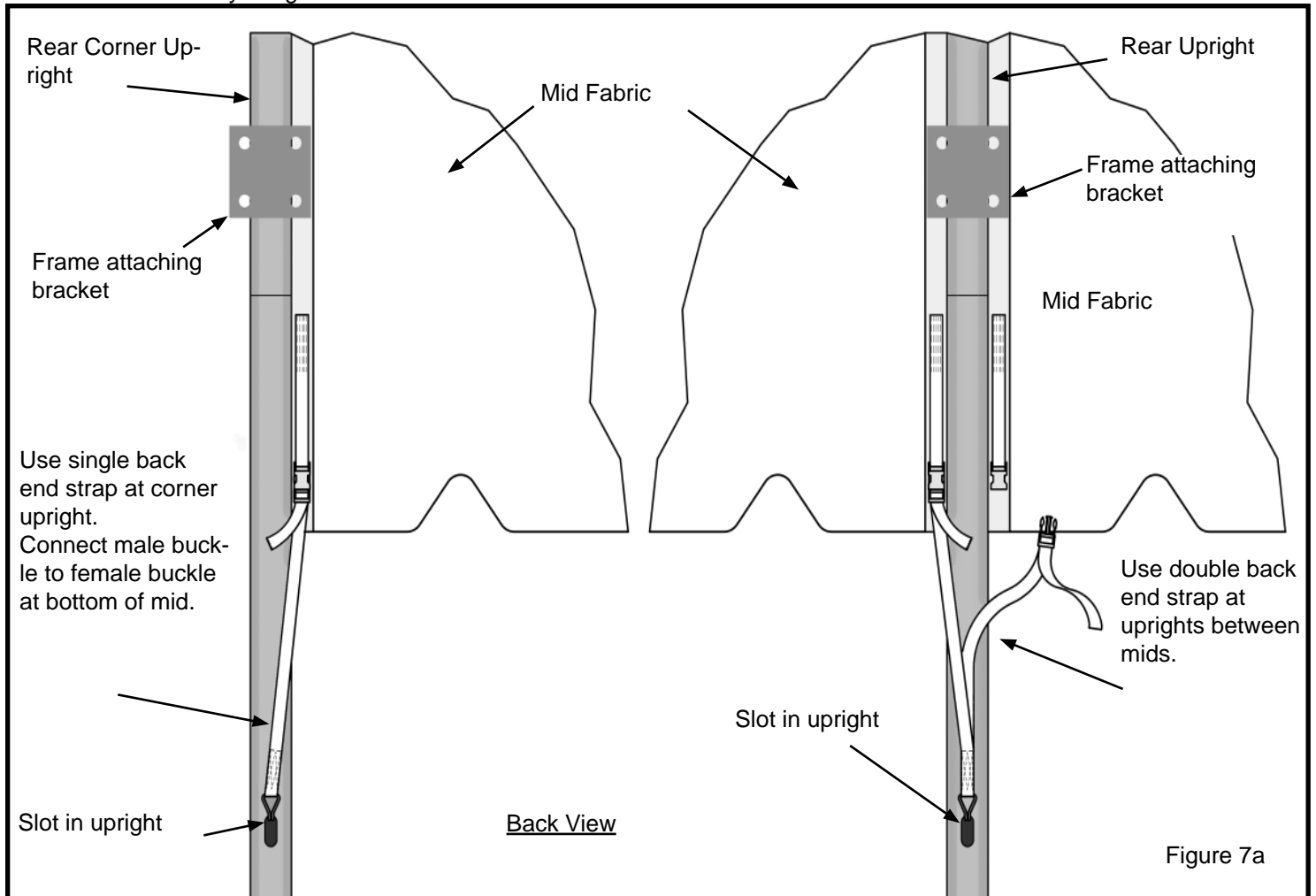


Figure 7a

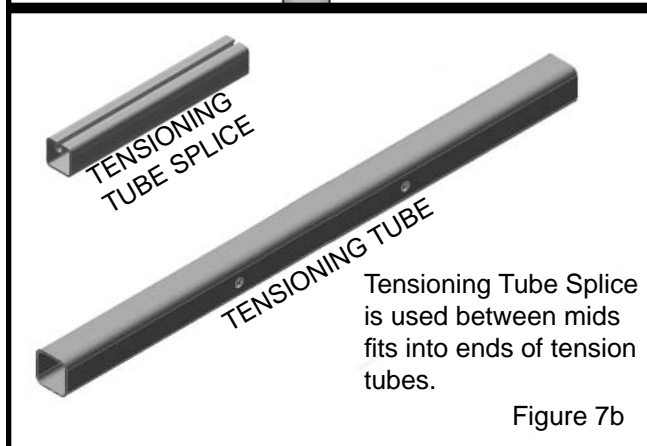


Figure 7b

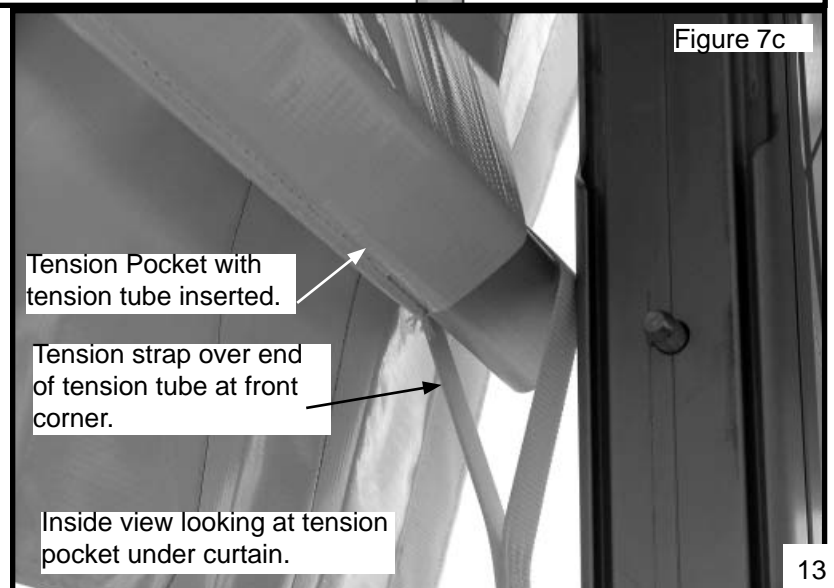
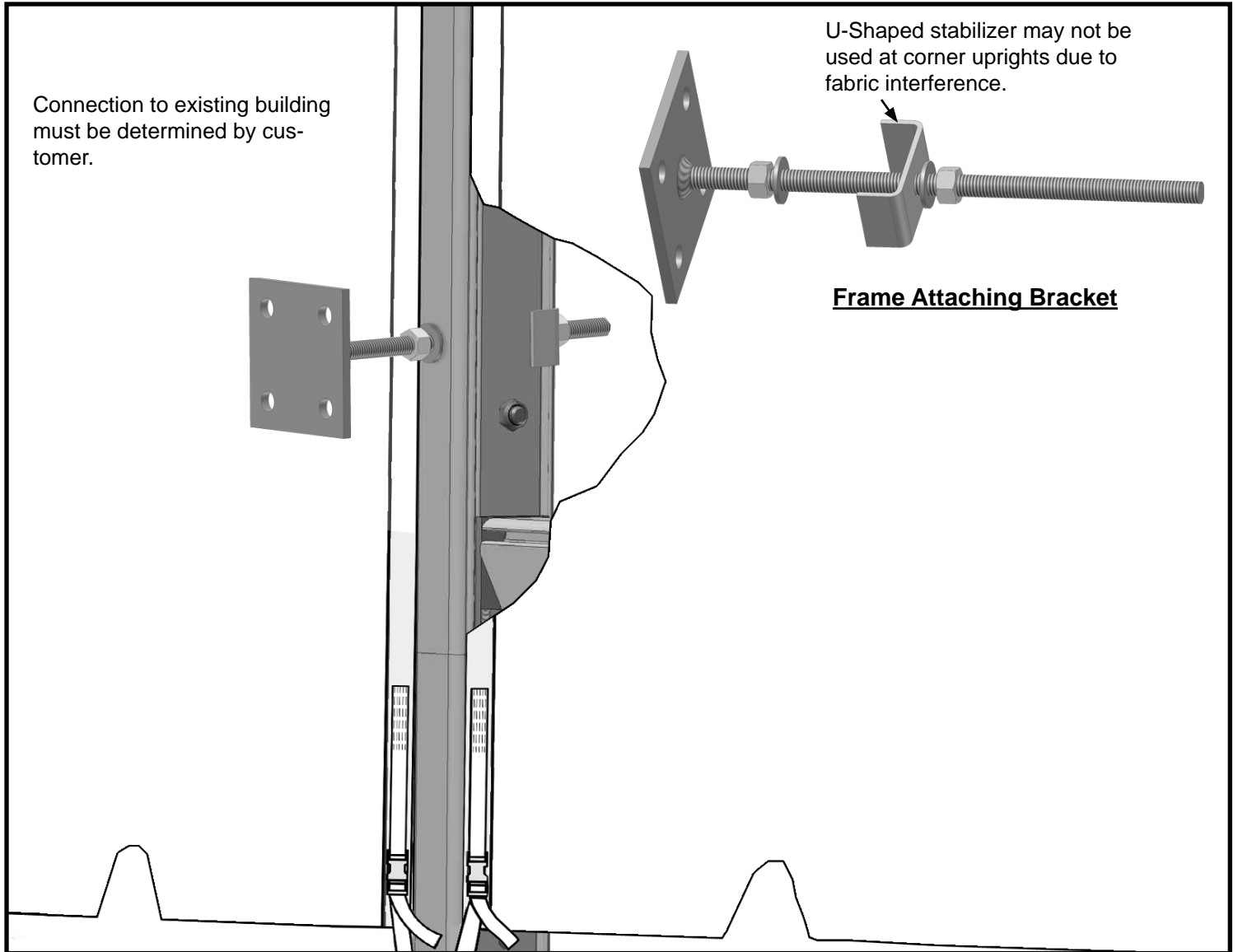


Figure 7c

## Step 8 - Fastening Frame to Existing Building

- At back of pavilion, adjust the frame attaching bracket so that it is fitted up to existing building.
- Customer must determine and install the type of device that is best suited to attach frame to existing building.



**Notes:**



**PHONE NUMBER**  
**812- 867- 2421**

**FAX NUMBER**  
**812- 867- 0547**

Anchor products are of superior design and operate best within the parameters of these instructions. It is imperative that the instructions be carefully read and **COMPLETELY FOLLOWED**. Please read installation instructions before the installation or removal of this product. Installation instructions are available online at [www.anchorinc.com](http://www.anchorinc.com) or by calling 1-800-544-4445.

### CAUTION:

1. For each installation, the installer is solely responsible for evaluating the site and the proper securing method determined. Some soils require different staking or securing than that provided with the tent. Due to this variety of soil conditions, these are the manufacturer's suggested sequence of installation procedures. Anchor's responsibility is limited to the manufacture of the tent parts and materials. We are not responsible for methods that installers may choose to erect and secure the tent to the ground.
2. The number of stakes suggested in the installation instructions do not necessarily meet all or any relevant codes on the site of the tent installation. The number of stakes suggested **will, in many cases, keep the tent erected**, however, due to various soil conditions; these stakes will be insufficient **to keep the tent secure in high winds**. It is the tent installer's responsibility, not the manufacturer, to determine the appropriate number of stakes to meet the necessary wind loads on the site. Regardless of the number of stakes we suggest, we make no representation or warranty as to whether this specific number of stakes will meet the local tent code. Anchor does not, nor can it make any suggestions, representation, or warranties about the adequate staking required at each specific installation site. Staking information provided in the installation instructions **is not a suggestion about what is necessary to meet a site-specific load**.

**For additional important information, consult: "The IFAI Procedural Handbook For the Safe Installation and Maintenance of Tentage" and the IFAI Pocket Guide "Pullout Capacity of Tent Stakes", both available from the IFAI Tent Rental Division or on our website.**

3. Inasmuch as the weather is unpredictable, good judgment and common sense must be incorporated within installation guidelines. It is the responsibility of the tent installer/maintainer to determine the severity of the weather, proper time and method of installation and/or erection and disassembly. **Note: We recommend that snow and ice be removed from the tent surface as soon as possible because accumulation will damage the tent or fabric structure. Please consult with our Engineering Department about the maximum loads for each product.**

This product has been manufactured for use as a temporary structure. For the safety of all occupants, evacuation is recommended if threatening weather occurs, or if there is any doubt concerning the safe use of this product.

4. Proper safety equipment should be used at all times to insure a safe installation and take down. We suggest a careful evaluation be made to determine safety equipment needed, such as hard hats, steel-toe shoes, safety glasses and other as required. It is our desire that all installations are safe. Please be aware of hidden dangers both underground, i.e., gas lines, water lines, electrical lines, etc. and above the tent such as power lines and telephone lines.
5. Anchor stands behind its products in accordance with its standard Terms and Conditions of sale. A copy of our Terms and Conditions of Sale can be obtained by contacting Anchor at the telephone number and/or address on this document.