TEMORA
MOBILE
STAGE

ASSEMBLY INSTRUCTIONS

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(a)   Remove pin on loading ramp at rear of stage to release loading ramp.
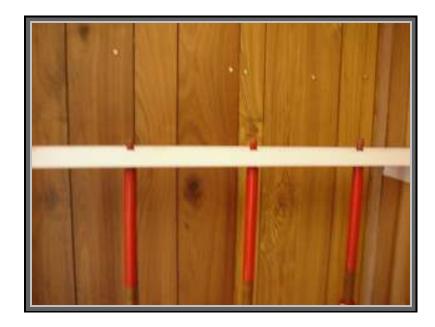

(b)   Pull loading ramp out and place hooks in slot on float.

(c)   The loading ramp will totally disengage from the stage.   Be careful and remove slowly; The loading ramp is <u>heavy</u> and will need 2 people to remove.

(d)   Open door and remove stage props (inside left of door) in preparation for the lowering of the stage.

(e)   Remove 3 bolts holding the stage in place (using socket spanner provided).

(f)   Lower the stage evenly (two persons are required) by winch. Note: Ensure that the stage is lowered evenly or damage could result
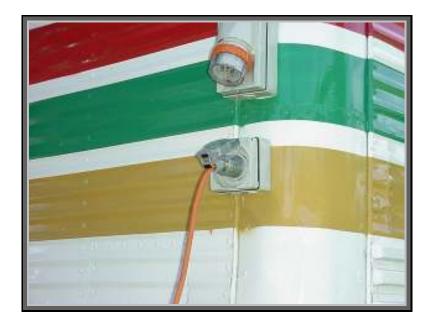
(g)   Place the stage props in the allocated holes on the stage. Level the stage as best as can be done.

(h)   Connect stage by power cable to inlet at front of prime mover (supplied).

(i)   Place aluminium steps on the stage and secure by pinning to the ground **(IMPORTANT)**.

(j)   Thread skirt on the sail track and the edge of the stage and secure. Be very careful not to damage the skirt during this operation.

(k)   Place the annex frames on the top of the stage. (Note: Ladders provided) The frames are in order of placement in the store room.

(l)   Space the frames using the supplied spacing bars and tension utilising the turn buckles attached to each end. **IMPORTANT** – Ensure the frame is tensioned.

(m)   After tensioning the frame, lay the annexe over the frame and secure to the stage.

COMPLETED STAGE

Replace all equipment to the store room and stage is ready for use. When winding the stage up, place fold back to flaps between the fold down section and the body of the trailer. This will prevent damage to the carpet on the floor.

Pack up the stage in reverse order.

PA SYSTEM

The PA System is located in the Store Room area of the Stage. A key is required to access the storage box. The microphones and amplifier are located within the storage box.

- The volume may be adjusted my moving input, (cordless) or 3 (card). Do not move the volume knob past half-way.
- **DO NOT** change **any** other settings on the amplifier.
- **DO NOT** use the Public Address (PA) system for any purpose except voice. The system is not designed for musical instruments etc.
- If an ancillary device (CD Player etc) is required to be connected – inform the Council. Do not do this yourself.
- The cordless microphone is provided for the use of hirers. The cord microphone is a backup device only.

NOTES

DO NOT hang anything on the walls of the stage. A wire rope is provided at the back of the stage for this purpose.

The stage uses a 4'8" turntable pin concept.

Please leave the stage in the condition you found it. Return all equipment to its rightful place and clean any rubbish.

The stage needs at least <u>2</u> people to erect and takes approximately 30 mins – 1 hour to erect.