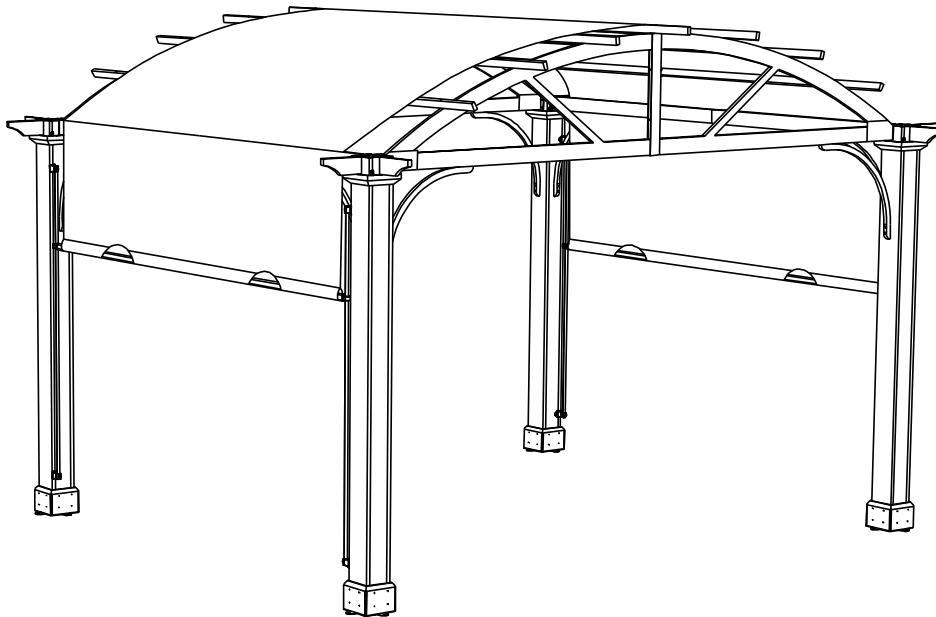


Item# 1004 662 155/1004 649 550/1004 649 549/ 1004 547 739  
Model #A106003600

# HAMPTON BAY

## USE AND CARE GUIDE

### 10X12 LONGFORD PERGOLA



FOR QUICK &  
EASY ASSEMBLY  
FIND 3D INSTRUCTIONS  
FOR THIS PRODUCT IN

**BILT.**

DOWNLOAD THE FREE APP



Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

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#### THANK YOU

*We appreciate the trust and confidence you have placed in Hampton Bay through the purchase of this Pergola. We strive to continually create quality products designed to enhance your home. Visit us online to see our full line of products available for your home improvement needs. Thank you for choosing Hampton Bay!*

# Table of Contents


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# Safety Information


1. At least 2 persons are required for this assembly.
2. Some parts may contain sharp edges. Wear protective gloves.
3. When assembling and using this product, basic safety precautions should always be followed to reduce the risk of personal injury and damage to equipment. Please read all instructions before assembly and usage.

**NOTICE:** For outdoor use only.

 **WARNING:** Keep all flame and heat sources away from this pergola fabric. This pergola is made with fabric that meets CPAI-84 specifications for flame resistance. It is not fire proof. The fabric will burn if left in continuous contact with any flame source. The application of any foreign substance to the pergola fabric may render the flame-resistant properties ineffective.

 **CAUTION:** Do not climb on top of the pergola. Falling off the pergola can result in serious injury, possibly even death.

 **DANGER:** This unit is heavy! Do not assemble this item alone.

 **WARNING:** While this pergola is manufactured to withstand winds through only the supplied ground stakes, in areas subject to frequent severe weather, securing the pergola to a deck, concrete patio or footings should be considered. Snow must be cleared off regularly during snowy days. Remove the snow at the top when it is thicker than 4 inches. In order to avoid damage, use a plastic snow rake to remove excessive snow and ice buildup from roof and keep away from falling debris.

# Warranty

## 2 YEAR WARRANTY

### WHAT IS COVERED

This limited warranty is extended to the original purchaser and applies to defects in materials and workmanship of your item provided the item is maintained with care and used only for personal, residential purposes. The item is warranted to be free from defects in material or workmanship for a period of 2 years.

### WHAT IS NOT COVERED

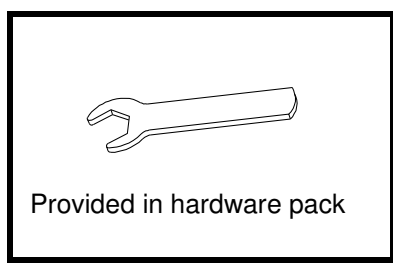
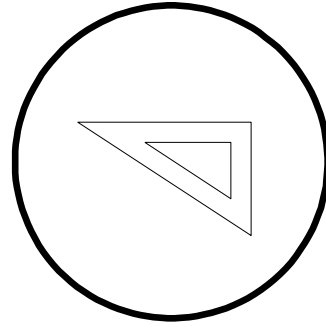
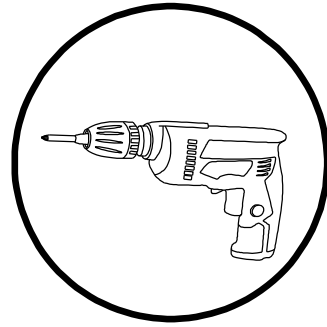
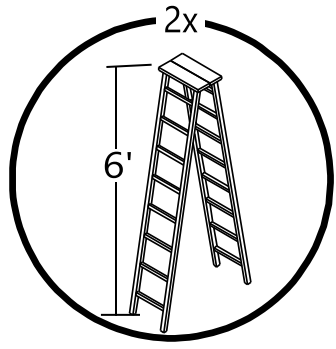
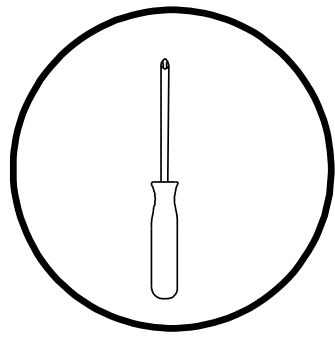
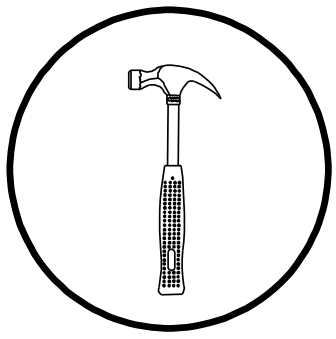
We do not reimburse for transportation of delivery costs, or compensate the individual or any outside party for assembling or disassembling the product.

Contact the Customer Service Team at 1-855-HD-HAMPTON or visit [HAMPTONBAY.COM](http://HAMPTONBAY.COM).

Production Number: 2020BPCN10

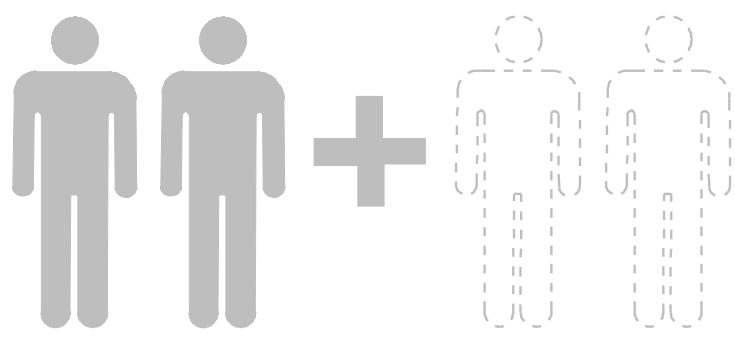
# Pre-Assembly

## TOOLS NEEDED



## IMPORTANT

Requires at least 2 persons for the installation work. Approximate installation time: 2~3 hours.




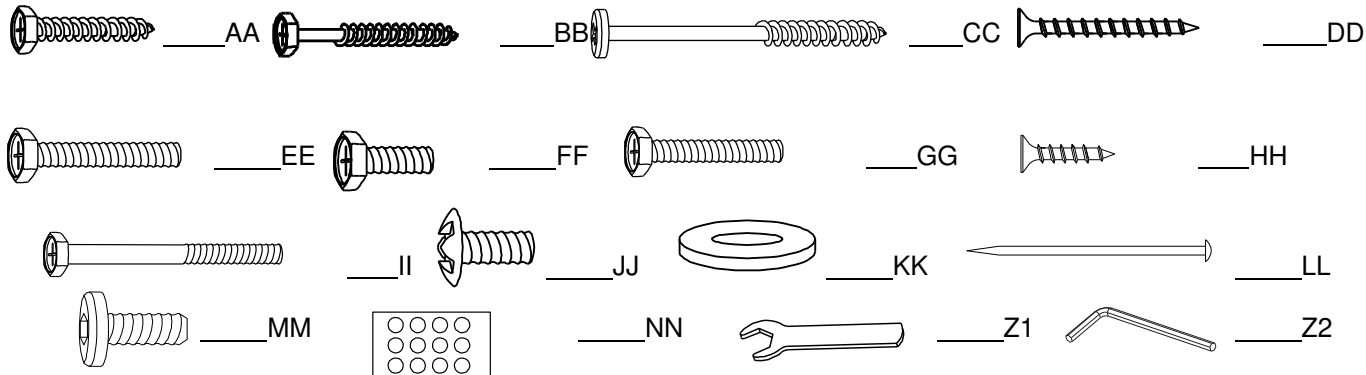
# Pre-Assembly (continued)

## PLANNING ASSEMBLY

Before beginning assembly of this product, make sure all parts are present. Compare parts with the Hardware Included and Package Contents lists. If any part is missing or damaged, do not attempt to assemble the product. Contact customer service for replacement parts.

## HARDWARE INCLUDED

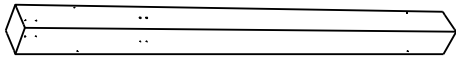
 **NOTE:** Hardware not shown to actual size.



Part	Part Number	Description	Quantity	Additional Hardware
AA	H36035C31	M6 X 35 Screw	40	2
BB	H36060C31	M6 X 60 Screw	16	1
CC	H40080C31	M6 X 80 Screw	8	1
DD	H11040B31	M5 X40 Screw	64	4
EE	H02045C11	M6 X 45 Bolt	16	1
FF	H02020C11	M6 X 20 Bolt	8	1
GG	H02040C11	M6 X 40 Bolt	4	1
HH	H11025B11	M5 X 25 Screw	40	2
II	H02055C11	M6 X 55 Bolt	14	1
JJ	H09012C11	M6 X 12 Bolt	4	1
KK	H19001C11	M6 Flat Washer	138	7
LL	P12401A01001	∅ 8*180 Stake	8	0
MM	H06015C11	M6 X 15 Bolt	36	2
NN	P15601A27000	Sticker	1	0
Z1	H00001C12	M6 Wrench	2	0
Z2	H00002C12	M6 Allen key	1	0

# Pre-Assembly (continued)

## PACKAGE CONTENTS



\_\_\_01



\_\_\_02



\_\_\_C



\_\_\_D



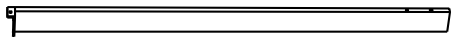
\_\_\_E



\_\_\_F1



\_\_\_F2



\_\_\_G1



\_\_\_G2



\_\_\_H



\_\_\_I1



\_\_\_I2



\_\_\_I3



\_\_\_J



\_\_\_K



\_\_\_L1



\_\_\_L2



\_\_\_M



\_\_\_N

## Pre-Assembly (continued)

Part	Part Number	Description	Quantity
01	P000200217	Post	4
02	P006100082	Base Cover	16
C	P000100135	Base	4
D	P000300031	Cover	4
E	P005000197	Arc Support	8
F1	P000400490	Right Curved Frame	2
F2	P000400491	Left Curved Frame	2
G1	P000400488	Right Beam	2
G2	P000400489	Left Beam	2
H	P005600116	Decorative Profile	8
I1	P000600665	Right Cross Beam	7
I2	P000600666	Left Cross Beam	7
I3	P000500563	Cross Beam Connector	7
J	P005700187	Guide Tube	4
K	P005700564	Guide Tube Connector	8
L1	P005700188	Canopy Tube 1	2
L2	P005700189	Canopy Tube 2	2
M	P001100279	Canopy	1
N	P000500562	Connector	4

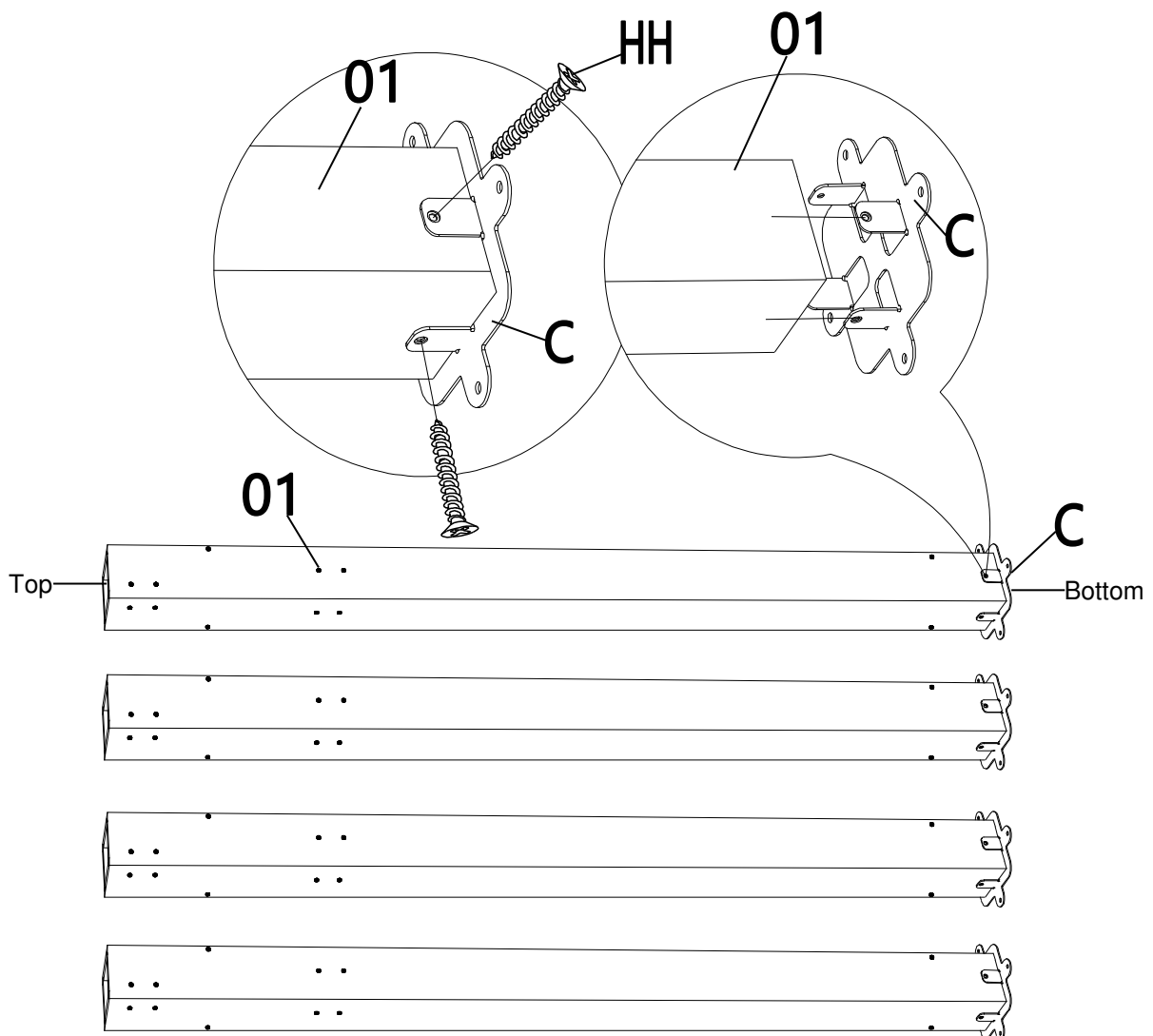
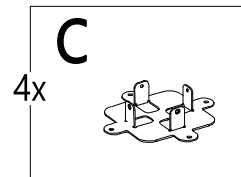
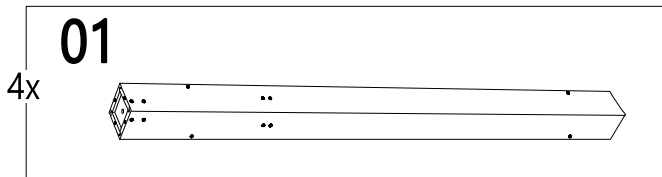
# Assembly (continued)

## 1 Attaching the Base

- Attach the Base (C) to the Post (01) using screws (HH). It is suggested to pre-drill holes for easier installation of the base.



**NOTE:** The end of the posts are labeled TOP and BOTTOM



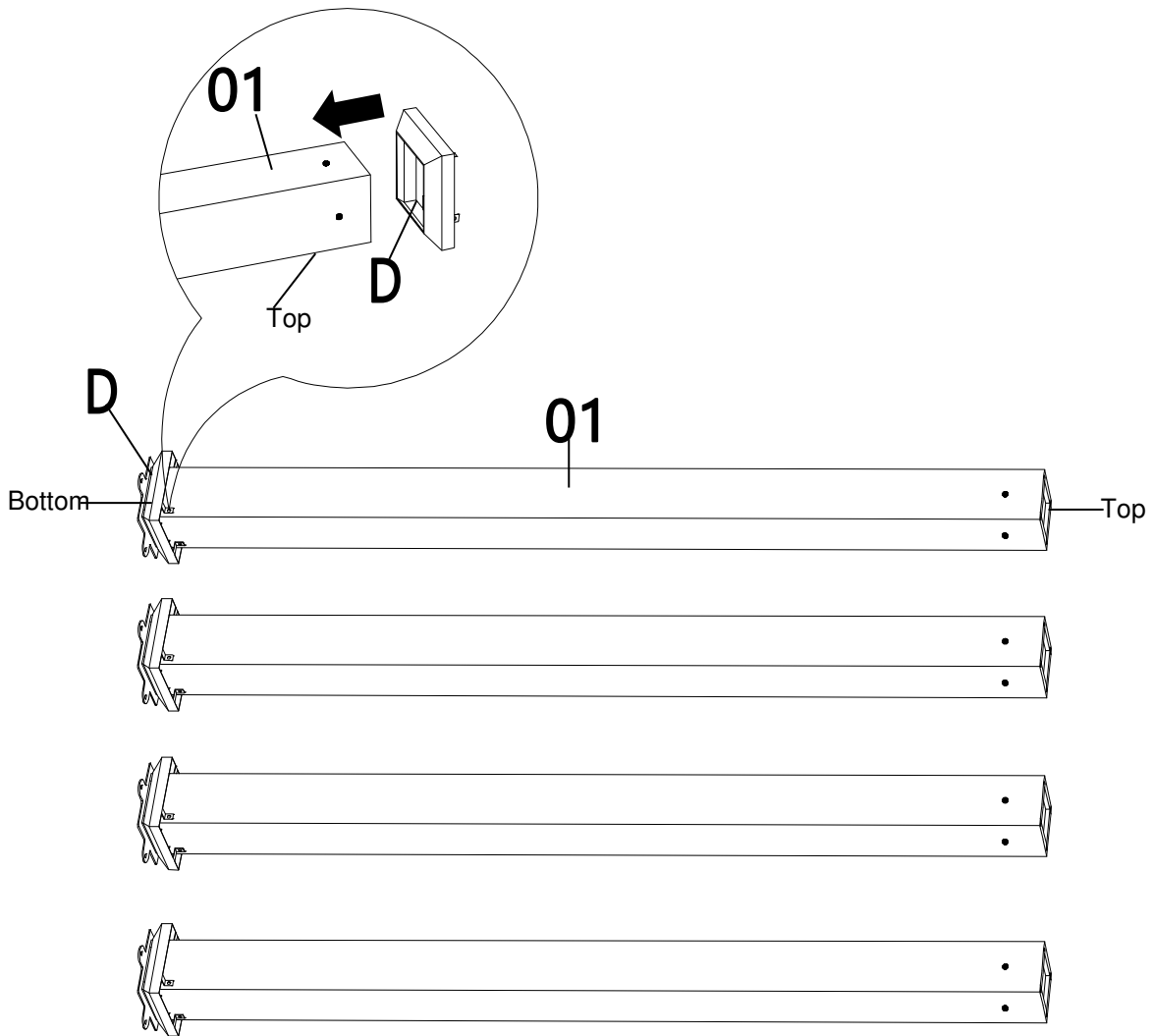
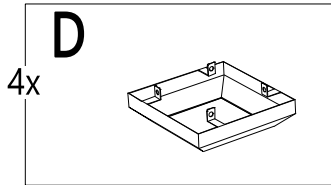
# Assembly (continued)

## 2 Attaching the Covers

- Insert the Cover (D) into the top of the Post (01), but don't assemble.



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



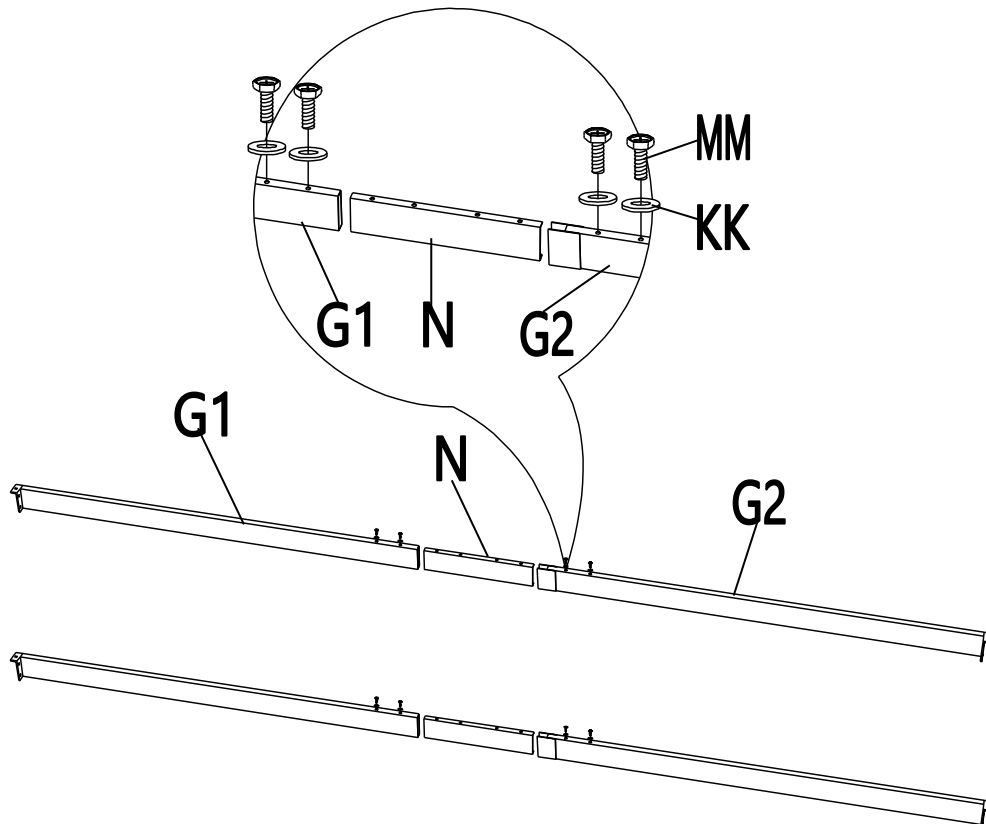
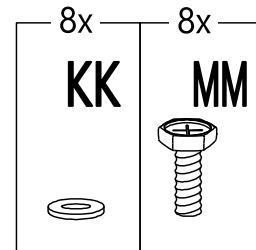
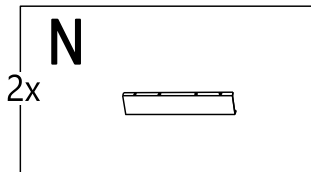
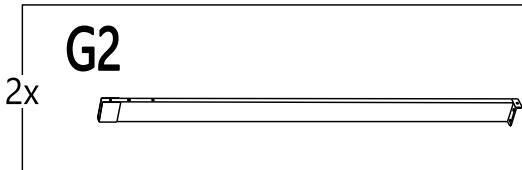
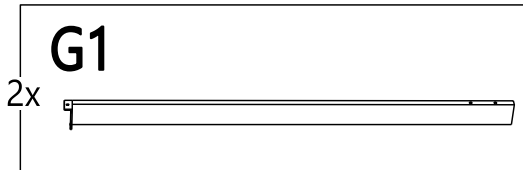
# Assembly (continued)

## 3 Connecting the Beams and Connector

- Connect the Beams (G1&G2) with the Connector (N) using bolts (MM) and flat washers (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



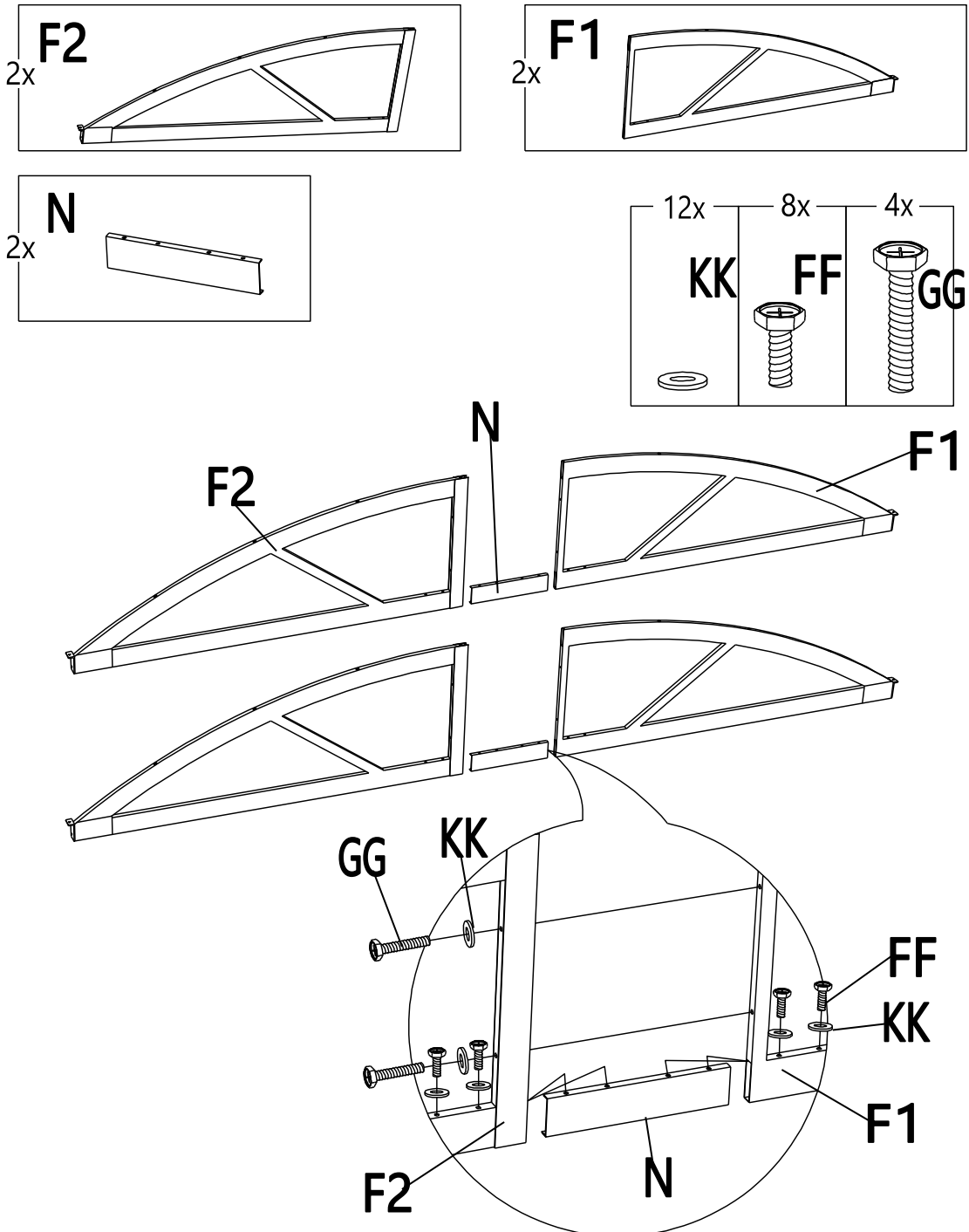
# Assembly (continued)

## 4 Connecting the Curved Frames and Connector

- Connect the Curved frames (F1&F2) with the Connector (N) using bolts (FF&GG) and flat washers (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



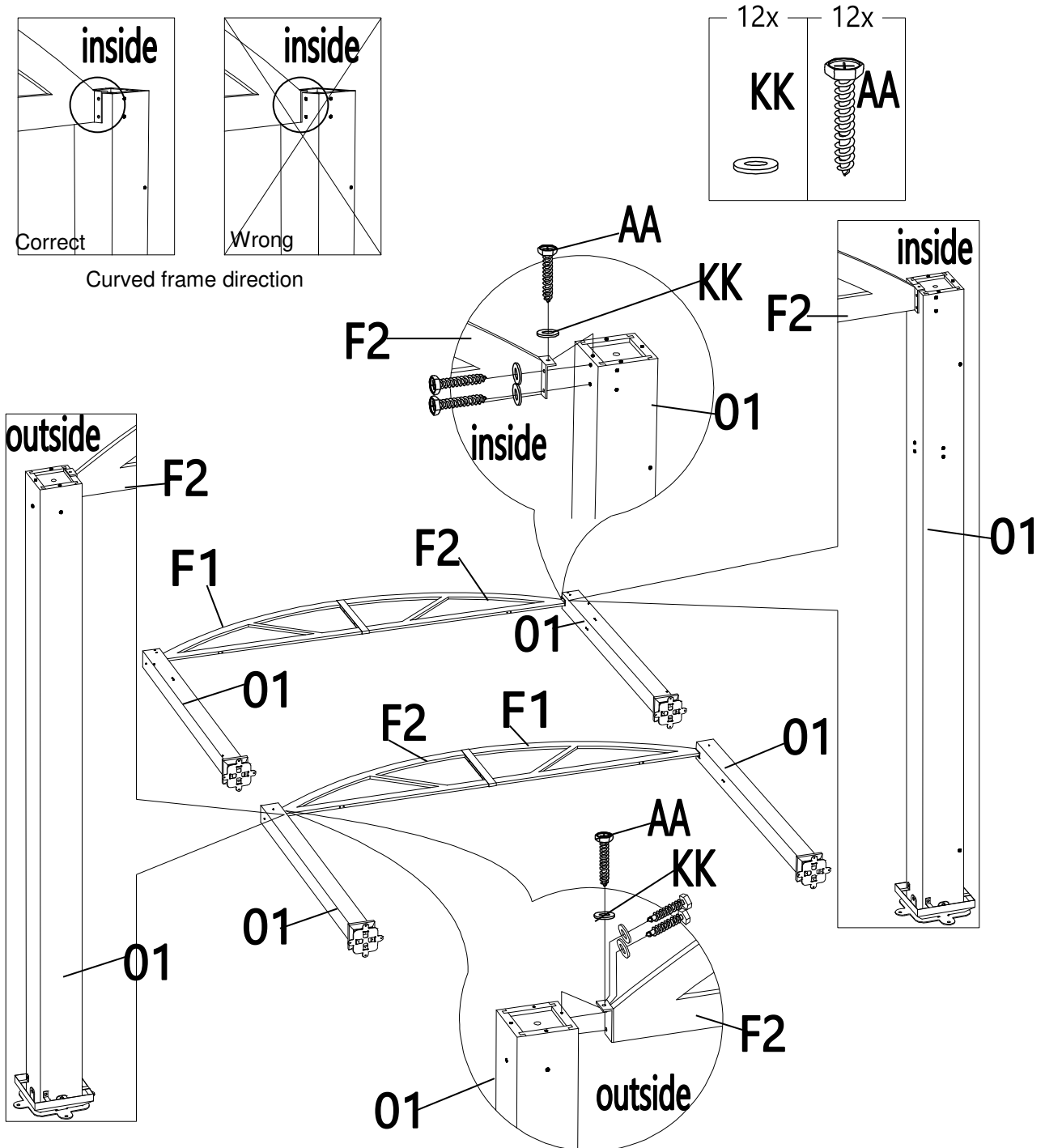
# Assembly (continued)

## 5 Connecting the Curved Frames and Posts

- Attach the Curved frames (F1&F2) with the Post (01) using screws (AA) and flat washers (KK).



**NOTE:** Pay close attention to the hole placement to ensure proper assemble. Also pay attention to the direction of the curved frames.



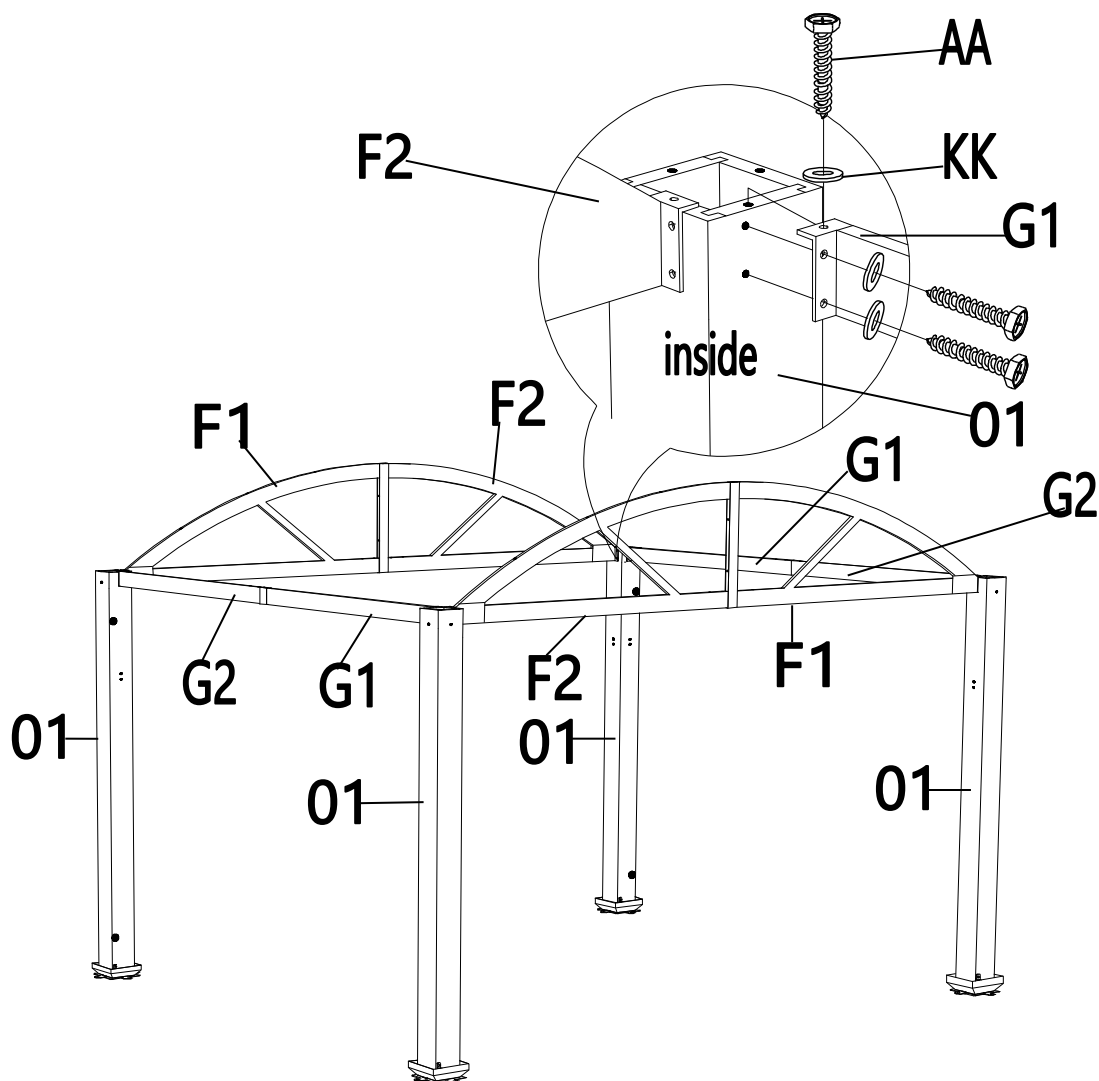
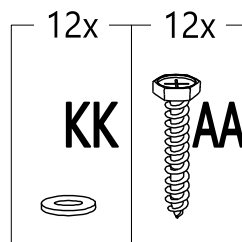
# Assembly (continued)

## 6 Attaching the Beams

- Attach the beams (G1&G2) to the post (01) using screws (AA) and flat washers (KK).



**NOTE:** Ensure post is oriented properly before installing beams, inside of posts must have holes for canopy guide tube.



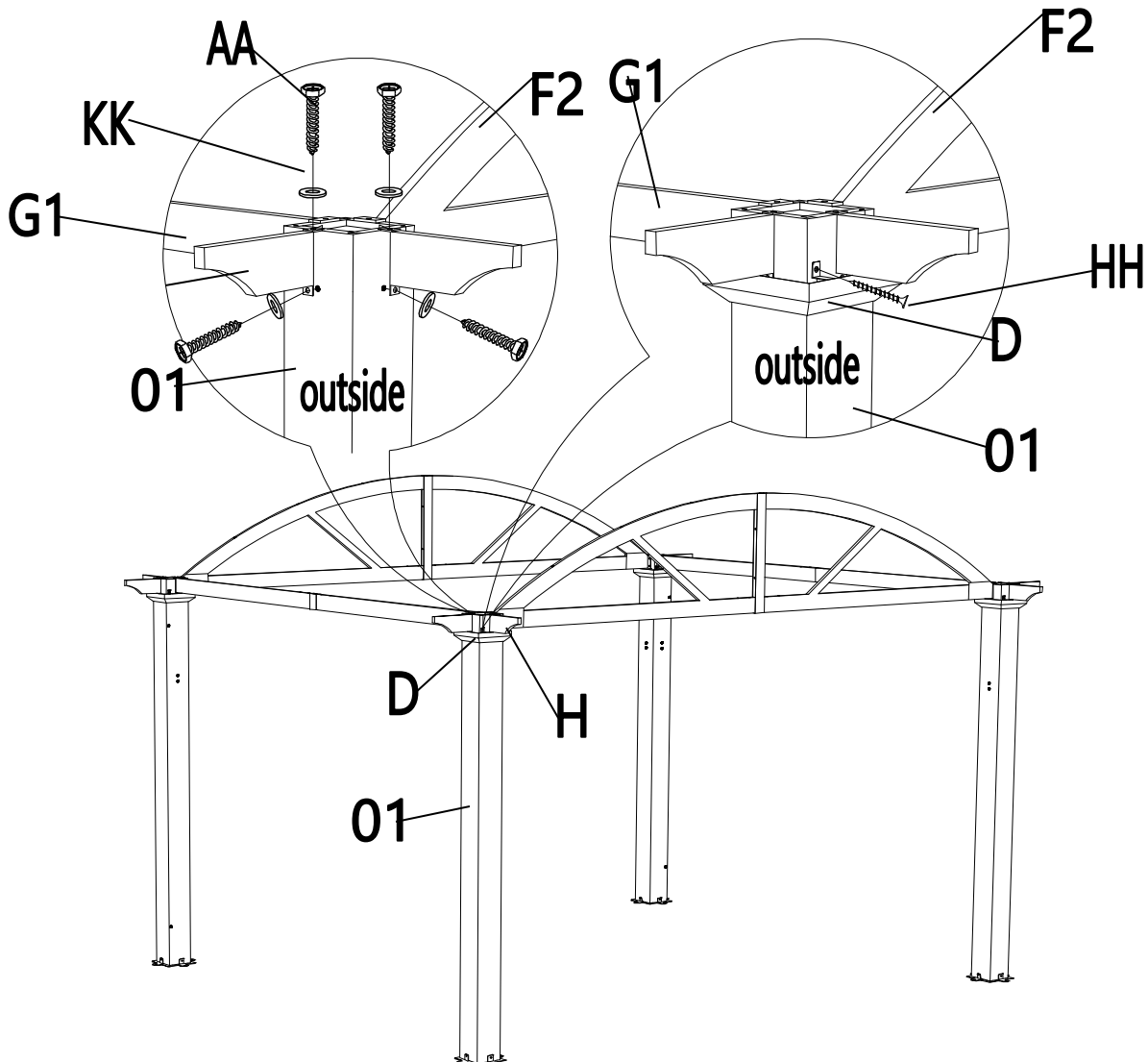
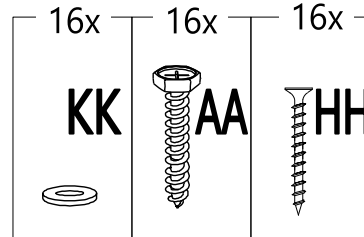
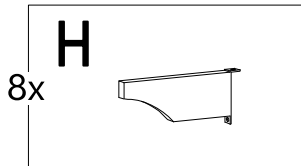
# Assembly (continued)

## 7 Attaching the Decorative Profile

- Attach the decorative profiles (H) to the post (01) using screw (AA) and washer (KK). Attach the Cover (D) to the post (01) using screw (HH). It is recommended to predrill holes to install the Cover (D).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



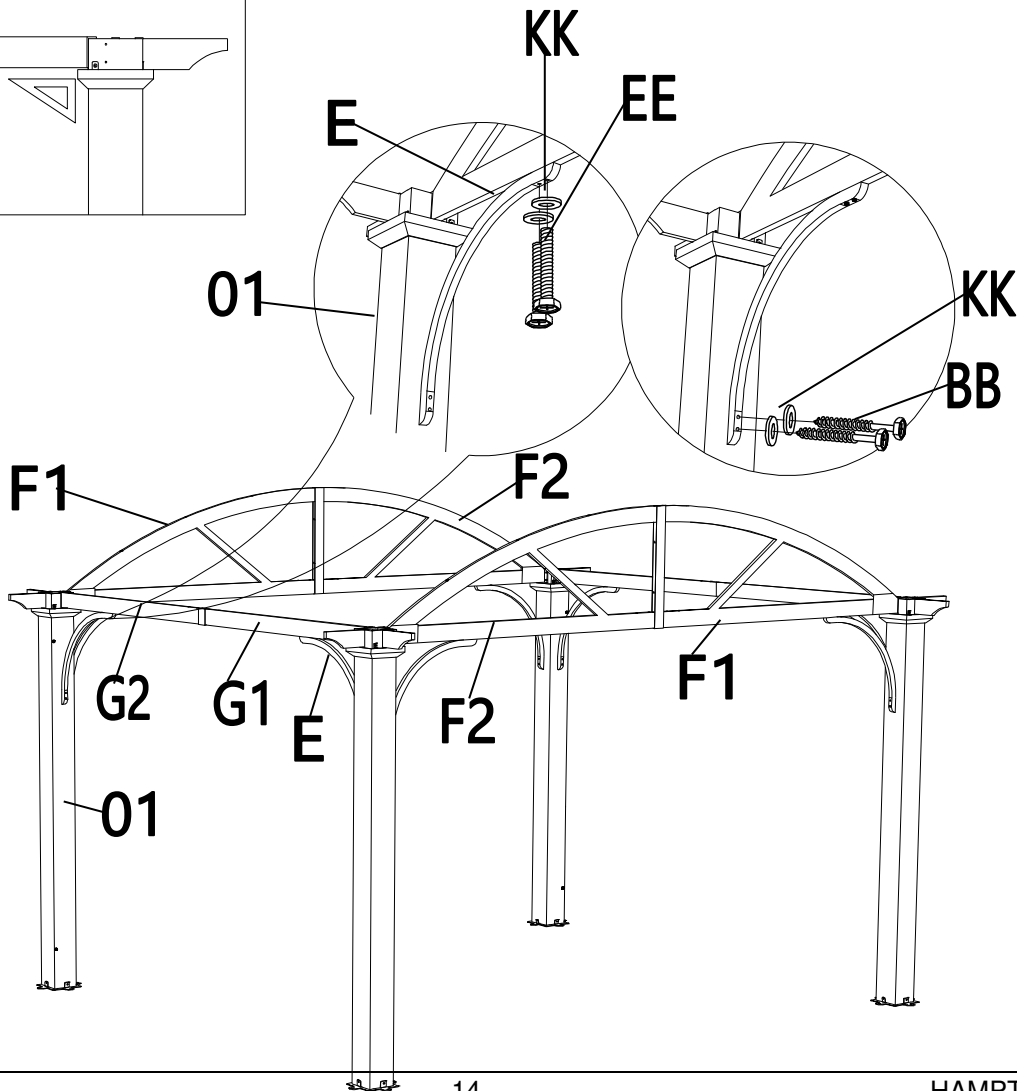
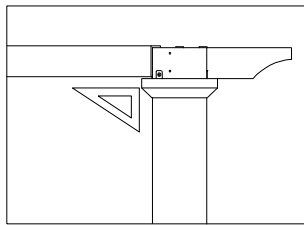
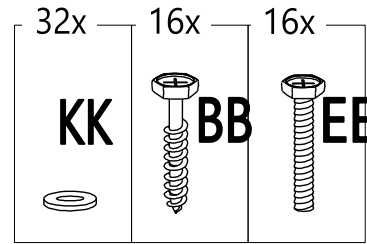
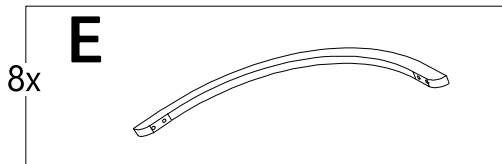
# Assembly (continued)

## 8 Attaching the Arc Support

- Attach the arc support (E) to the curved frames (F1&F2), beams (G1&G2) and post (01) using bolts (EE), screws (BB) and flat washers (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly. Make sure the angle between the curved frame and post is 90° when attaching the Support, triangular rule can be used if necessary.



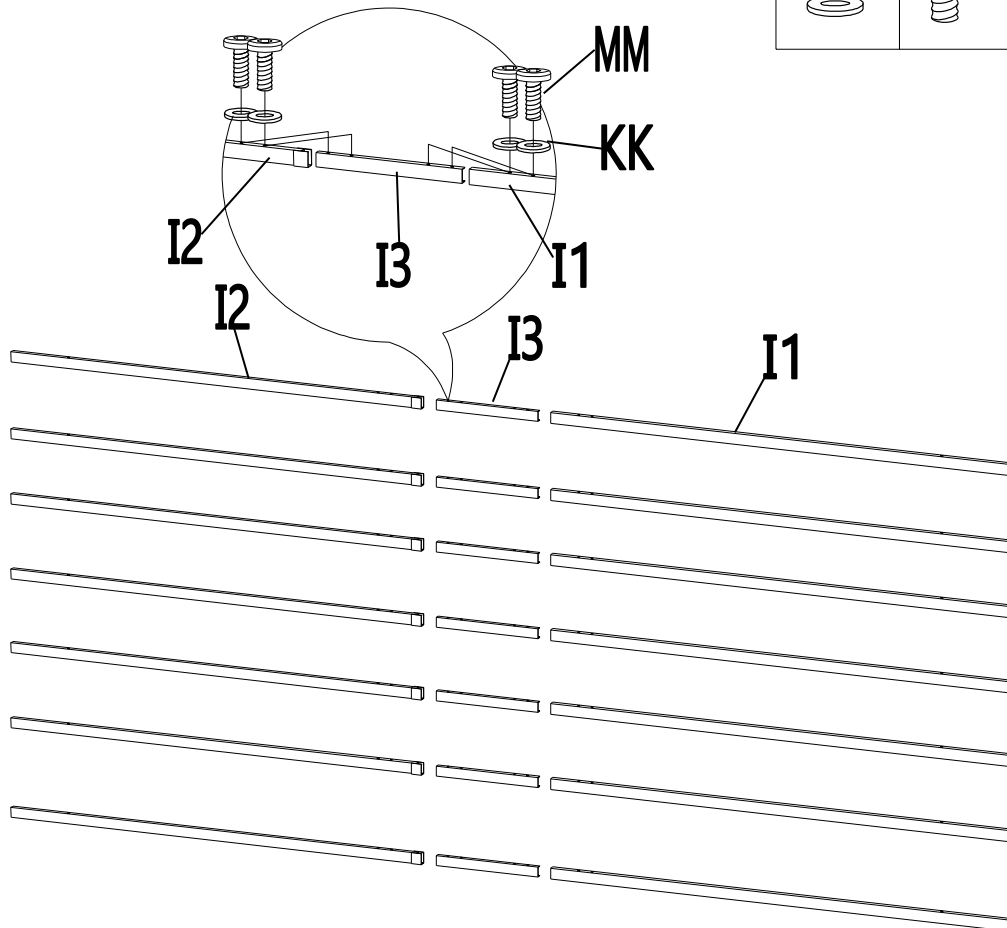
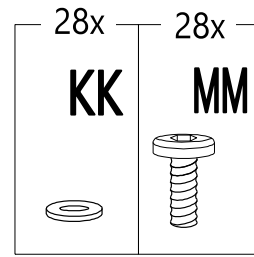
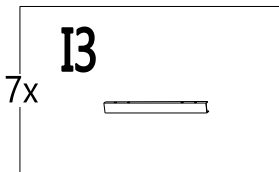
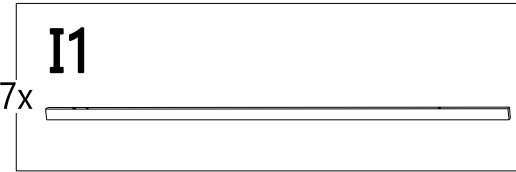
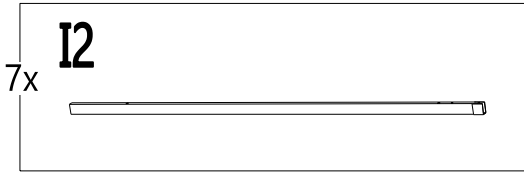
# Assembly (continued)

## 9 Connecting the Cross beam

- Connect the cross beam (I1&I2) with cross beam connector (I3) using bolts (MM) and flat washers (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



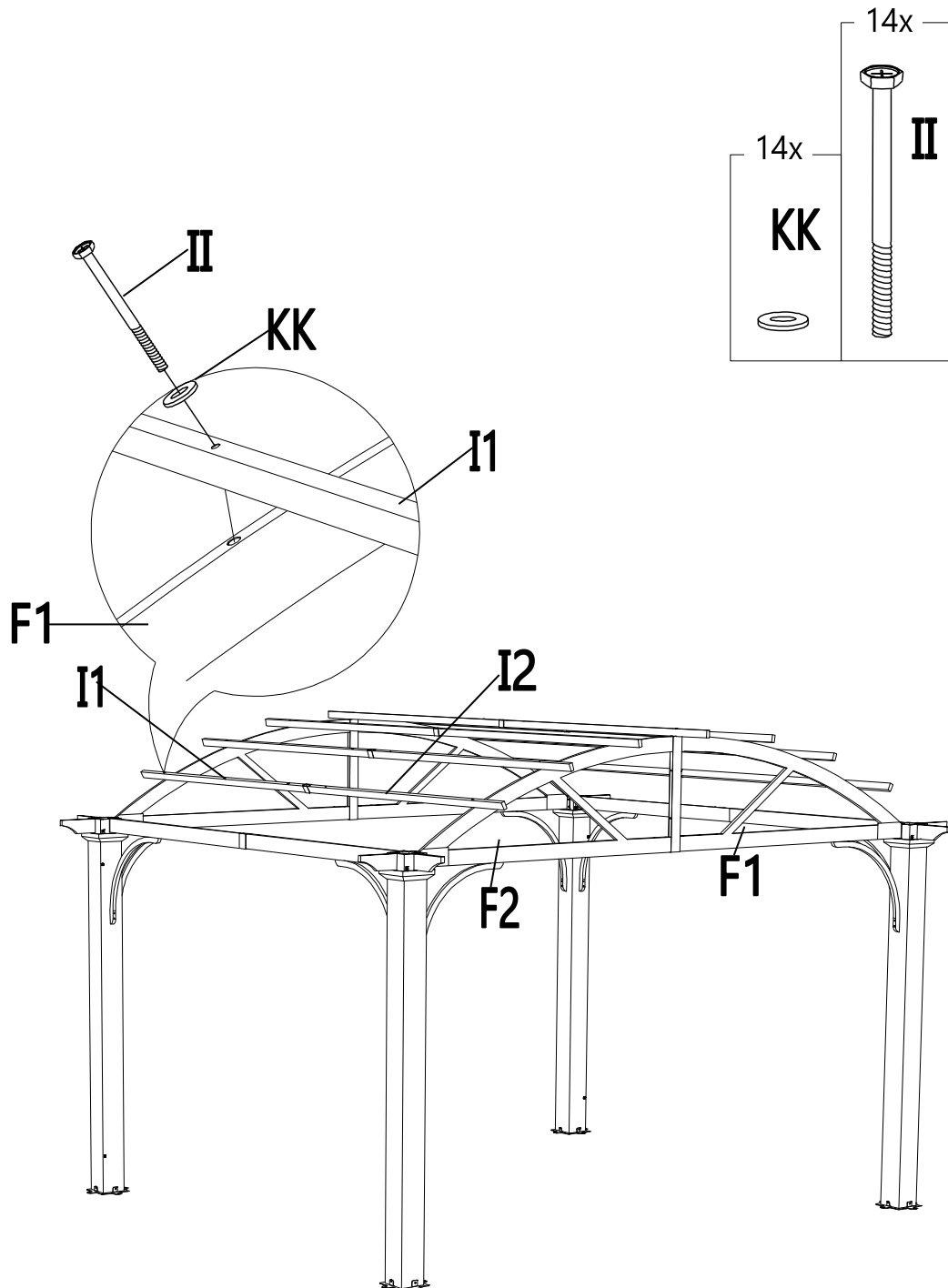
# Assembly (continued)

## 10 Attaching the Cross Beams

- Attach the cross beams (I1&I2) and curved frames (F1&F2) using bolts (II) and flat washers (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



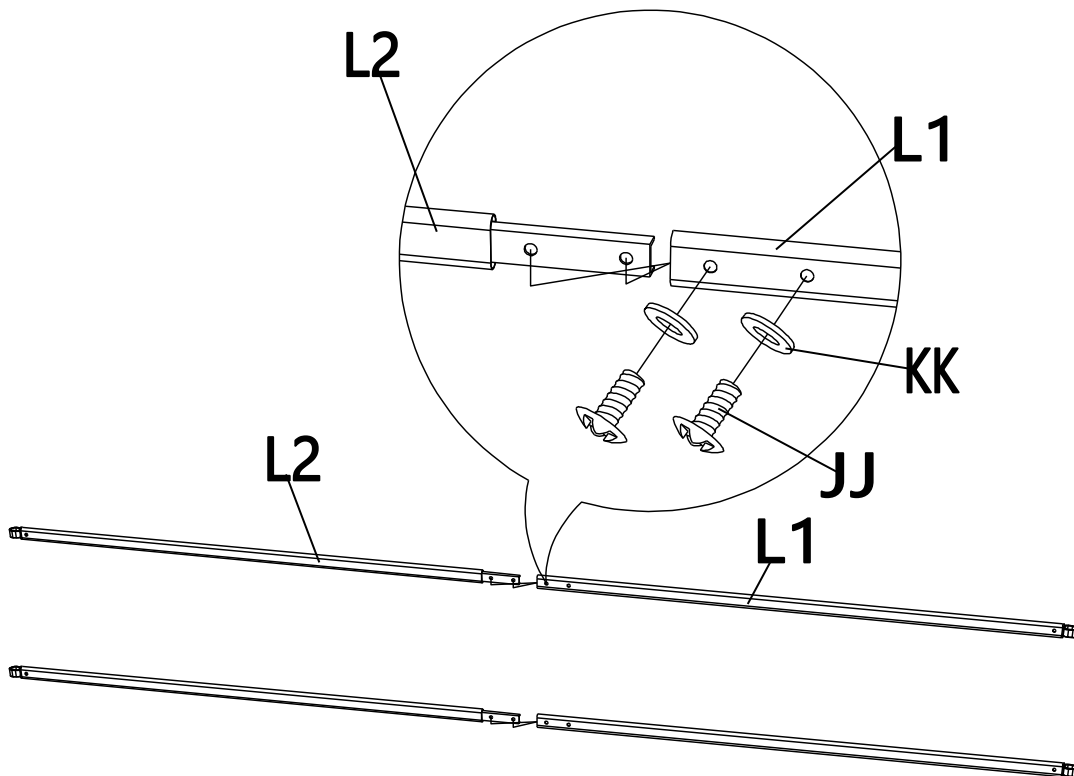
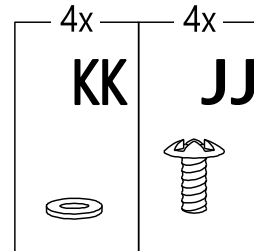
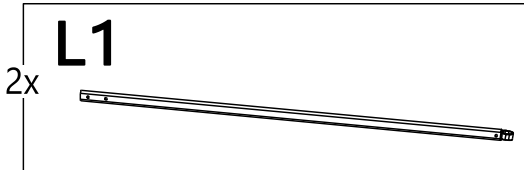
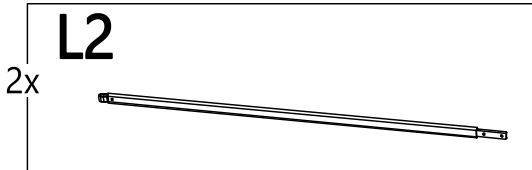
# Assembly (continued)

## 11 Connecting the Canopy Tube

- Connect the canopy tube 1 (L1) with the canopy tube 2 (L2) using bolt (JJ) and flat washer (KK).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



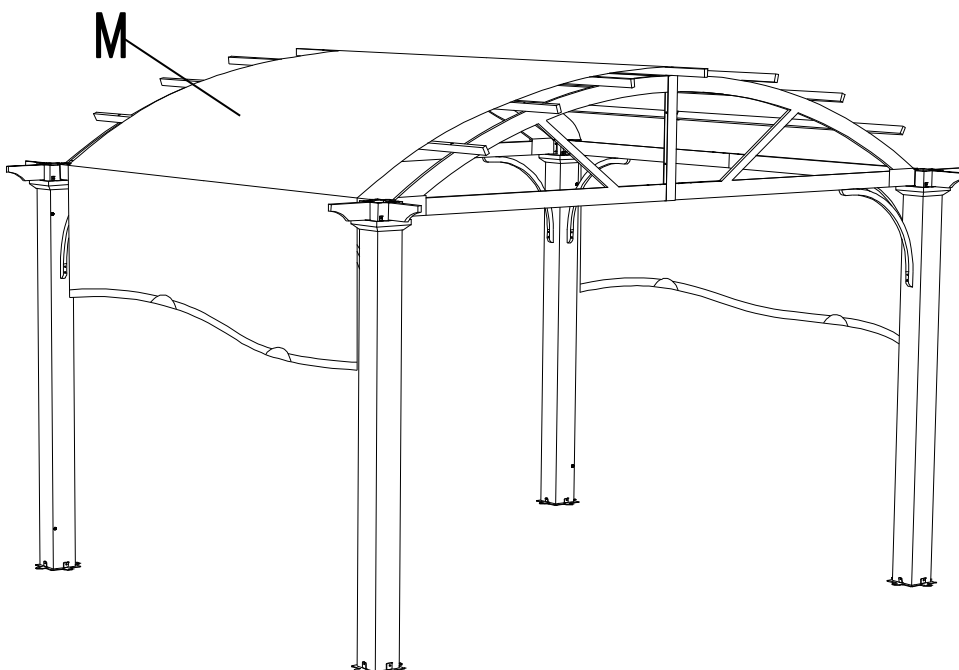
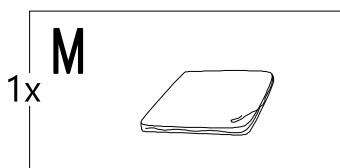
# Assembly (continued)

## 12 Covering the Canopy

- Cover the canopy (M) on the pergola.



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.

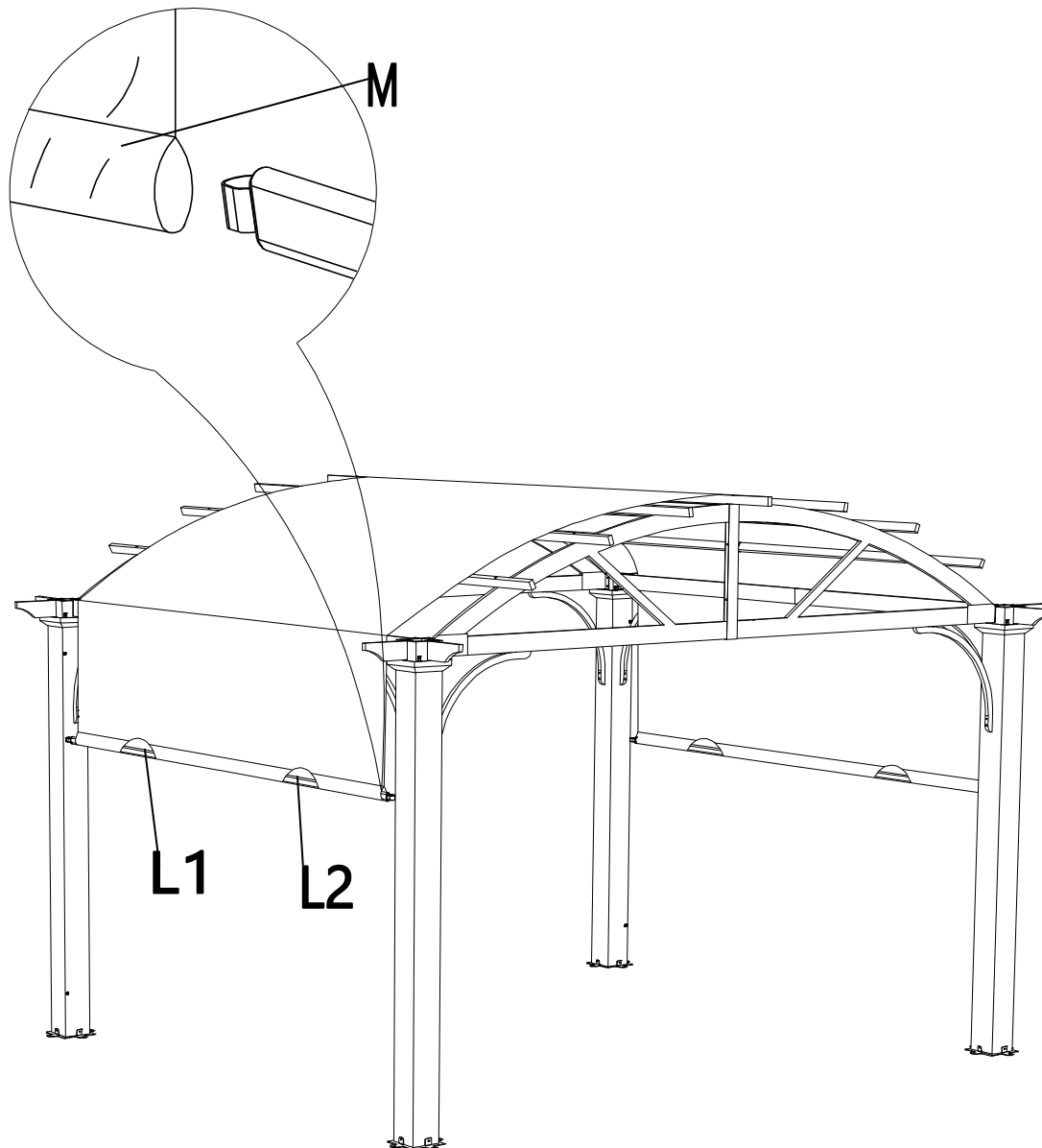


# 13 Inserting the Canopy Tube

- Insert the canopy tubes (L1&L2) into the canopy (M).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



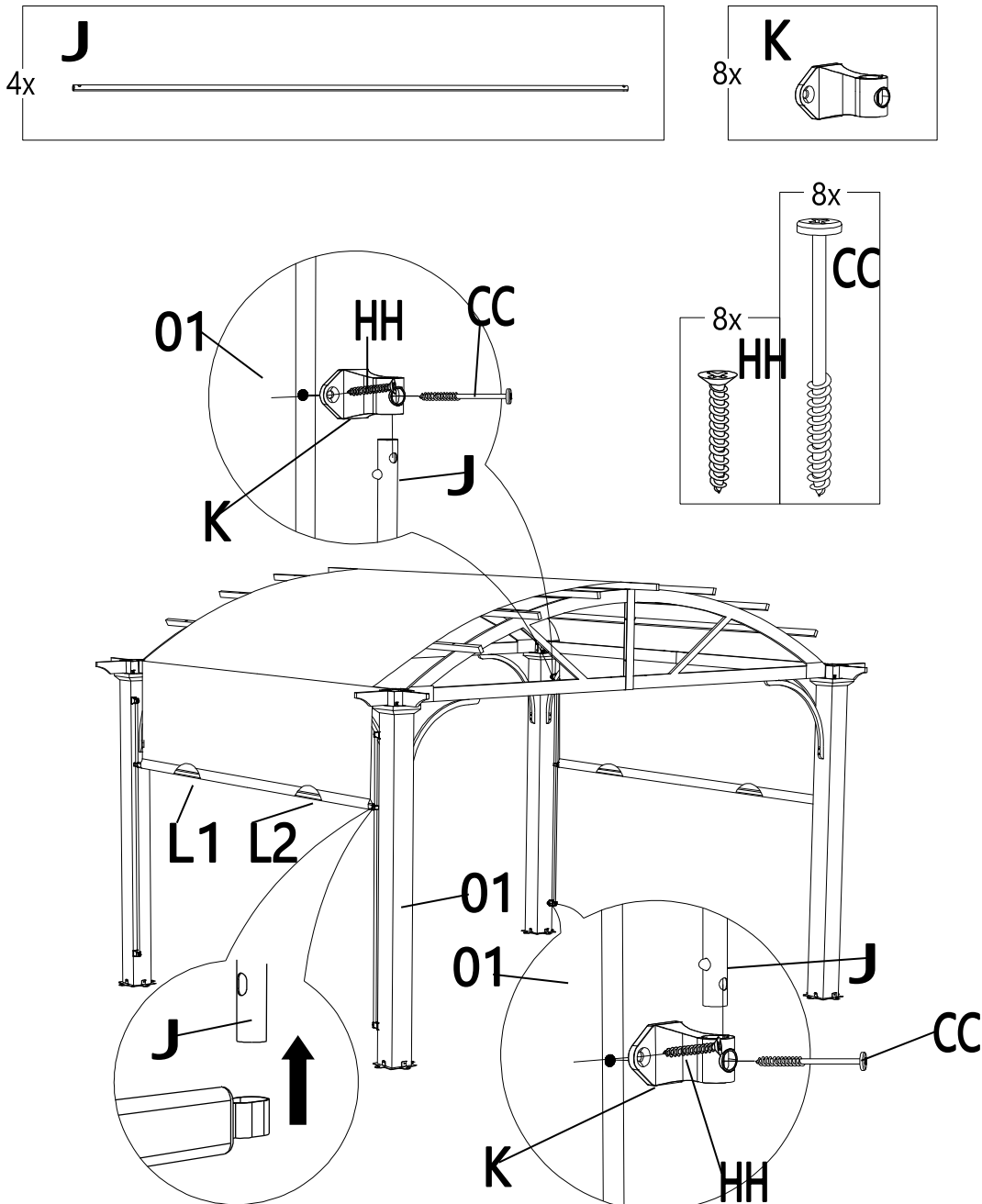
# Assembly (continued)

## 14 Inserting the Guide Tube

- Insert the Guide tube (J) into the Canopy tubes (L1&L2). Then connect the Guide tube (J) and Guide tube connector (K) with Post (01) using screws (CC). Then secure the guide tube connect (K) to the post (01) using screw (HH). For easier installation it is recommended to predrill holes for screw bolt (HH) to make the Guide tube connector (K) level.



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly. You may need to slide the canopy back and forth a few times to ensure it is square.



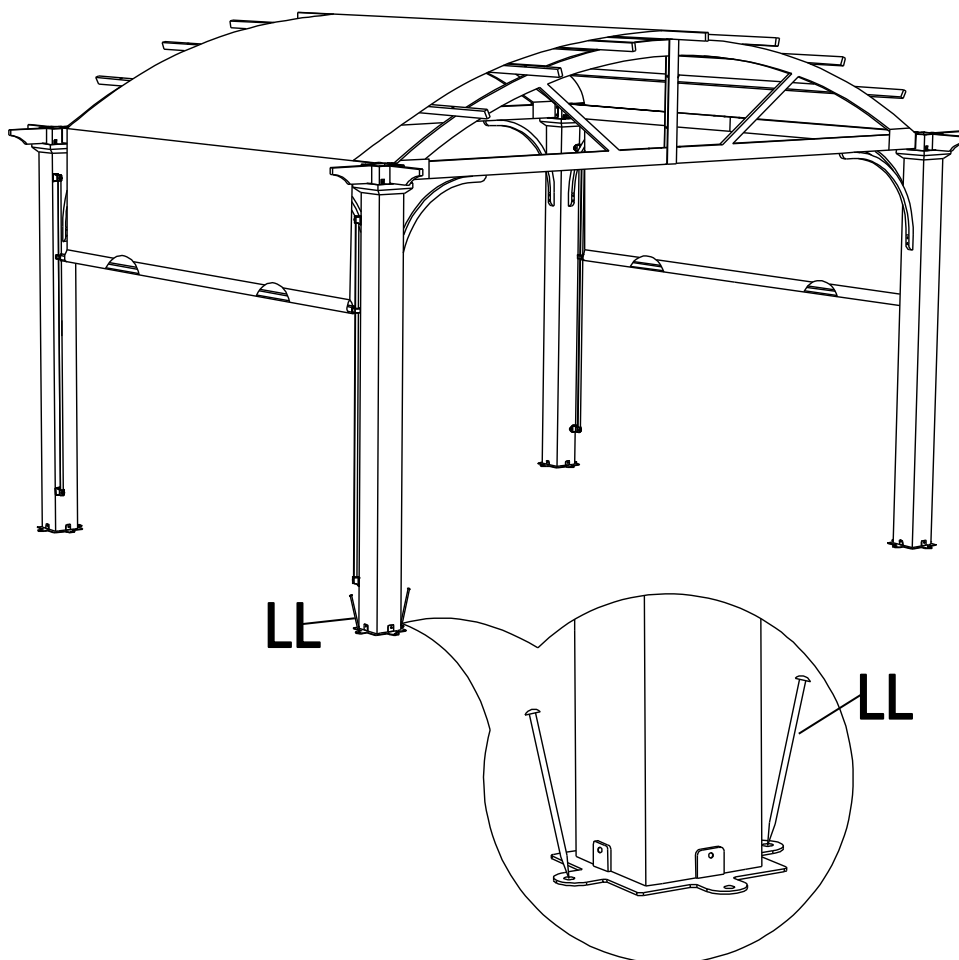
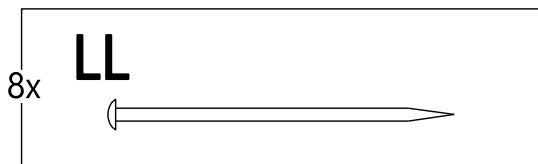
# Assembly (continued)

## 15 Securing the pergola

- ❑ Secure the pergola on the ground with stakes (LL)
- ❑ It is recommended for anchoring on wood or concrete surface for more stability using setscrew (Purchased separately).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



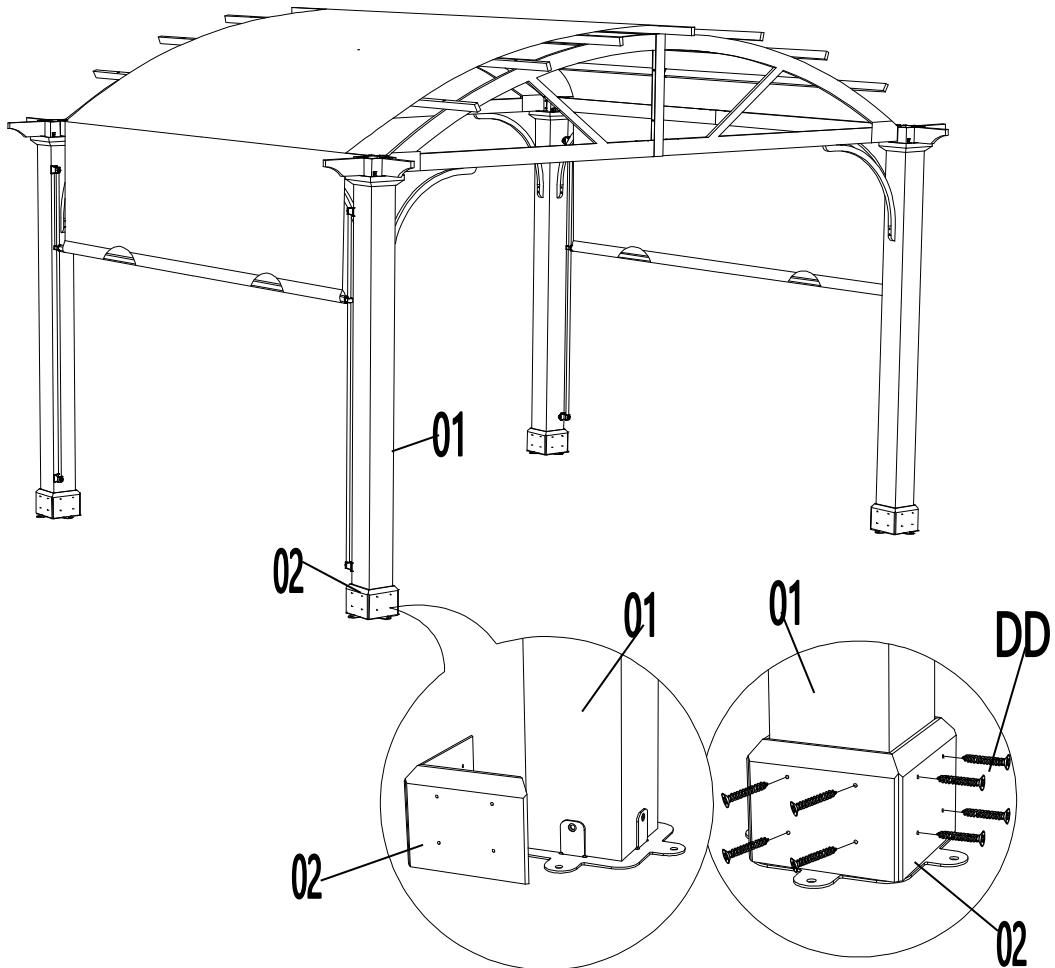
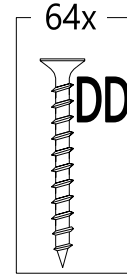
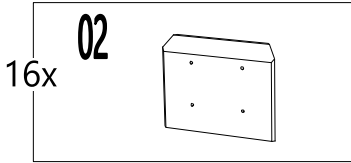
# Assembly (continued)

## 16 Attaching the Base Cover

- Attach the base cover (02) and post (01) using screws (DD).



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



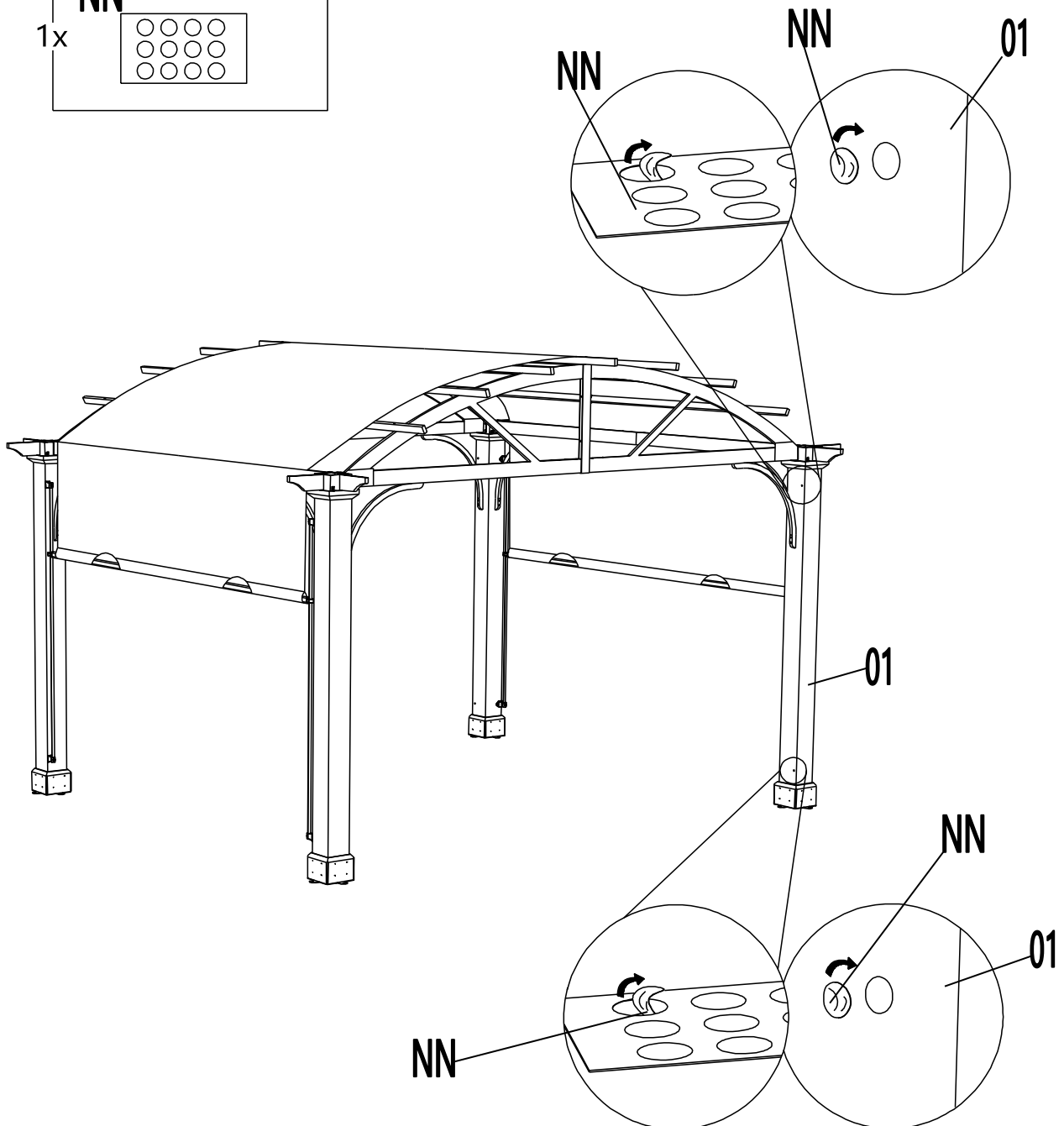
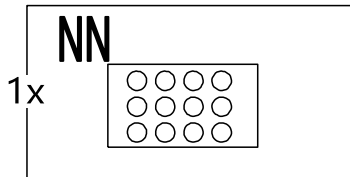
# Assembly (continued)

## 17 Apply the stickers on the pre-drill holes

- Apply the stickers (NN) to cover the pre-drill holes on the Posts (01) if you choose, but not required.



**NOTE:** To avoid destroying the finish, do not put the parts on the ground directly.



## Care and Cleaning

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- Steel components for this gazebo are treated with rust inhibiting paint that protects it from rusting. However, due to the nature of steel, surface oxidation (rusting) will occur if these protective coatings are scratched. This is not a defect and thus not covered by the warranty. To minimize this condition, it is recommended to use care when assembling and handling the product to prevent scratching the paint. Should any scratching or damage occur, it is recommended to cover the scratch immediately with rust inhibiting paint (not included). Surface rust can also be easily removed with a very light application of regular cooking oil. If surface oxidation (rusting) occurs and if no measure is taken to prevent this, the oxidation may start dripping onto deck or patio and caused damaging stains, which may be difficult to remove. This can be prevented if the above-mentioned measures are taken to keep the product from oxidizing.
- Do not use bleach, acid, or other abrasive cleaners on the roof or frame parts.
- Keep instruction manual for future reference.
- Keep the original packaging to store the gazebo.
- Remove canopy during bad weather and windy conditions.
- When not in use, store in a cool, dry area.

# HAMPTON BAY®

Questions, problems, missing parts? Before returning to the store,  
call Hampton Bay Customer Service  
8 a.m. - 7 p.m., EST, Monday-Friday, 9 a.m. - 6 p.m., EST, Saturday

**1-855-HD-HAMPTON**

**HAMPTONBAY.COM**

Retain this manual for future use.

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