

## INSTRUCTION MANUAL

# SITKA Privacy and Shower Shelter

Product No. 076-3740-0 / Model No. CTC220804SW



WOODS CANADA | Vancouver, BC V5Y 1M8  
www.woods.ca | www.woodscanada.com

### FOR SERVICE CALL:

1-855-WOODS85 (1-855-966-3785)

**IMPORTANT:** Read these instructions carefully and familiarize yourself with the product before using. Keep for future reference.

## SAFETY

### DANGER!

- > Stoves, lanterns, candles, grills, heaters and other fuel-burning devices produce carbon monoxide and will consume the available oxygen in a tent. Use of such devices in a tent may cause asphyxiation, carbon monoxide poisoning, and death or serious and permanent injuries. For this reason:
  - > DO NOT use fuel-burning devices inside or near this product.
  - > Your failure to follow this warning may cause death or serious and permanent injury to you or others.

#### For your tent, screen house or canopy DO...

- > Always extinguish campfires before sleeping or leaving the area.
- > Exercise care when using electricity and lighting.
- > Ensure shelter it is properly ventilated in all weather conditions. In extreme weather conditions.
- > Anchor securely to provide additional security in changing climatic conditions. Snow pegs, skis and/or heavy rocks may be necessary to supplement stakes and guy lines.
- > Disassemble and store properly after camping.

### WARNING!

- > **KEEP ALL FLAME AND HEAT SOURCES AWAY FROM THIS TENT.** This tent is not fireproof. The fabric will burn if left in continuous contact with a flame source.
- > **Precautions:** Do NOT use candles, matches or other open flames in or near a tent. Fuel-powered lanterns and appliances are NOT recommended for use in or near a tent. If fuel-powered lanterns or appliances such as wood stoves or electric heaters are used, exercise extreme caution. Keep them away from the tent walls. Do NOT leave them unattended. Turn them off before going to sleep. Make sure the tent is well ventilated at all times to avoid suffocation. Build campfires downwind and several metres away from a tent. Extinguish campfires before leaving a campsite or going to sleep. Do NOT fuel lamps, heaters or stoves in a tent. Do NOT smoke in a tent. Do NOT store flammable liquids in a tent. Keep exits clear. Do NOT apply any foreign substance to a tent. It may diminish the flame resistant properties of tent material(s).

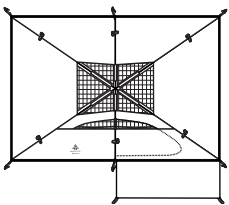
## ASSEMBLY INSTRUCTIONS

- > Assemble your tent before camping to become familiar with the assembly.
- > Two people are recommended for setup.
- > Select a clean, level area for your campsite, free from debris and sharp objects, and away from any natural water source.
- > Use of a ground cloth is recommended to prolong the life of the tent floor and provide additional insulation and moisture protection.

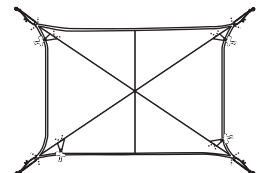
- > To prevent damage to the zippers, unzip the doors and windows of the tent prior to disassembly.

### 1. VERIFY PACKAGE CONTENTS

☐ Tent: 1 each



☐ Rainfly: 1 each



☐ Steel Poles: 7 each (total)



☐ Fibreglass pole: 1 each



- (A) 2 each - Main Roof (Blue)
- (B) 1 each - Middle Roof (Blue)
- (C) 4 each - Corner Leg (Blue)
- (D) 1 each - Fly Roof (Blue)

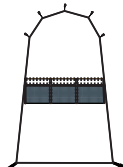
☐ Tent Stakes: 10 each



☐ Pre-attached Hubs: 4 each



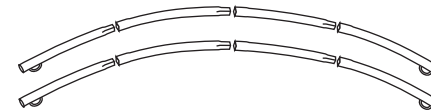
☐ Divider: 1 each



### 2. ASSEMBLE POLES

1. Assemble steel poles by inserting the tapered pole ends into the adjacent sections.

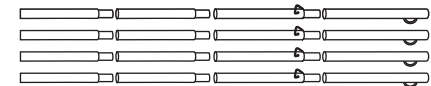
(A) Main Roof Poles - 2 each



(B) Middle Roof Pole - 1 each



(C) Corner Leg Poles - 4 each



(D) Fly Pole - 1 each

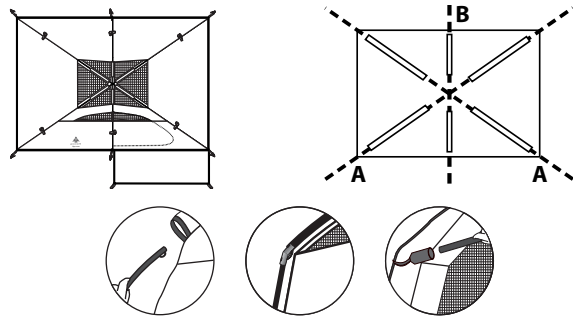


# ASSEMBLY INSTRUCTIONS

Product No. 076-3740-0  
Model No. CTC220804SW

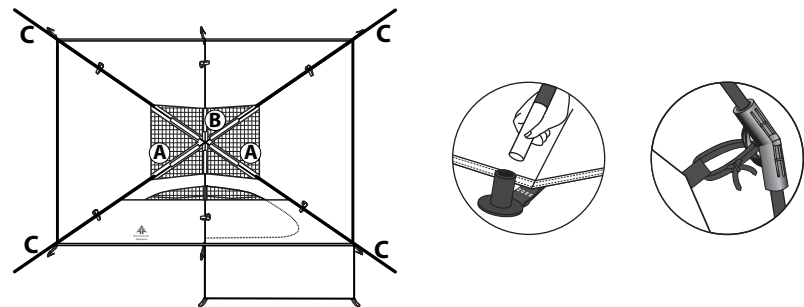
## 3. SPREAD OUT TENT, INSERT POLES

1. Spread out the shelter flat, floor side down.
2. Use the illustration below as a guide. Insert the main roof poles (A) through the pole sleeves, from corner to opposite corner. The poles will cross at the centre of the roof.
3. Insert the middle roof pole (B) through the pole sleeves at the centre of the roof. Place the pole ends into the adjacent plastic cup.



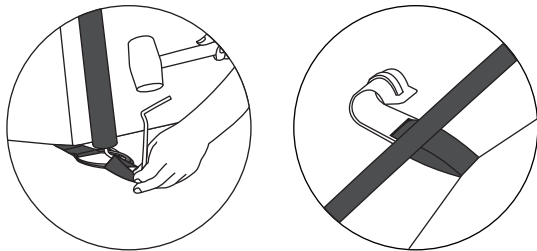
## 4. ATTACH LEG POLES

1. Use the illustration below as a guide. Position the 4 corner leg poles (C) at each corner and insert the ends of the leg poles (C) into the pre-attached hubs. Make sure r-spring clicks into slot on hub.
2. To raise the shelter, place the bottom of the leg poles into fast feet located at the corners of the shelter.

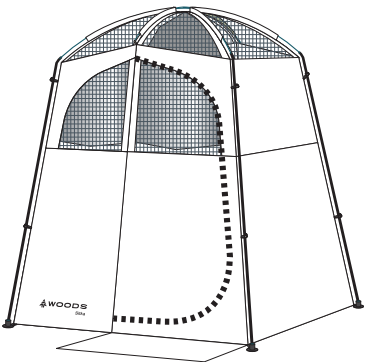


## 5. STAKE TENT, FASTEN HOOKS

1. Stake down the shelter by inserting a stake through the stake loops, located along the perimeter of the shelter.
2. Ensure the shelter floor is pulled out evenly and tightly.
3. Hammer the stakes into the ground at a 45° angle using a hammer or mallet.
4. Clip the plastic hooks on the shelter to the leg poles.



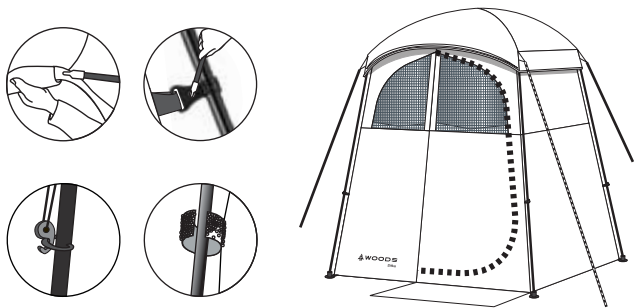
## 6. BODY ASSEMBLED



Tent appears as shown.

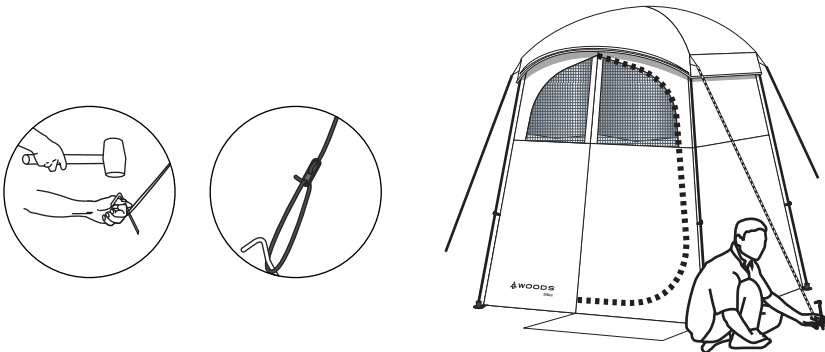
## 7. ATTACH FLY

1. Unfold the fly and place over the shelter. Make sure that the fly awning is over the front door.
2. Insert the fly pole (D) through the sleeve found at the edge of the fly, over the front door in the pole sleeve.
3. Attach the fly to the shelter by hooking the plastic s-hooks at the fly corners to the d-rings on the leg poles.
4. Wrap the hook and loop fasteners, sewn on the underside of the fly, around the leg poles.



## 8. SECURE GUY LINES

1. Secure shelter using all guy lines and stakes. **Shelter must be secured for proper function.**



DISASSEMBLY INSTRUCTIONS

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9. FULLY ASSEMBLED

Shelter appears as shown.



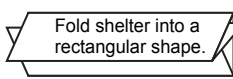
**Note:** Interior accessories with this model can be attached to loops inside the tent.

DISASSEMBLY

- 1. To take down the shelter, disassemble in reverse order.
- 2. Remove accessories.
- 3. Remove and fold fly.
- 4. Be sure to leave doors and windows unzipped to avoid zipper damage.
- 5. Remove stakes with hammers or stake puller. DO NOT pull on shelter.
- 6. Carefully disengage poles from fast feet. Carefully push pole away from you through the hanger to minimize risk of damage to shelter or poles.
- 7. Keep poles and stakes together in bags provided.

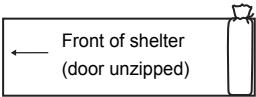
PACKING THE TENT

- 1. Spread shelter flat, distribute evenly.
- 2. Fold into quarters not to exceed the length of pole bag.

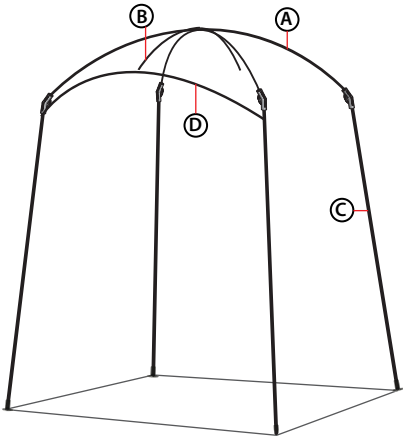


Dimension A should be close to but not exceeding the length of the pole bag.

- 3. Lay pole bag at opposite end from door. Tightly roll bag, skin and fly forcing air through unzipped door.



- 4. Secure with ties and place in carry bag with stakes and accessories.
- 5. Shelter must be clean and dry before storage. Store off concrete floor.



REPLACEMENT PARTS

SPECIFICATIONS

Floor size:	2.4 m x 1.2 m (8' x 4')
Centre height:	2.1 m (7')
Weight:	6.9 kg (15 lb 3 oz)
Hanging Capacity:	22.7 L (5 gal)

KEY NO.	MODEL NO. CTC220804SW (076-3740-0)		QTY. REQ.
	DESCRIPTION	PART NO.	
A	Steel Pole - Roof Main	HSP16-213a, r x 2	2
B	Steel Pole - Roof Middle	HSP13-138a, n	1
C	Steel Pole - Corner Leg	HSP16-185d, r	4
D	Fibreglass Pole - Fly	HFP6.9-205t	1
	Corner Hub	HHTCCT0207X	4
	Tent Divider	HTDCTC220804SW	1
	Replacement Fly	HTFCTC220804SW	1
	Tent Stake - Metal	HMS5-8	10

PROBLEM	SOLUTION
CONDENSATION	Condensation occurs when warm, moist air inside shelter comes in contact with cooler outside air. Avoid touching walls to reduce contact leakage. Venting doors and windows will reduce condensation. Store wet clothing outside of shelter. A battery-powered fan may be helpful. Not applicable to screen houses.
SEAM LEAKAGE	Apply a generous amount of seam-sealer on inside seams. Seam-sealer may be purchased at any local sporting goods store. Seam-seal the inside stitched seams of the shelter. This will improve weather resistance. Discolouration may occur if applied to outside seams.
MILDEW	To avoid mildew, store tent/shelter/screen house ONLY when thoroughly dry. However, if mildew occurs use a soft-bristle brush or sponge with mild dishwashing soap or Fels laundry to clean. Let dry thoroughly and a tent-approved water-repellent compound may be applied.
REPAIRING A TEAR	For small tears use a self-adhesive patch kit. We recommend a canvas or awning repair shop for larger tears.
FAULTY ZIPPER	Zippers are self-repairing. If the zipper separates, you can move the slider to the beginning of the zipper tape and rework the zipper.
FADING FABRIC	Do not leave up in direct sunlight longer than necessary. If left in sunlight for prolonged periods of time, fabric will fade and weaken.
FLOOR CONDENSATION	A ground cloth under the floor helps prolong its life, provides additional insulation and moisture protection. The cloth should be smaller than the floor to prevent rain from running under the tent. Not applicable to screen houses.
USE OF STAKES	Stakes should be installed at a 45° angle using a hammer or mallet. Stake loops should be kept taut without over-stretching fabric or webbing. This could cause tears or leakage. To remove safely, use a hammer or stake puller. Do not remove by pulling on the fabric.

CARE AND MAINTENANCE

- > Allow dirt to dry on the fabric after a rainfall before lightly sweeping it off with a brush. For tougher stains, spray the area with water and lightly wipe it off with a few strokes. Do not use washer or dryer. **DO NOT SCRUB THE FABRIC. ALWAYS MAKE SURE IT IS COMPLETELY DRY BEFORE REPACKING.**

WARRANTY

- > **CTC 7-DAY REPLACEMENT WARRANTY:** Unpack and inspect all contents for defects in workmanship and materials within 7 days of purchase. If any defects are found, return the product to the place of purchase, along with the proof of purchase, and it will be replaced free of charge.
- > **2-YEAR REPLACEMENT PARTS LIMITED WARRANTY:** This product carries a replacement parts warranty against defects in materials and workmanship for a period of 24 months from date of purchase. At its discretion, the manufacturer may provide replacement parts. The original purchaser will be required to provide proof of purchase. The consumer will be responsible for shipping costs incurred outside of the U.S. or Canada.
- > **Warranties DO NOT** cover normal wear and tear, misuse, abuse, inclement weather conditions (i.e. wind, rain, hail, lightning, tornadoes or hurricanes) or other acts of God, mildew and rotting, damage or fading caused by prolonged exposure to UV rays. This warranty gives you specific legal rights. You may also have other rights which vary depending on locale. Under no circumstances shall the manufacturer be liable for any incidental or consequential damages.
- > The tent is water-repellent. It is not waterproof. During heavy or continuous rain, some leakage may occur. Avoid contact between objects and the inside of the tent, as this may result in leakage at points of contact. In the event of seam leakage, apply a seam-sealer compound.
- > Although our products are manufactured according to rigorous specifications, periods of wind or rain may loosen the stakes and cause the frame to sink into the ground. This will weaken the structure's overall rigidity. Puddles may also form on the roof if the unit has not been assembled tightly. If pooling should occur, it is advisable to drain the fly to avoid possible damage to frame and fabric. Adjustment of guy lines may be necessary. In case of inclement weather, remove valuables and seek appropriate shelter. Intended for recreational use only.