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# INSTRUCTIONS

## Cambro Cart Instructions

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### Parts:

- 1 double compartment unit on wheels
- 46 rails

### Storage Capacity per Compartment:

- 12, 18"x26" sheet pan
- 12, full 2 ½" inserts
- 8, full 4" inserts
- 6, full 6" inserts

Note: For hot food use, set a pan of hot water in the bottom of each compartment, 20 minutes prior to loading food. For cold food use, set a pan of ice in the bottom of each compartment.

### Set Up Instructions

1. Set rails according to pans/ trays being used. Note: Rails fit 1 sheet per or 2 pans per.
2. Place pans and sheets in unit.
3. Latch door and open vents on front of unit. There is a gasket on door to ensure tight seal.



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# INSTRUCTIONS

## Chocolate Fountain

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### Chocolate:

- Compound chocolate is required for this machine. Chocolate wafers are easiest to use.
- All solid chocolate has to be pre-melted. Wafers and block chocolate should be pre-melted in a double boiler. All solid chocolate will have to be thinned with vegetable oil (Crisco) using ½-1 cup of oil for each 5.5 lbs of chocolate (to reach desired consistency).
- Liquid chocolate can be poured directly from the pail into the pre-warmed fountain (adding vegetable oil should not be necessary)

### Steps:

1. The fountain is contained in two metal boxes
  - a) Base unit in shorter box
  - b) Auger, top hat, centre column and allen wrench in tall box
2. Place the fountain base unit on a level surface - level at this time using the adjustable legs on the bottom of the base unit (these can be readjusted after chocolate is in).
3. Align the centre column of the fountain to the 4 metal posts on the base unit and push it down until secure.
4. Place auger in centre column, turning it until it locks into the motor.
5. Place top hat on top of column over auger
6. Preheat fountain for 15-20 minutes - and check operation (green switch operates the auger, and the thermostat adjusts the heat). To heat the base, turn the green knob to the left and set thermostat to approximately 140 degrees.
7. Using pre-melted or liquid chocolate, pour into base unit and turn the green knob to the right to start the auger. Give the chocolate a few minutes to circulate through the machine. If the chocolate (when using pre-melted solid) is not flowing properly you may want to add extra oil (try ¼-1cup to the top of the auger). Give the machine time to circulate the oil through if it is still not flowing smoothly try adding a bit more oil (continue until you have a smooth flow, always giving the machine time to circulate the mixture).
8. Fountain will make noise until chocolate has worked all through but will be quiet once everything is flowing properly.

### Cleaning:

1. Turn off thermostat and on/off switch and unplug unit.
2. The top hat, auger and centre column can be cleaned in dish washer
3. The base should be emptied and scraped: then put hot water in base unit bowl and rinse several times (DO NOT IMMERSE BASE UNIT IN WATER).
4. Make sure to put all pieces back into metal boxes.

### Caution

1. Do not spray water on motor and electrical parts.
2. Do not immerse base unit in water!



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# INSTRUCTIONS

## Coffee Maker

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### Instructions:

To make coffee in the Coffee Maker (55-101 cup), use 1-1 ½ cups of REGULAR GRIND coffee for every 50 cups of water. This makes regular strength coffee. Note: For smaller servings 1 tbsp for every 2 cups.

### Steps:

1. Fill coffee maker with COLD water, to desired amount. Do not use hot water or coffee maker will not brew.
2. Pour coffee into basket.
3. Insert wide end of stem into heating well at the bottom of coffee maker. Insert opposite end of stem into center of basket. Make sure these are secure or machine will not perk!
4. Plug coffee maker into a standard electrical outlet. Coffee makers consume considerable amounts of power. Makers are to be plugged in different outlets and on different circuits.
5. When coffee has finished brewing, remove basket containing coffee grounds. The maker will continue to keep the coffee hot.

### Before Returning:

Cleaning Charges may be applied if makers are not returned in the same condition in which they were received. To avoid cleaning charges, remove any residue coffee and coffee grounds and rinse out the basket and the interior of the maker. NEVER IMMERSE THE COFFEE MAKER IN WATER!

### Trouble Shooting Tips

If the coffee maker is leaking, check to make sure that the gauge cap, located at the top of the glass tube is tight or the dispensing faucet is tight.

### Brewing Time:

100 Cup Urn

Brewing time: approx. 1 hour, 30 minutes

55 Cup Urn

Brewing time: approx 1 hour, 15 minutes

36 Cup Urn

Brewing time: approx 1 hour

**\*Coffee Maker must be plugged into electrical circuit alone; otherwise machine will not work properly.**



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# INSTRUCTIONS

## Deep Fryer

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### Filling Instructions

1. Ensure drain valve is closed.
  2. Remove baskets and fill to oil level line. NOTE: If using solid shortening- it must be thoroughly packed down in fry pot. Capacity fill is minimum 30lbs/ 17L, maximum 40lbs/ 22L.
- To avoid scorching solid shortening, melt solid shortening by turning on burner for 3 seconds, off for 10 seconds, continuing until melted. If any smoke is seen during this process you are heating too fast and scorching the shortening.

### Lighting Instructions – Frypot MUST be filled with Oil/Shortening before lighting

1. Ensure fryer is “OFF”.
2. Hook regulator hose to propane tank.
3. Open valve on propane fully.
4. Open fryer door and turn thermostat knob to required frying temperature.
5. Rotate gas valve to “PILOT”.
6. Push valve in and light. Continue to hold valve in, approximately 60 seconds, after flame appears in the pilot.
7. Release valve, pilot should stay lit.

Note: If pilot does not remain lit, wait 5 minutes before relighting.

8. Once pilot is lit, turn gas valve counter clockwise to “ON” position.
9. The burner is now lit and can be controlled by the thermostat.

Note: If pilot and burner go out, the fryer must be completely shut down before relighting.

### Shut Down Instructions

1. Open fryer door and turn gas valve to “PILOT” position.
2. Depress gas valve slightly clockwise.
3. Release and continue clockwise to the “OFF” position
4. Close valve on propane tank.
5. Disconnect regulator hose.
6. Turn thermostat “OFF”.

### Draining Instructions

1. Turn the fryer gas valve knob to the “PILOT” position. Screw the drain pipe supplied with the fryer into the drain valve making sure the drain pipe is securely in the drain valve and the curved end is pointing downward toward the floor.

Note: The burner MUST NOT be turned on when the frypot is empty. A few minutes of the burner operating with an empty frypot will destroy the frypot and damages will be charged accordingly.

2. Position a container with a sealable cover under the drain pipe. The metal container must be of sufficient design to withstand the hot shortening and must be able to hold hot liquids.
3. Open the drain valve slowly to avoid splattering.
4. After draining is complete clean all food particles and residual shortening from the frypot.
5. Close the drain valve



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# INSTRUCTIONS

## Portable Sink

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DO NOT CONNECT WATER HEATER TO ELECTRICITY UNLESS IT IS FULL OF WATER

### STARTUP:

Fill the fresh water tanks with cold, potable water and insert the siphon (intake) hose from the pump into one of the fresh water tanks. Make sure the hose is all the way to the bottom of the tank. Make sure the drain hose(s) are inserted into the waste water tank.

Plug the long power cord into a dedicated electrical outlet. Connect the water pump cord to the electrical outlet inside the cart; the pump will run. Open the cold water faucet until water flows free with no air bubbles (this may take a minute if the heater is empty).

### OPERATION:

When the faucets are turned off the pump will automatically shut off and turn back on when the faucet(s) are opened, unless there are air bubbles in the water lines. To correct this, simply run more water until the air bubbles are out. NOTE: when the fresh water tank is empty, the pump will drain air bubbles into the system, and the fresh water tank must be exchanged or refilled. Disconnect the pump from the electrical outlet until the fresh water tank can be exchanged or refilled.

- Do not let the pump run dry for more than 2 minutes; damage to the pump may result
- Do not let the waste water tank overflow. Dispose of waste water in a sanitary drain only.
- Drain hoses must be inserted into the waste water tanks at all times (unless connected to a sanitary drain).
- You can connect the sink cart to direct city water supply via the garden hose coupling located immediately downstream of the pump outlet.
- The sink drain(s) may be connected to a sanitary drain via the garden hose fittings located directly below each sink bowl.
- NO POWER?? Check the reset button on the GFCI electrical outlet located in the cart.



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# INSTRUCTIONS

## Propane Barbeque/Propane Griddle

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### Steps:

1. Unwrap the barbeque/griddle
2. Connect propane tank (tightens left) and ensure it is tight.
3. Open propane tank. (knob on top of tank)
4. Turn knobs or tabs (4-8) on the front (or under the front) of the barbeque on. (you should be able to hear the propane now)
5. Slide out the drip trays out and light the barbeque from underneath. You will need to light each burner separately.
6. Put the drip trays back in.
7. Leave some time to let it heat up.

### Shut Off

1. Turn knobs on the front of the barbeque off.
2. Close propane tank.
3. Unscrew the hose from the propane tank.

### Cleaning Procedure

1. Scrape grill top clean with provided brush
2. Empty/Rinse Grease Trays

A \$25 cleaning fee is charged for this item at the time of pickup.  
If returned clean, this fee will be refunded to you.



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# INSTRUCTIONS

## Propane Burner

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1. Hook regulator hose from burner to propane tank. Pull propane tank away from burner.
2. Open valve on propane tank completely.
3. Turn valve slightly open on burner.
4. Give propane a few seconds to rise up hose.
5. Using a barbeque lighter, light burner from side. There are cut out spots to insert lighter.
6. Once ignited, flame height can be adjusted by opening valve on tank hose. There is also a smaller valve on burner that adjusts fuel and air to the flame.
7. To turn OFF, close propane valve first. Once flame is extinguished, close other valves on burner.
8. Allow burner to cool before handling to move.



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# INSTRUCTIONS

## Punch Fountain

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Always carry fountain by bowl. Never carry fountain by top!

1. On/Off switch operates on bottom of fountain operates the motor. Never turn switch on without liquid in the bowl.
2. Fill fountain with sufficient liquid for operation.
  - a) 3 gallon fountain- needs at least  $\frac{3}{4}$  gallon (1  $\frac{1}{2}$  liters) of punch in the bowl.
  - b) 5 gallon fountain- needs at least 2 gallons (4 liters) of punch in the bowl.
  - c) 7 gallon fountain- needs at least 3 gallons (7 liters) of punch in the bowl.
3. Ensure fountain is on a level surface.
4. Plug in fountain.
5. Turn on motor switch.
6. Allow fountain to circulate.
7. After use, turn off motor switch and unplug fountain.
8. Pour out remaining punch.
9. Rinse with water. Be sure to never submerge fountain in water.

THE BEST PUNCH TO USE IS ONE WITHOUT AN EXCESSIVE AMOUNT OF PULP.  
PULPS MAY CLOG THE HOSES.

### CAUTION

Never run the fountain dry.

Do not place near swimming pools.

Set the fountain on a stable table where the cord is not across aisles for walking.

**\*\* DO NOT DISASSEMBLE THIS UNIT\*\***





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# INSTRUCTIONS

## 33 Hot Dog Cooker

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Allow cooker 10-15 minutes to warm up.

1. Turn power switch on.
2. Set thermostat dials on low setting. (min-3)
3. Allow warm up time.
4. Lay hot dogs on rollers. Monitor cooking for the next 5-10 minutes.
5. Cook time will vary depending on size of meat.
6. Adjust temperature accordingly.
7. When finished, turn thermostat dials off and allow cooker to cool.
8. Wipe clean rollers with damp paper towel between batches if necessary.



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# INSTRUCTIONS

## 56 Hot Dog Cooker w/Bun Warmer

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1. Fill bun warmer pan with clean water to water level indicated.
2. Load bun warmer basket with buns and close lid.
3. Skewer hot dogs lengthwise on spit. Spit can be rotated by hand.
4. Once loaded, turn motor switch to "ON" position.
5. Set temperature dial to desired temperature. Adjust temperature lower as cooking time progresses.
6. When serving, turn motor switch "OFF".
7. Using tongs, grasp hot dogs near the middle and pull from the spit.
8. Turn motor switch back on until next service.
9. When finished, turn temperature dial "OFF" and allow to cool before removing any leftovers.

Caution: During cooking process machine gets very hot! Always allow unit to cool before handling.



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# INSTRUCTIONS

## Cotton Candy Machine

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Note: Never leave heat switch "on" without motor head spinning.

### START UP

1. Before turning machine on place bowl on machine, ensure plastic mesh ring is secure to inside of bowl with metal clips provided. Place plastic bubble on bowl.
2. Place sugar floss in head of machine. Maximum 2-4 tbsp.
3. First turn motor switch "on" located on front of machine. Once motor head is spinning, the heat switch can be turned on.
4. Allow a few seconds for head to heat up. Have candy cone (or wooden spoon) ready to retrieve cotton candy as it comes out the sides of the head.

CAUTION: KEEP CANDY CONE AND HANDS AWAY FROM SPINNING HEAD. ALWAYS ROTATE CANDY CONE ALONG MESH RING TO RETRIEVE COTTON CANDY.

5. Speed of cotton candy coming out can be adjusted by increasing or decreasing heat dial on front of machine.
6. Run machine until no more cotton candy is being produced.

### SHUT DOWN

1. First turn heat switch off.
  2. Allow motor head to continue spinning until machine has had a chance to cool down. Estimate about 1-2 minutes.
  3. Once machine has had a chance to cool, the motor switch can be turned off.
- SHUT DOWN MUST BE COMPLETED IN BETWEEN EACH BATCH OF COTTON CANDY MADE.

### WARNINGS:

Machine produces best indoors.  
Hot, humid temperatures can cause sugar floss to gum up before spinning out.  
Make sure bowl is placed evenly over head of machine.

Not allowing machine to cool down properly will cause remaining sugar to glue to heat element. Never attempt to clean machine or put water in head of machine to rinse.

Cotton Candy Machine must  
be plugged into electrical  
circuit alone; otherwise  
machine will not work  
properly.



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# INSTRUCTIONS

## Sno Kone Machine

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1. Turn light switch on.
2. Turn motor switch on. Caution: Once the motor switch has been turned on, blade in hopper is spinning. VERY SHARP!
3. Fill hopper with ice cubes or cracked ice. Leave about an inch space from lid.
4. Close lid.
5. If ice jams up, turn motor switch off and unplug. Try to loosen ice pieces in hopper with scoop provided.
6. Close lid and restart motor.



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# INSTRUCTIONS

## Frozen Drink Machine

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1. Inspect machine after removing from protective box. Ensure drum is locked in securely.
2. Prepare beverage mix ahead of time, according to package direction. If possible pre-chill mixture to speed up process.
3. Due to sanitizing solution used by equipment provider, rinse out the dispensers before use. Fill with clean water and allow draining thru spout. Close securely after emptying.
4. Insert drip trays on front directly below spout.
5. Fill with beverage. Do not fill past maximum fill line marked on front of dispensers.
6. Replace cover on dispenser and plug in unit.
7. Set the power switch to "I" position.
8. Set the mixer/refrigeration switch to "II" position. (See diagram below)
  - a. There is a soft drink mode available "I" position. See note below
9. Allow machine 1-1.5 hrs to bring beverage mix to frozen drink consistency. Temperature can be adjusted by turning the thermostat dial on each side.
10. Always keep levels in dispensers  $\frac{1}{4}$  full with mixture.
11. Always ensure machine has proper ventilation on sides and back. Approximately 6" clearance.

### Shut Down Instructions

1. Leave the power switch in the "O" position.
2. Turn the mixer/refrigeration switch to the "I" position.
3. Place pail under spouts and allow beverage to drain completely into pails.
4. Turn power switch and mixer switch to the "O" position
5. Remove and empty drip trays.

This item cannot be transported without its protective carrying case. Please transport in an upright position.

Note: If shut down is temporary and a start up is intended for later, product can be conserved by running the soft drink mode "I". This allows the mixer to still run but no longer freeze the product. If product is going to be left in dispensers overnight the soft drink mode "I" must be run for 1 hr prior to shut off. This eliminates ice build up which can cause damage to motor. Keep an eye on the machine to ensure beverage is freezing correctly. May need to adjust temperature acco

**Frozen Drink Machine must be plugged into electrical circuit alone; otherwise machine will not work properly.**

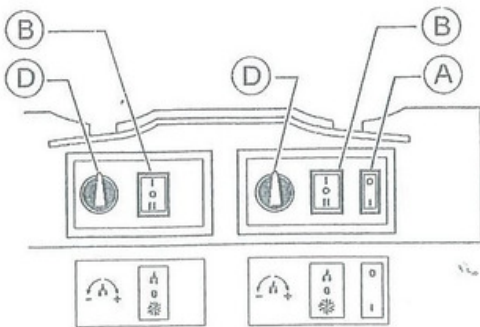


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# INSTRUCTIONS

## Frozen Drink Machine

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### Power switch (A)

- 0 position : power is turned OFF to all functions.
- I position : power is turned ON to all functions and the other switches are enabled. The fan motor runs.

### Mixer/refrigeration switch (B)

- I position : mixer and refrigeration ON. SOFT DRINK mode.
- 0 position : OFF.
- II position : mixer and refrigeration ON. GRANITA mode.

### Thermostat (D)

- Turn clockwise : to decrease temperature
- Turn counterclockwise : to increase temperature

Frozen Drink Machine must be plugged into electrical circuit alone; otherwise machine will not work properly.

**Handy**   
**special**  
**events**

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# INSTRUCTIONS

## 10 x 20 Tent

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CAUTION: Locate, mark and avoid any overhead or underground electrical, phone, gas, sprinklers or other lines. Ensure lines are marked before staking or setting up tent. Do not attempt to set up during extreme winds or thunderstorms.

Parts:

- 1, 10x20 canopy guide ropes attached
- 4 feet
- 6, 9' poles
- 4, 8' poles
- 2 mid joiners
- 4 corners
- 2 cables
- 1 center pole, clip on top
- 4 mushroom head stakes, for the feet
- 4, yellow head stakes, for ratchet straps
- 4 ratchet straps
- walls, if ordered

1. Create rectangle frame on ground. Set out corner pieces. Long sides of rectangle are created by a 9' pole, a joiner and another 9' pole. Repeat same pattern for other long side. Short sides, or ends, are created by 1- 9' pole. Connect sides with corner pieces.
2. Install 1 cable diagonally. Slip eye hook of cable on inside hook of a corner. Repeat same hook up on diagonally corner.
3. Create an "X" with second cable. Same hook up. Note: Second cable will be tight to hook. Lift frame to create slack.
4. Unfold canopy on top of frame and cables.
5. Make sure guide ropes attached to corners of canopy are facing up. Hook loop on canopy corners around hooks on outside corner pieces.
6. Hook ratchet straps to each corner.
7. Insert 2 legs and their feet.
8. Insert the center pole.
9. Insert remaining 2 legs and their feet.
10. Hook guide ropes to the feet.
11. Stake feet.
12. Stake ratchet straps slightly away from legs.
13. Tighten all straps.

Walls

1. Velcro straps line the top of the walls, loop around frame and secure.
2. Attach straps along leg of tent.
3. Seal velcro edges along legs.



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# INSTRUCTIONS

## 10 x 10 Tent

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### Parts:

- 1 10x10 canopy guide ropes attached
- 4 feet
- 4 9' poles
- 4 8' poles
- 4 corners
- 2 cables
- 1 center pole, clip on top
- 4 mushroom head stakes, for the feet
- 4 yellow head stakes, for ratchet straps
- 4 ratchet straps
- walls, if ordered

### Things to Look for:

- Guide Ropes- these run from the corner of the tent, down the leg and are attached to the foot or base of the leg. Please make sure that these are still attached and tight.
- Ratchet Straps- the ratchet strap is attached to the corner of the eave ( at the top of the leg) and runs down to the stake in the ground. Please make sure that the strap is still attached and tight.
- Canopy- the canopy (tent) can be susceptible to excess water gathering after a heavy rain storm. This can cause problems. Please safely remove the water by gently pushing up on the canopy with your hand or use a soft object (i.e. broom) but make sure that the object you use has no sharp edges. This will allow the water to drain off the top of the tent.
- Walls- Be sure to check that the walls are secured at the eave (top) and at each end (legs). Each wall has several adjustable straps. Please make sure that these straps are snug to protect the wall from wind damage.

Note: Please do not attach anything to the tent without approval from Handy Special Events

