



VENUE MAKER STAGE SYSTEM

Fold-N'-Set Stage Units

OWNER'S MANUAL

BEFORE YOU BEGIN...

Read and understand these instructions before operating.

Use caution and care for your back when lifting, pushing, pulling, or folding and unfolding these units. Never lift more than you are able to safely handle.

At least two people are required to safely set up a Fold-N-Set Stage system.

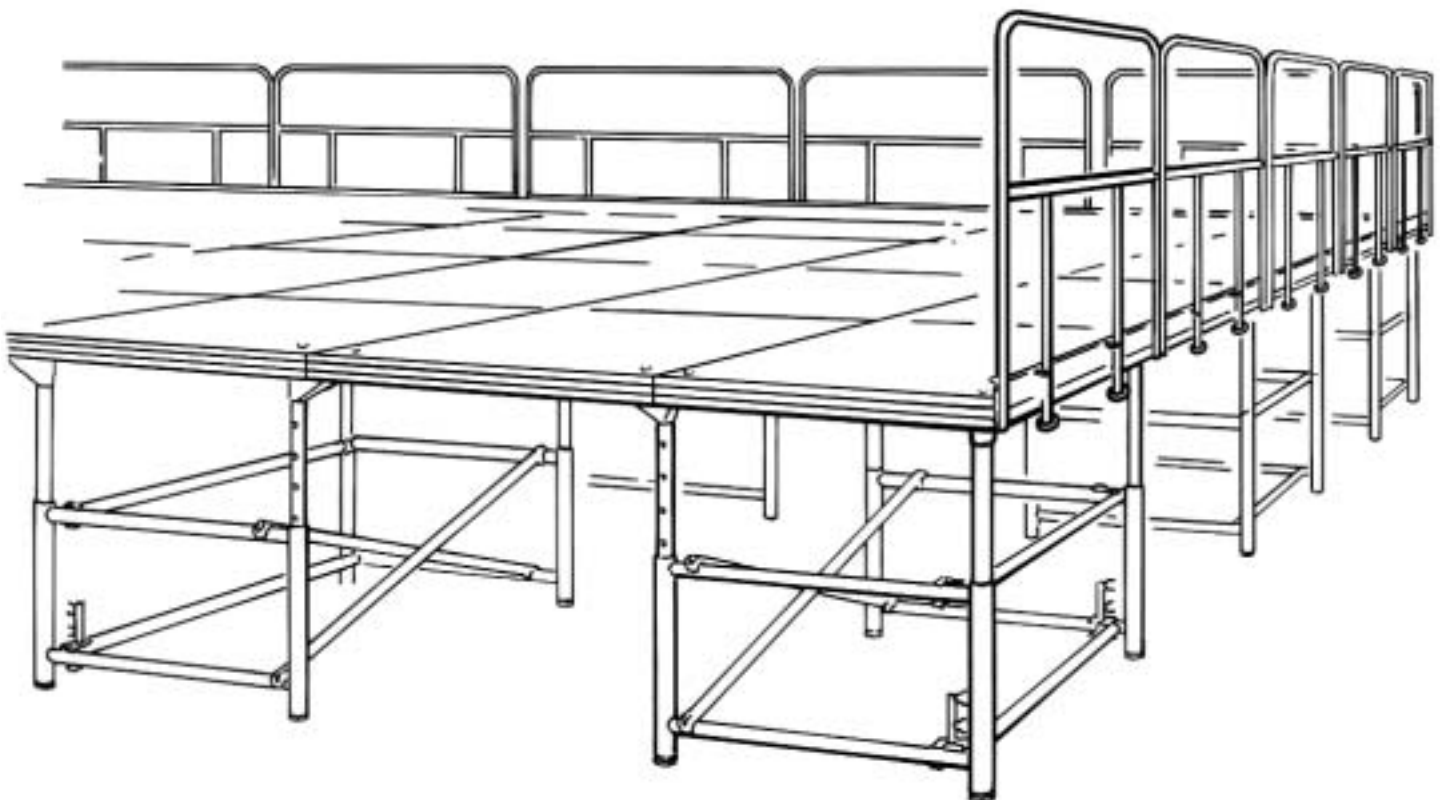
TOOLS REQUIRED:

Hex wrench for locking deck pins (provided)

OPTIONAL TOOLS:

Hand grips for moving decks (available)

If you have any problems during setup, contact SICO Customer Service at 1-800-424-0796



INTRODUCTION

Stage Configurations

Fold-N'-Set Stages are available in several different height ranges:

- 8 in. (nonadjustable)
- 16 in. (nonadjustable)
- 16 to 24 in.
- 32 to 48 in.
- 48 to 76 in.

A Fold-N'-Set stage system consists of individual 4x8-ft or 3x8-ft supports ("frame units"). Decks are installed on top of these frames, and additional decks are installed to span the space between frames, as shown.

Installation

To secure the decks to the frames, appropriate pin connectors are first installed on the four corners of the frames. The numbers on the above stage schematics indicate the type of connector used in each situation (1-, 2-, 3- or 4-pin):

The 1-pin connectors are only used to secure the deck at an **outside corner** of the stage.

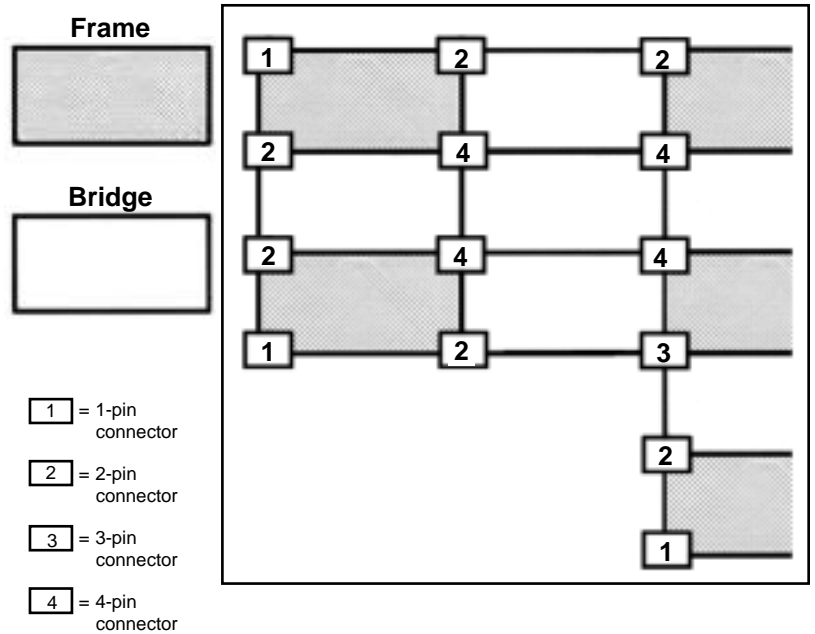
The 2-, 3-, and 4-pin connectors secure the junction of two, three, or four decks respectively.

Note: The steps below are explained in detail on the following pages.

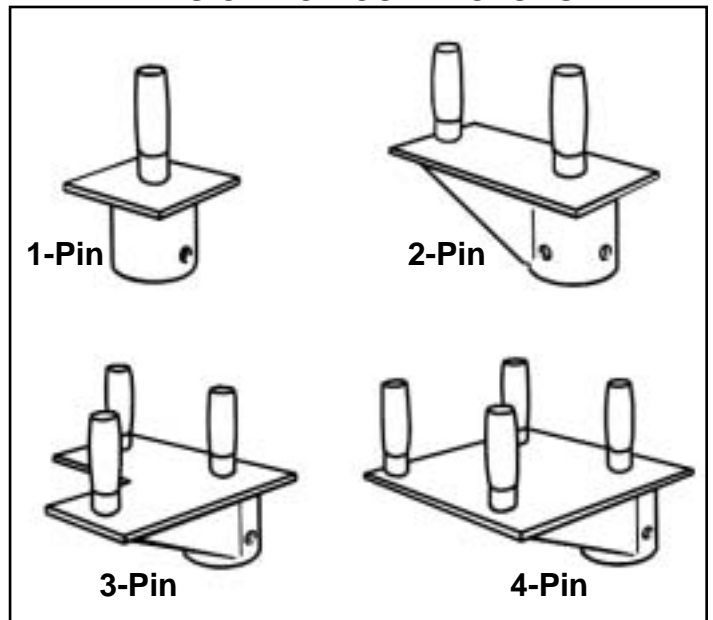
To set up a stage, you will:

1. Unfold and secure individual frame units.
2. Adjust the height of the frame units.
3. Install decks on top of the frames (on the pin connectors).
4. Install decks as bridges between frames (also on the pin connectors).
5. Attach guardrails, stairways, ramps, chairstops, and closure draperies.

These steps are explained in detail on the following pages.



BASIC DECK CONNECTORS

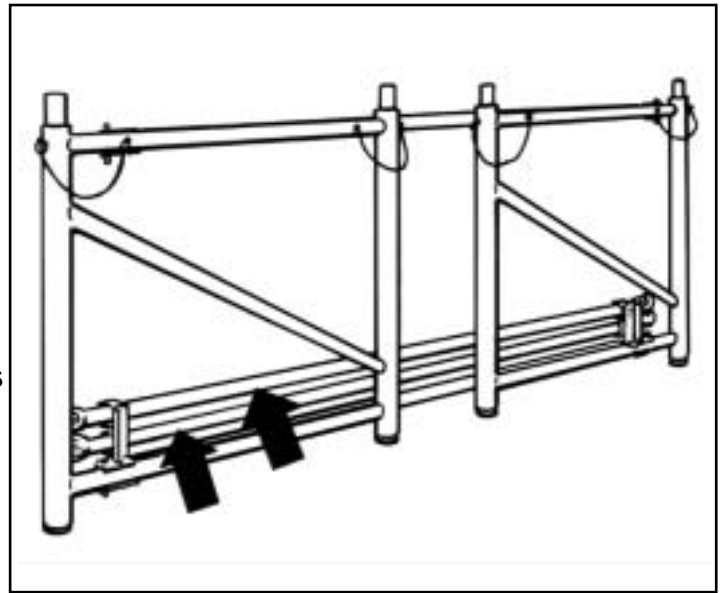


POSITIONING THE FIRST FRAME

Fold-N-Set frames are available in several basic leg heights. Different basic leg heights require cross braces of different lengths. To simplify installation, the cross braces and frames are color-coded.

1. Move the first frame approximately to its home position (at one corner of the stage).
2. Remove the two crossbraces.

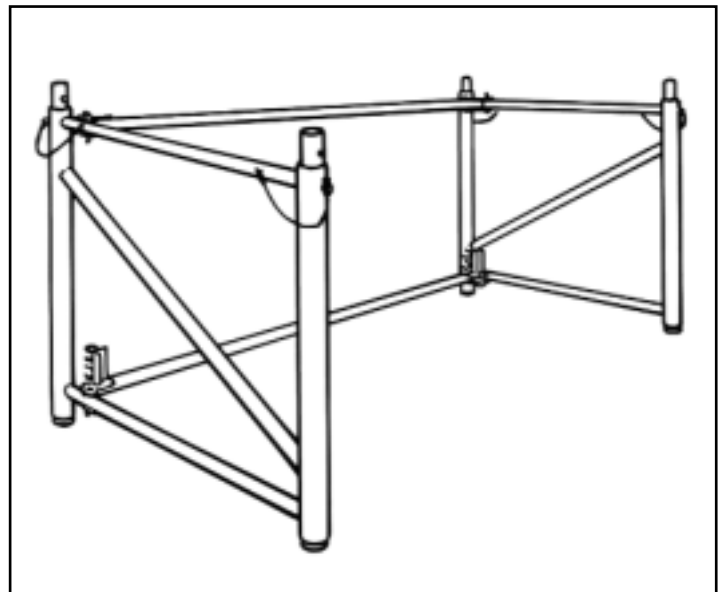
Cross
Braces
➔



3. Swing out the legs to their fully opened position.

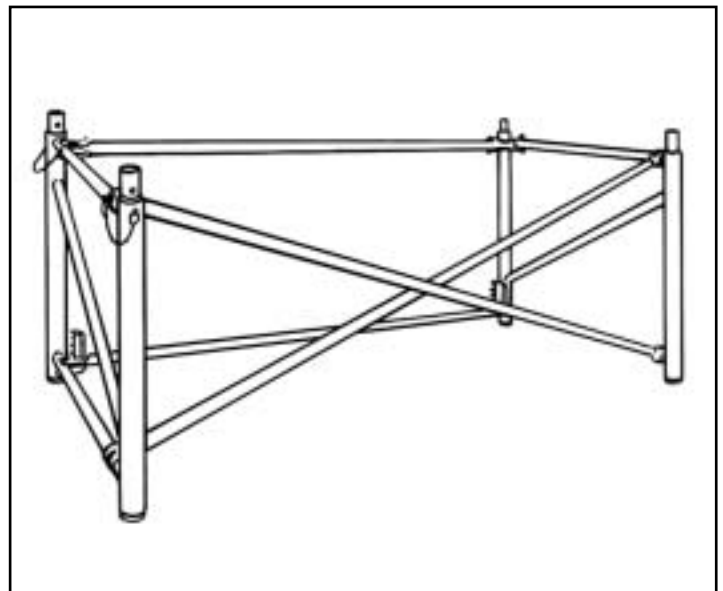
⚠ CAUTION

When unfolding,
do not put your
fingers inside the
hinge mechanism.



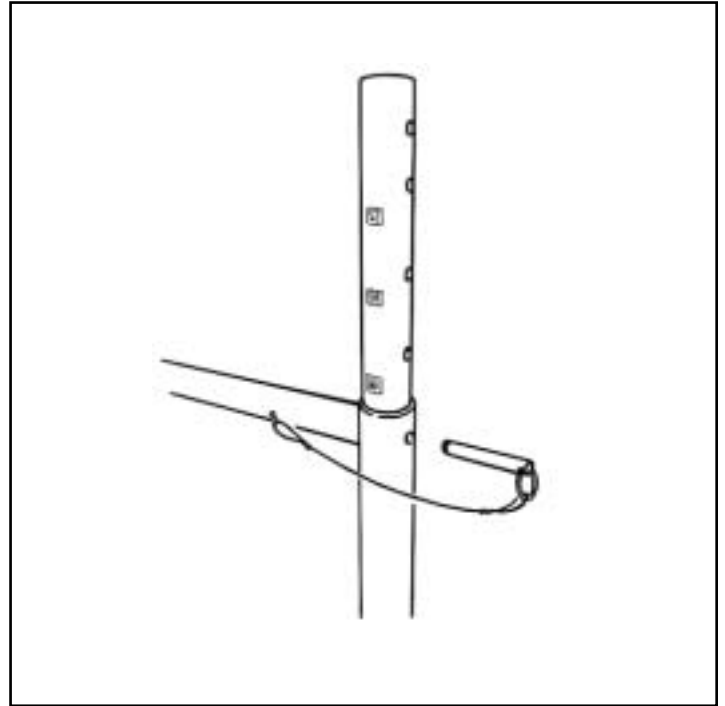
4. Snap the cross braces in position, to secure the frame.

IMPORTANT: Place the cross braces as close as possible to the legs.



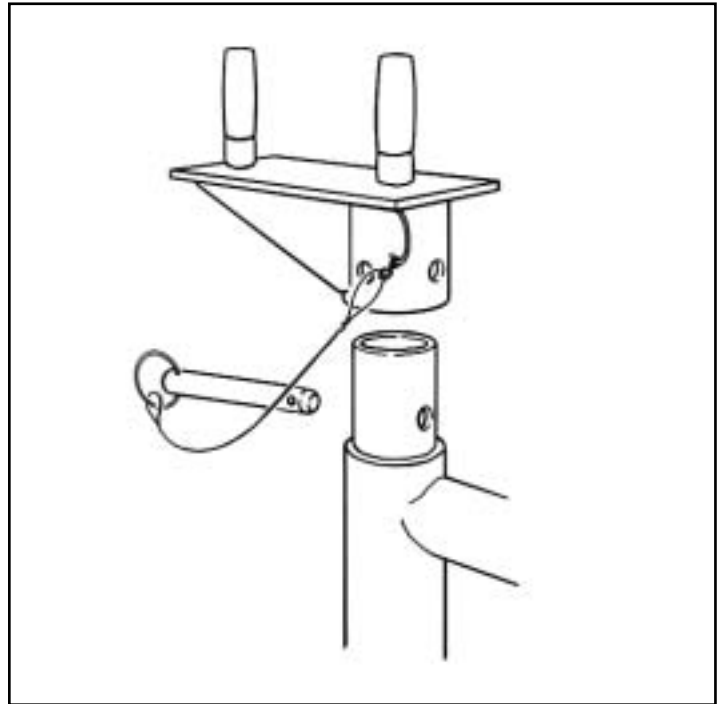
INSTALLING PIN CONNECTORS AND FIRST DECK

1. Note that height settings are marked on each leg. To adjust the height of the legs: pull the hitch pin on the leg; raise the inner tube to the desired height; align the holes and reinstall the hitch pin.



2. Install appropriate pin connectors on the four corners of the frame. Refer to page 2 if you are not sure which type of connector to use at each location.

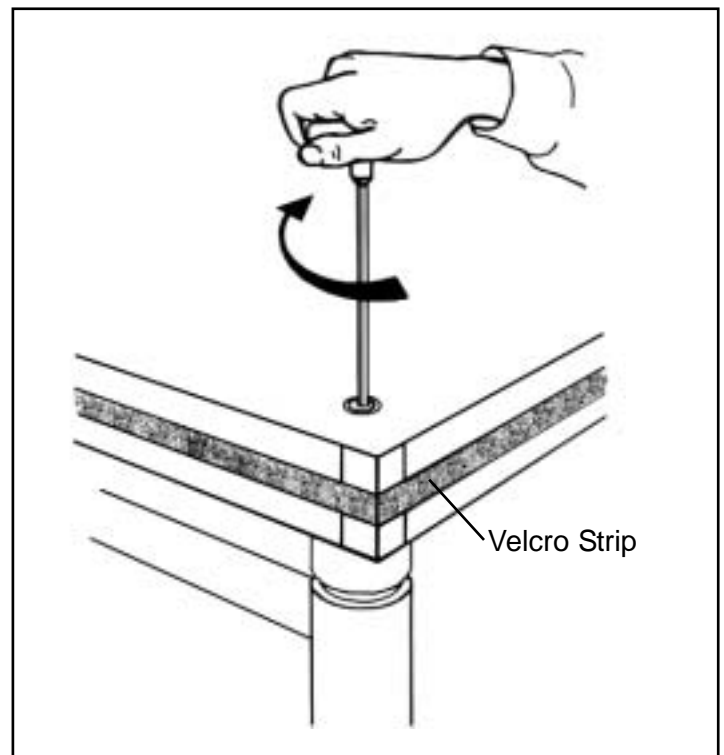
Lock the connectors with the hitch pins.



3. Install a deck on the frame by lowering its corner holes over the corresponding flex-pins.

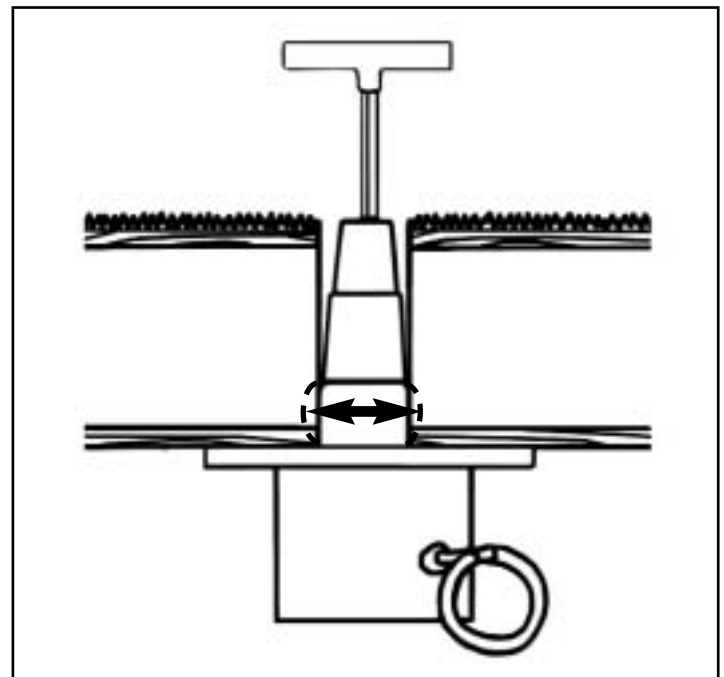
Note that all deck sections are the same (whether used on top of a frame unit or as a bridge).

4. Lock the deck in position as shown.
The hex wrench (shown) is supplied with each stage system.



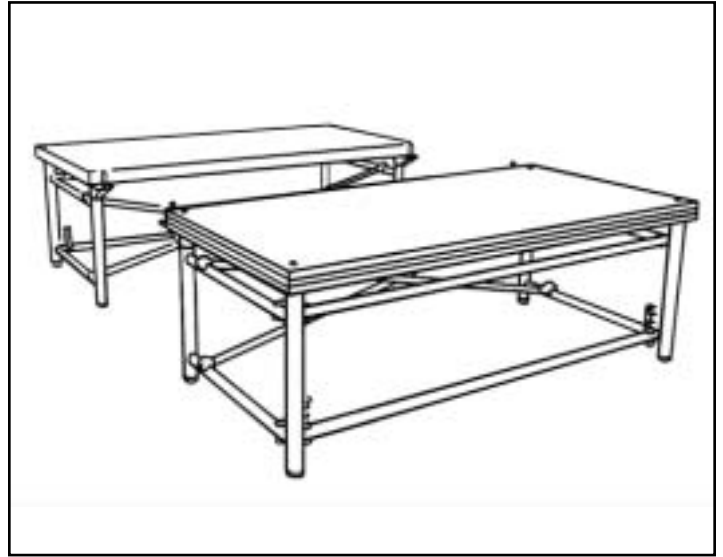
What happens when you lock the deck in position?

The rubber gasket at the base of each flex-pin expands to quickly secure the decks to the frames.



INSTALLING ADDITIONAL FRAMES AND DECK

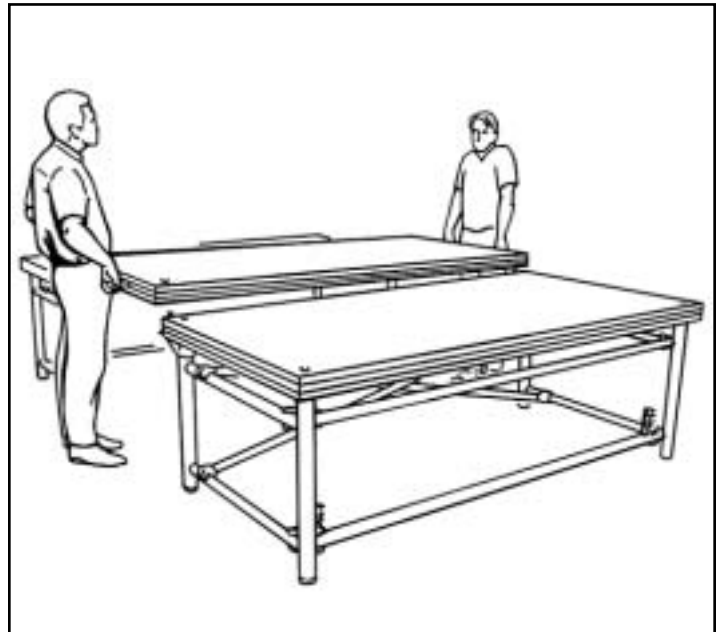
1. Position a second frame unit approximately 4-ft from the first frame (3-ft away with 3x8-ft units).
2. Set up the frame and deck in the same way as the first unit.



3. To bridge between frame units, set a deck onto the pin connectors on one of the frame units, then slide the second frame unit so its pin connectors line up with the holes in the bridge deck. Lower that side of the bridge deck onto the connectors.

If desired, lock the bridge deck in position.

4. Level the second frame section to itself (all four corners), and to the first frame section, by adjusting the leveling feet on the legs.
5. Repeat the above procedure for all remaining frames and decks.

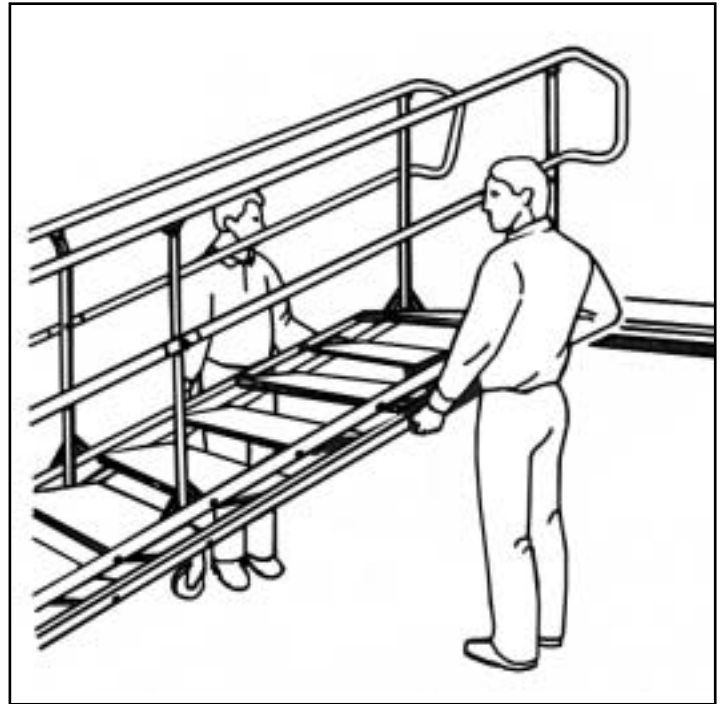


ATTACHING A STAIRWAY

Detailed instructions for attaching a stair unit to the Venue Maker Stage are shipped with the stairs.

NOTE: Stairways are available in 2-rise to 9-rise models.

1. To adjust the stairway height so the top step matches the height of the stage. Raise and lower the unit to the desired height.
2. Roll the stairway into its approximate final position.
3. Lift the stairway and move it up to the stage. The upper support clamps on the front of the top step must rest flat on top of the deck.

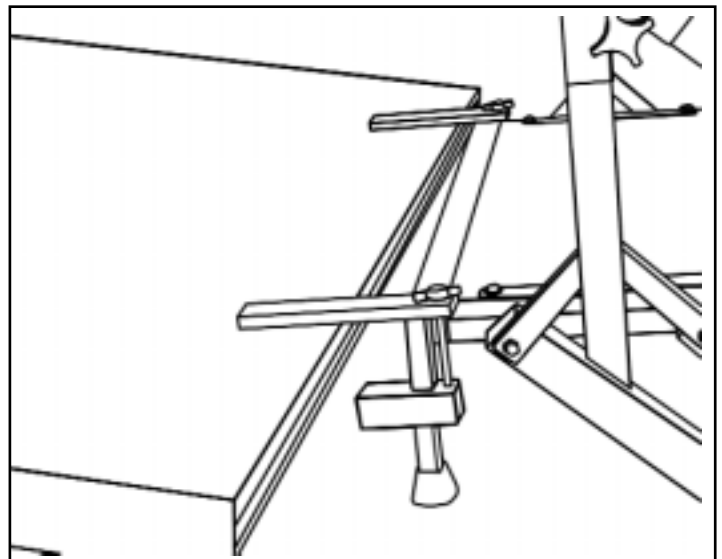


IMPORTANT: If the steps are not level with the stage (as shown at right), the steps will need to be made level.

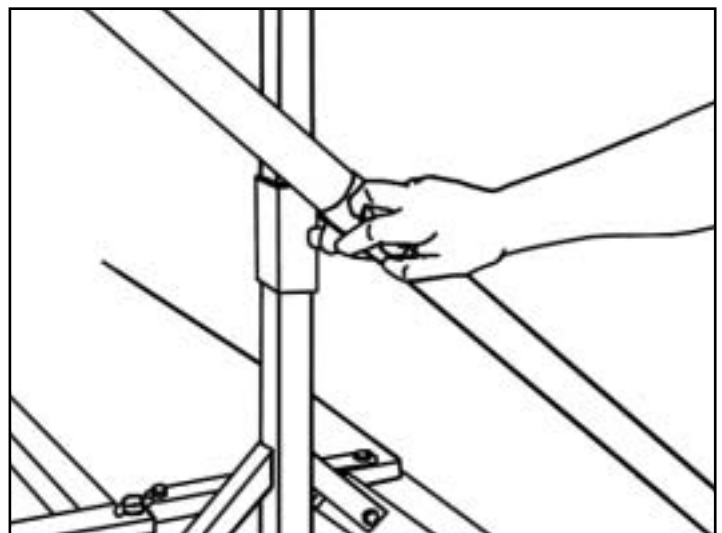
To level the step unit:

- a. Loosen the guardrail hand knobs located on both sides of the steps.
- b. Grasp the guardrail and push the guardrail hoop forward or back as required to make the step level and the posts vertical.

When properly adjusted, the step supports will fully rest on the deck.



4. Turn the yellow clamping knob to secure the steps to the stage.

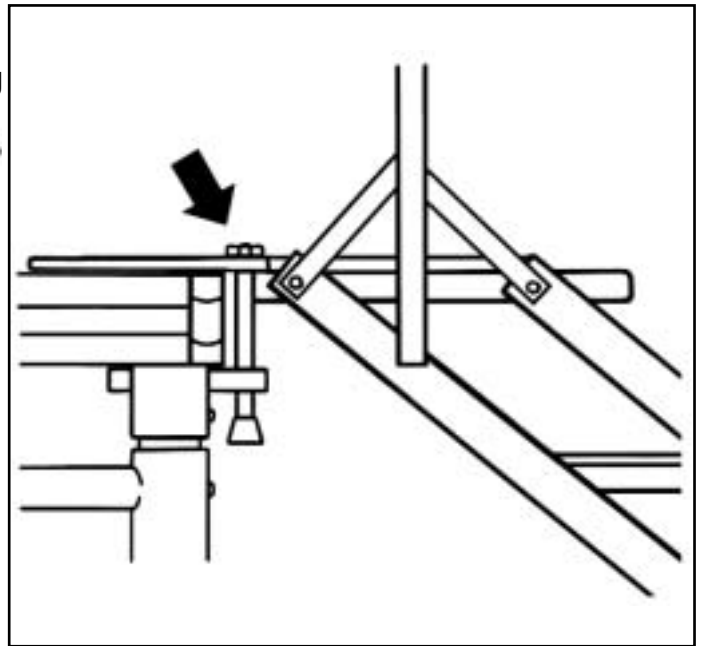


5. Tighten the yellow clamping knobs on either side of the stage to lock in the stair.

IMPORTANT: Be sure the bottom side of the clamp is tight against the bottom of the step.

Both sides of the step must be properly secured to the stage to prevent the steps from moving away from the stage.

Yellow Clamping Knobs



⚠ WARNING

Lock stairway to platform to avoid movement. Failure to do so could result in serious injury.



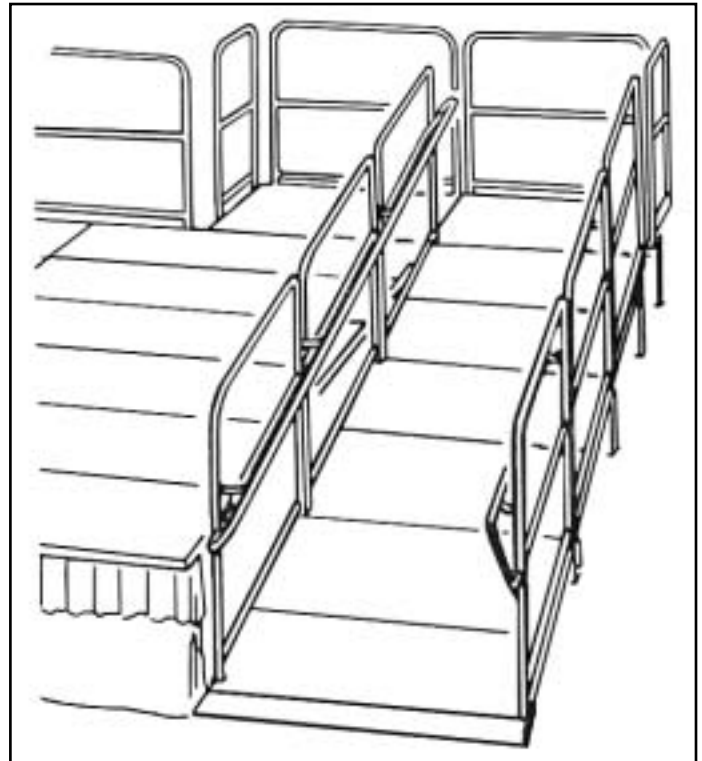
ATTACHING A RAMP

NOTE: SICO ramps are provided in 6-ft and 8-ft sections with an incline of one inch per foot.

Detailed instructions for attaching a ramp to the Venue Maker Stage are shipped with the ramp.

IMPORTANT: Follow those instructions, and abide by all local, state, and federal regulations regarding ramp design.

The same instructions include information on installing SICO ramp guard rails, which are designed for use by those in wheelchairs.

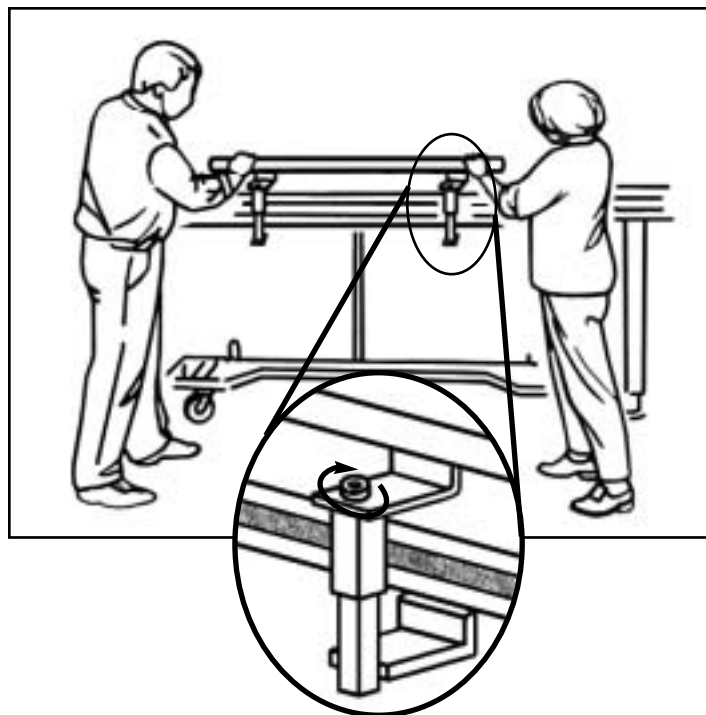


ATTACHING CHAIR STOPS

Chair stops are available to fit the stages you are using. They prevent chairs from slipping over the edge of the stage and ultimately prevents serious injury.

To attach the chair stop to the stage:

1. Lift the chair stop to the stage.
Make sure the rail and clamp face towards the stage.
2. Tighten the bolts located at the top of the clamps.
The clamp should be tight against the frame of the stage.



ATTACHING GUARD RAILS

Use platform guard rails in all Venue Maker setups. These rails are available in 3-, 4-, 6-, and 8-ft versions.

NOTE: Instructions on installing ramp guard rails are shipped with the ramp. Flat sections of ramps use the standard platform guard rails shown here.

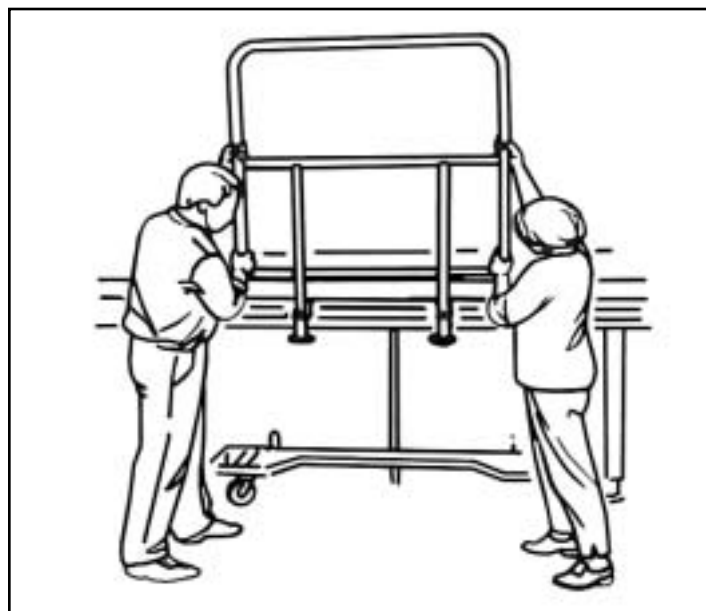
⚠ WARNING

Attach GUARDRAILS and CHAIRSTOPS to platform to avoid falls.

Lock steps to platform to avoid movement.

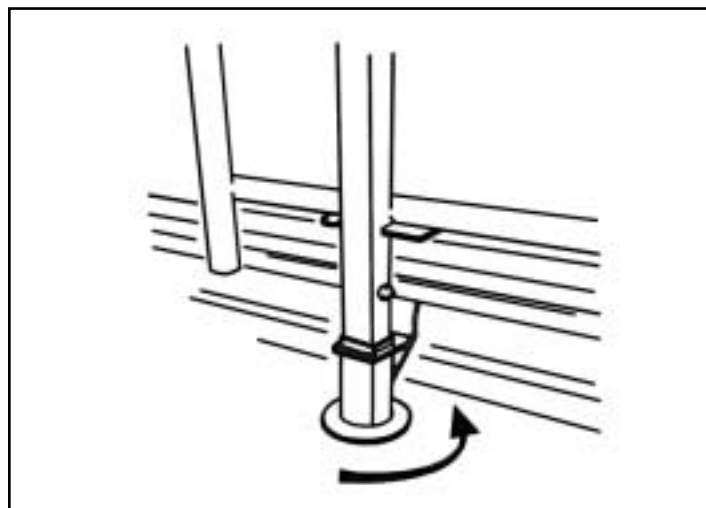
Failure to do so could result in serious injury.

107569



To install the platform guard rails:

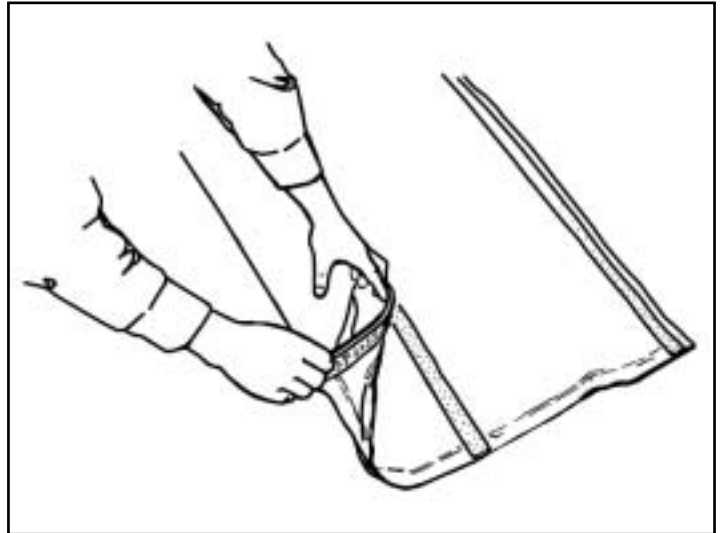
1. Lift a rail into place so its jaws slip onto the edge of the deck.
2. Turn the yellow wheels to lock the rail against the underside of the deck.
3. Install the remaining rails in the same way.



ATTACHING CLOSURE DRAPERY

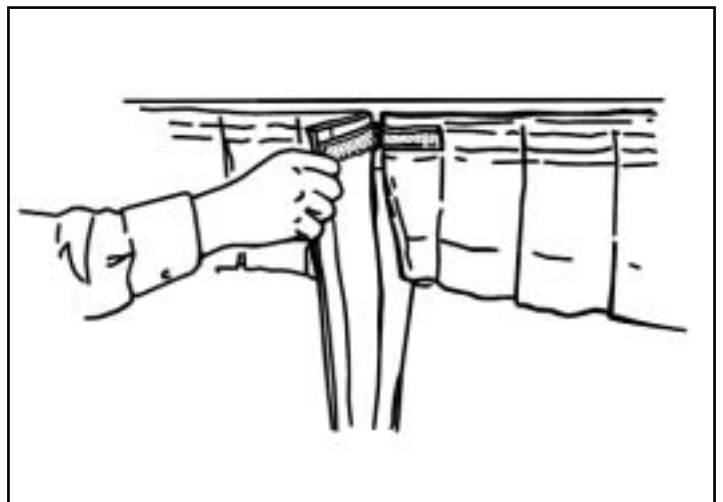
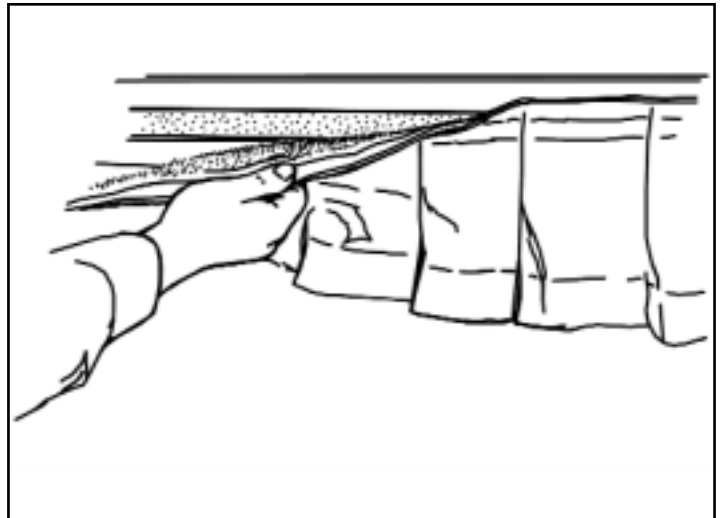
1. Adjust the drapery length to match the stage height. The hook Velcro® strip on the bottom of the drapes can be aligned with the loop Velcro strips spaced at 6-inch intervals on the back of the drape.

2. Attach the drape to the Velcro on the stage deck.



3. Install additional drapery sections in the same way.

Overlap adjacent sections as shown in the lower illustration.

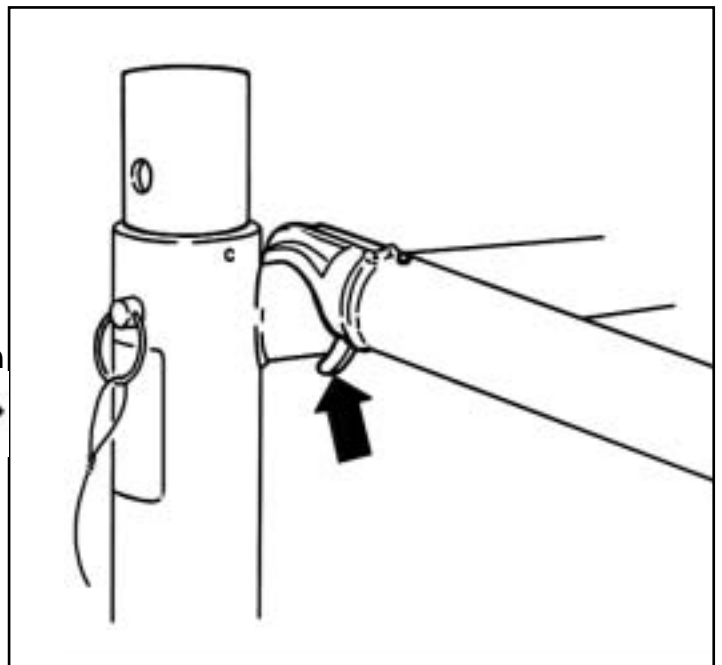


DISASSEMBLING THE STAGE

1. Disassemble the stage by reversing the assembly procedure.

To remove the cross braces, press the latch button. Reattach the cross braces to their frame section (see Step 2 on page 3).

Latch
Button



2. Guardrail storage carts are available to store up to 18 guardrails measuring up to 8-ft guardrails or 36 guardrails measuring up to 4 feet.

The guardrail and drapes combination storage cart will hold up to 16 - 8-ft guardrails and 32 - 4-ft guardrails.

Note: Nest the guardrails for maximum storage.

IMPORTANT: Always balance the guardrail loads evenly on both sides of the cart. Never overload one side of the cart. Failure to have even loads on both sides could cause the cart to tip over.

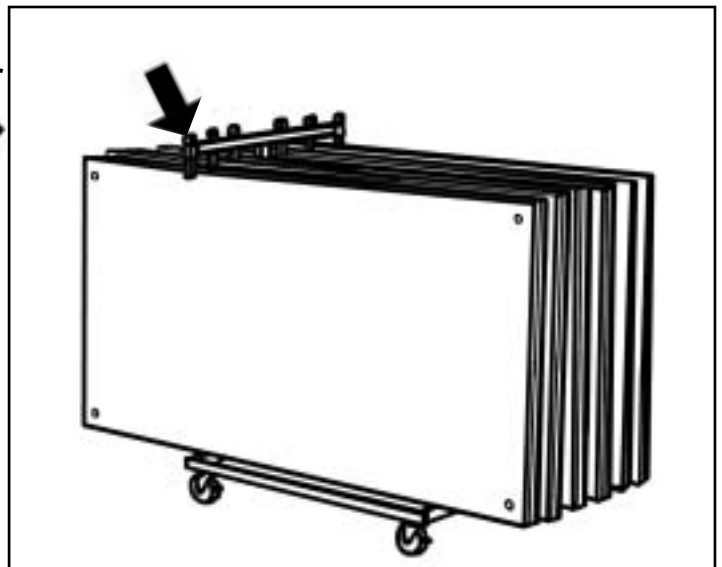


3. Deck storage carts are available in 4 deck and 6 deck storage capacities.

To load the deck storage cart:

- a. Place a deck on the caster frame
- b. Lift the Lock holders and rotate the deck to lean against the lock holder behind it.
- c. Lower the lock holder in front of the deck to secure the deck in place.

Lock
Holder



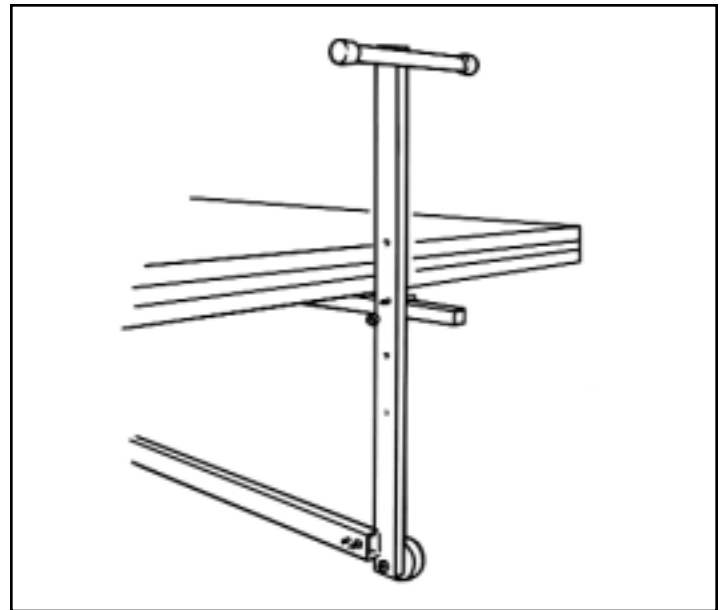
USING THE DECK LIFTER ACCESSORY (OPTIONAL)

Installing or removing interior decks on low stage systems (24-in. high or less) is awkward because you cannot get under the deck to lift it.

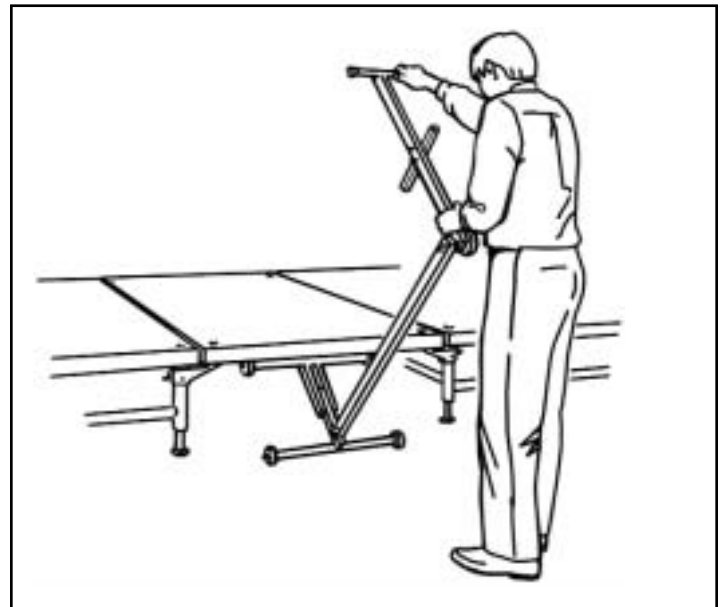
To simplify the process, use the optional SICO Deck Lifter as shown.

1. Adjust the height of the handle end of the Deck Lifter. The four holes are for 24-in., 20-in., and 12-in., high stages.

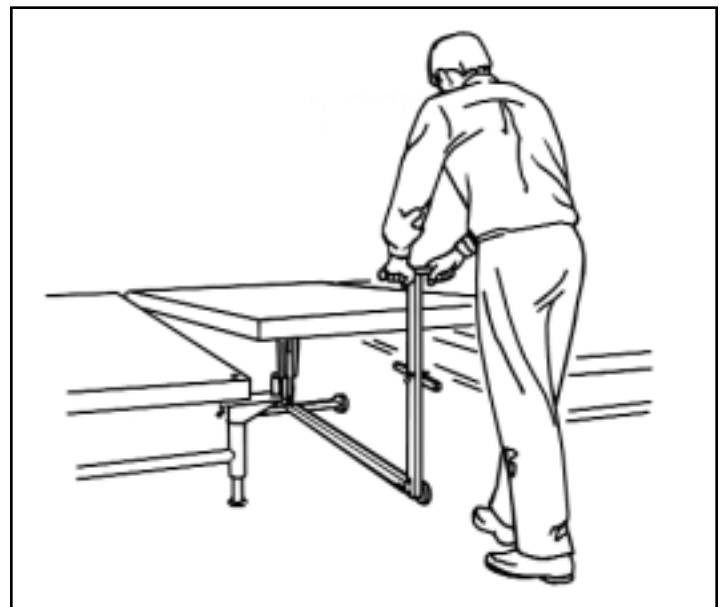
Adjust the height of the other end of the Deck Lifter to match.



2. Pivot the Deck Lifter as shown and insert it under the deck.



3. Push the Deck Lifter in until both ends of the deck are lifted off the pin connectors.



MAINTENANCE

Lubricate screw threads with Amsoil heavy duty purple Lithium Moly grease.

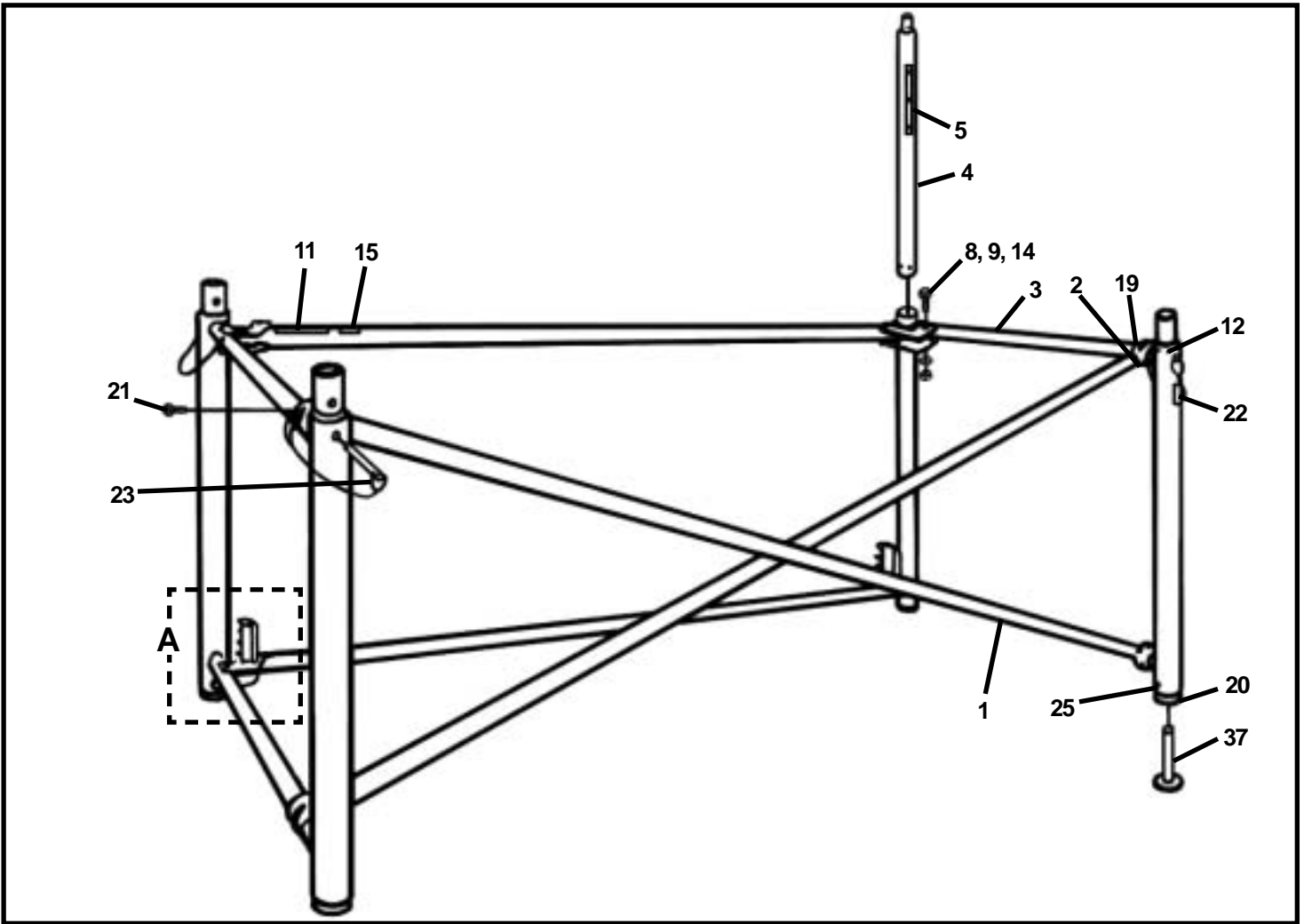
All pivot points on stage frame should receive a drop or two of oil periodically.

All sliding tubular surfaces should be wiped and cleaned and then have a light film of oil applied.

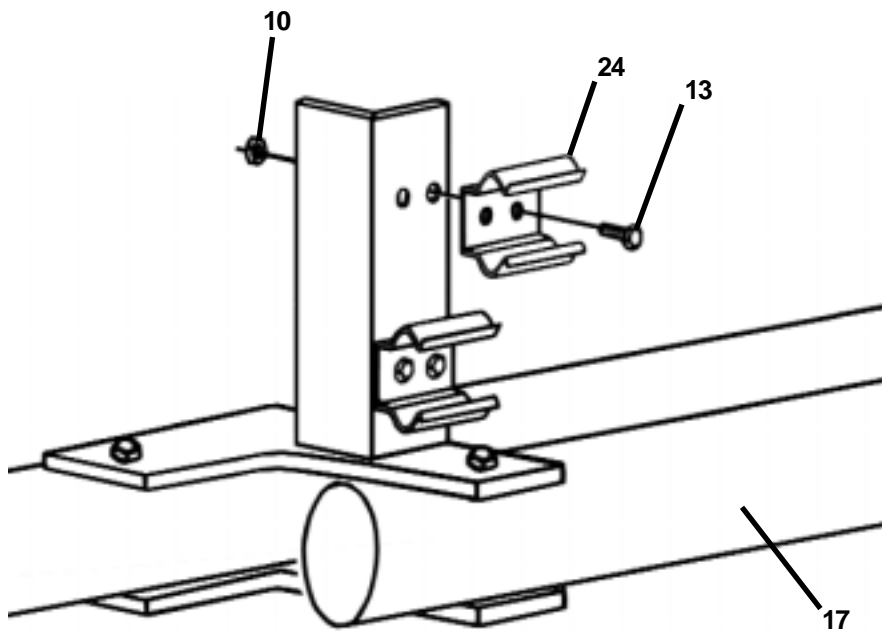
On Tuffdeck, a damp mop and soapy water will work fine. Don't let water stand on decks.

Scratch marks may be painted.

PARTS LIST



A - Support Tube Sub-Assembly



Item No.	Description
1	Diagonal Brace
2	Blue Tape
3	Lower Leg Weld
4	Adjustment Leg
5	Height Label
8	Washer 3/8 SAE
9	Nut Stop .38-24
10	Nut Lock #10-24
11	Serial Plate
12	Plastic Pan Fastener
13	Scr M RH #10-24 x .75
14	Scr C HH .38-24 x 3.50
15	Warning Label
17	Weld Support Tube
19	Brace Label
20	Glide Terminal Weldment
21	Scr T HH #10-16 x .75
22	Label Stage VM VT
23	Assembly Roll Pin
24	Holder tube
25	Rivet Drive .25 x .53
37	Adjustable Foot

Notes:

Please have the serial number of the product when contacting customer service.


To receive assistance for:

- Selecting replacement parts / decals
- Repairing the product
- Adjusting and operating the product
- Obtaining On-line assistance

TELEPHONE: 1-800-424-0796

FAX: (952) 829-5141

WEB SITE: WWW.SICOINC.COM

 **SICO AMERICA INC.**
7525 Cahill Road
Minneapolis, MN 55439 USA