



VENUE MAKER STAGE SYSTEM

Roll-N'-Set Stage Units Power Lift

OWNER'S MANUAL

BEFORE YOU BEGIN...

Read and understand these instructions before operating.

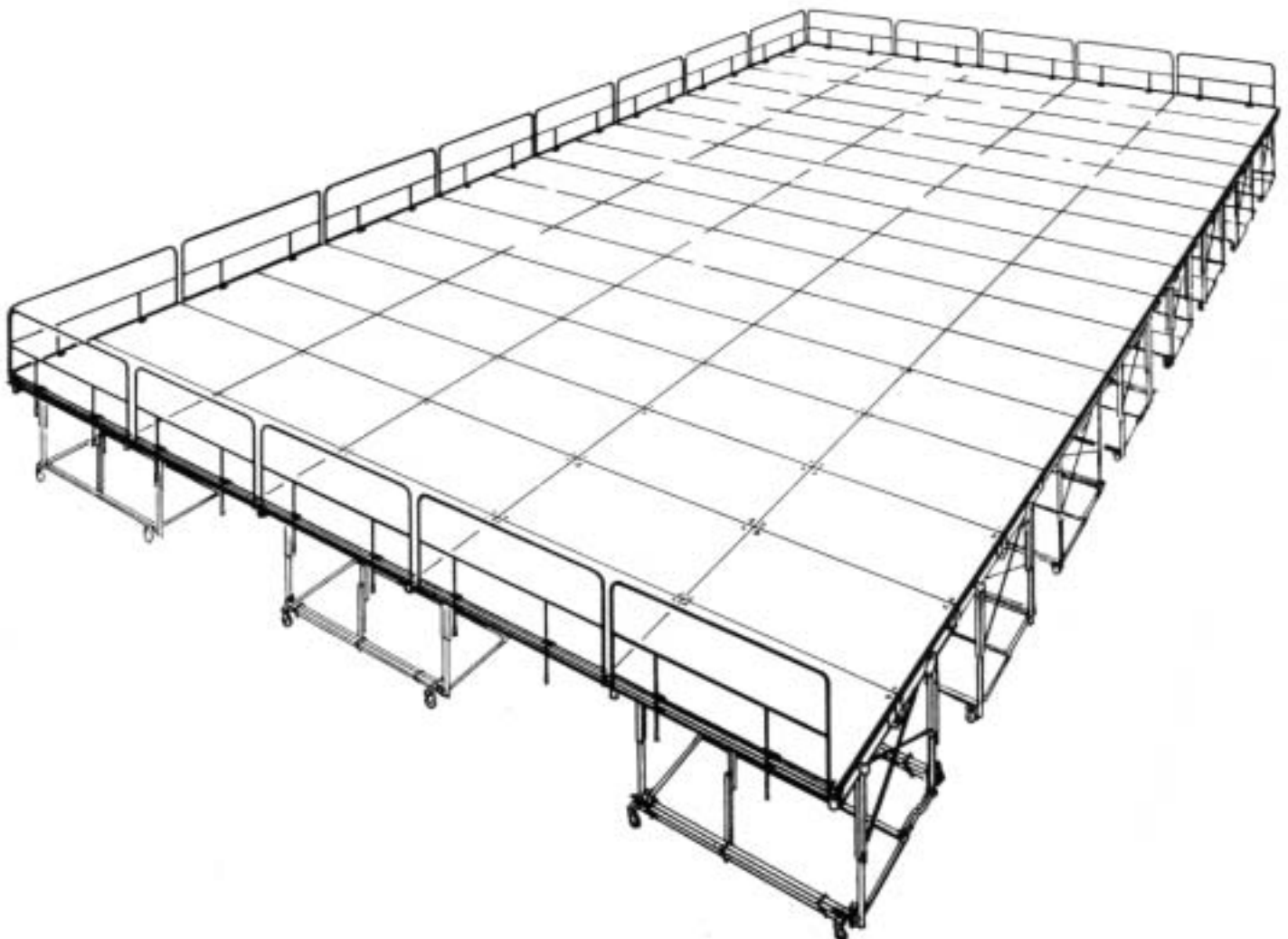
Use caution and care for your back when lifting, pushing, pulling, or folding and unfolding these units. Never lift more than you are able to safely handle.

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

TOOLS REQUIRED:

Hex wrench
Drill and drill guide

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



INTRODUCTION

NOTE: In this manual:

- "Sides" of a frame unit refers to the edges having an 8-ft deck length;
- "Ends" refer to the edges having two 4-ft deck widths.

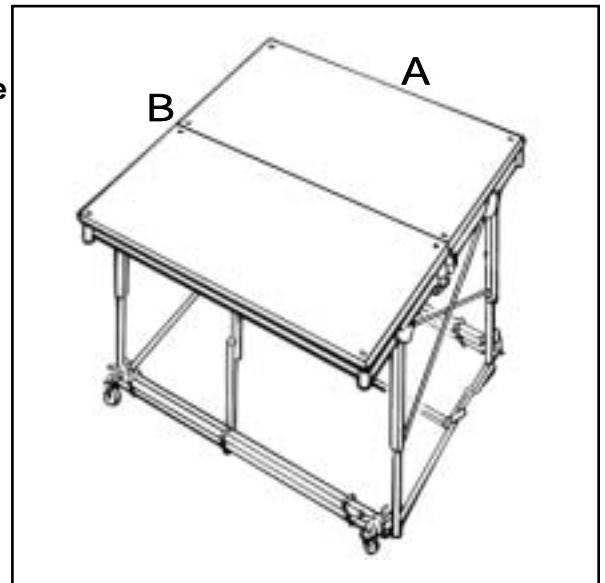
⚠ WARNING

Do not install bridge decks between sides of frame units unless bridging bars (page 15) are in place.

Units could tip if bars are not installed.



A Side
B End



Stage Configurations

Roll-N'-Set Stages are available in four height versions:

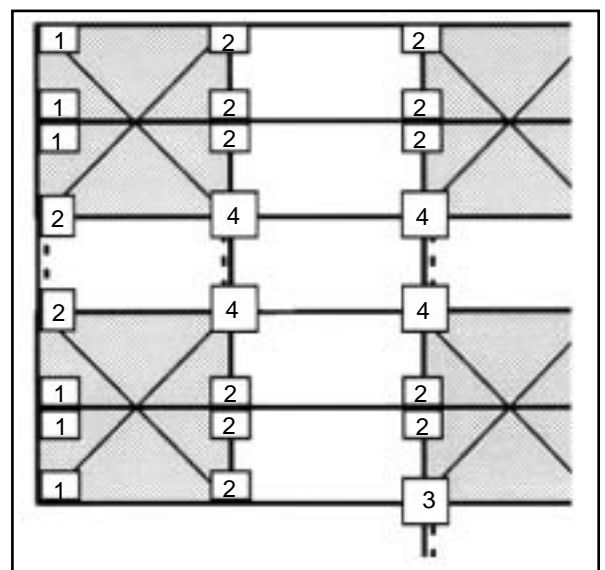
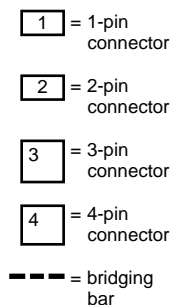
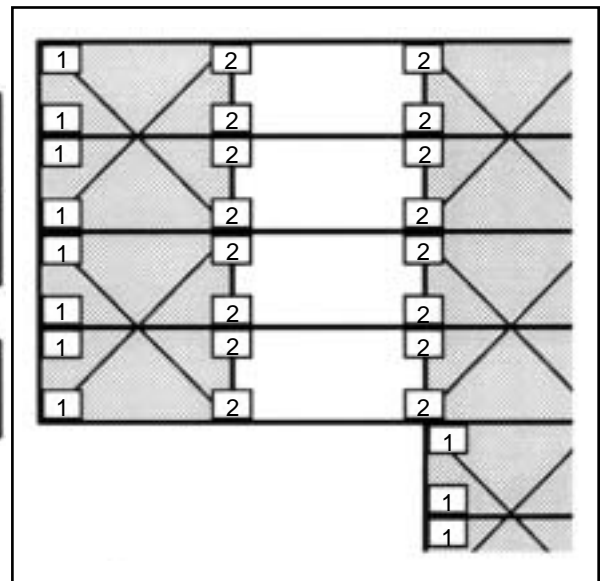
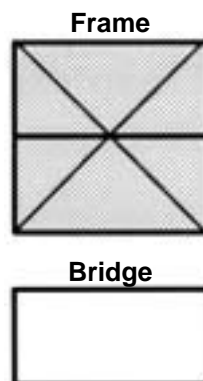
- Low range: adjustable from 36-in to 54-in
- Mid range: adjustable from 42-in to 60-in
- High range: adjustable from 48-in to 72-in
- Metric unit: adjustable from 100-cm to 160-cm

A Roll-N'-Set stage system consists of individual 8x8-ft folding supports ("frame units"). Two 4x8-ft decks are installed on top of these frame units, and additional decks are installed to span the space between frame units, using one of the two methods shown.

Decks are interconnected by slipping them onto upright pins that are part of connectors, which mount on the frame units. Two types of deck connectors are available (refer to the illustrations on the following pages): basic connectors (with 1, 2, 3, or 4 pins), installed as shown in the illustrations at the right; and universal pin connectors (with 2 or 4 pins).

Note that the stage - layout method shown in the lower illustration requires the use of special bridging bars to tie the frame units together.

To create risers, optional 6-in height extenders can be installed between the frame units and decks. (see page 16).



Setting Up a Stage (Overview)

NOTE: These steps 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. If not already done, install connectors where decks will be bridged to other frame units. Refer to the instructions below for using basic or universal pin connectors.
4. If they were removed, reinstall decks on the frame units. Normally, decks are left installed when the frame units are not in use. If not already done, determine whether the decks are going to have the Tuffdeck or carpet as the top surface.
5. Position the frame units in rows, about 7-ft apart.
6. Install decks as bridges between the rows of frame units (on the pin connectors).
7. Attach guardrails, stairways, ramps, backdrops, and closure draperies.

Basic Deck Connectors

Refer to the stage layout illustrations on the previous page. There are four styles of basic deck connectors:

1-pin: Installed at all perimeter locations except where 2- or 3-pin connectors are required to support bridge decks.

2-pin: Installed to connect a single bridge deck to the frame unit.

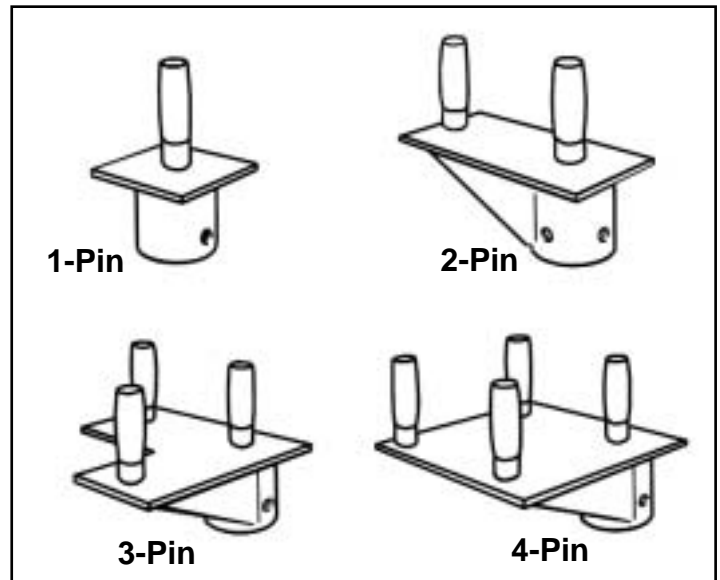
3-pin: Installed to connect two bridge decks to the frame unit.

4-pin: Installed to connect three bridge decks to the frame unit.

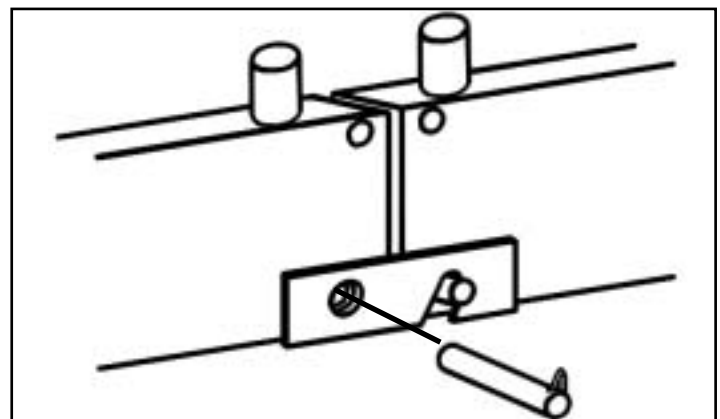
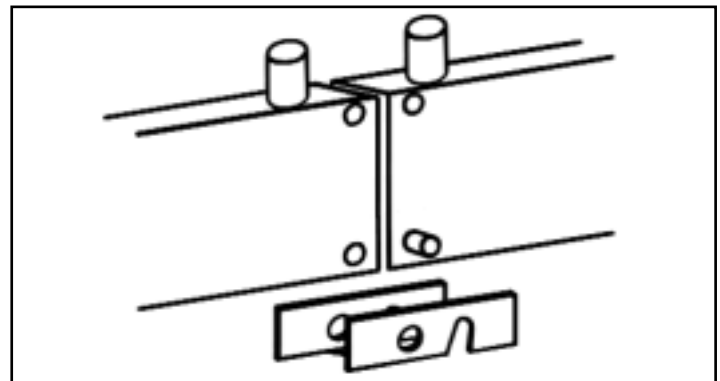
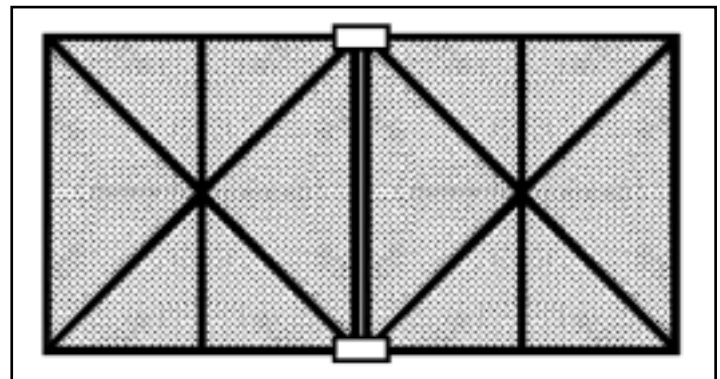
Frame to Frame Connectors

1. Slide the frame to frame connector onto the fixed pin of the frame unit.
2. Slide the hitchpin through the hole in the connector and frame unit.

BASIC DECK CONNECTORS



FRAME TO FRAME CONNECTOR



UNIVERSAL PIN CONNECTORS

The universal pin connectors are an alternative to the basic deck connectors shown on the previous page, and make the Roll-N'-Set frame unit a more flexible part of your portable stage system. With the universal pin connectors, decks never need to be removed from an understructure. Furthermore, each frame unit may be used at any location in your stage setup.

Types of Universal Pin Connectors

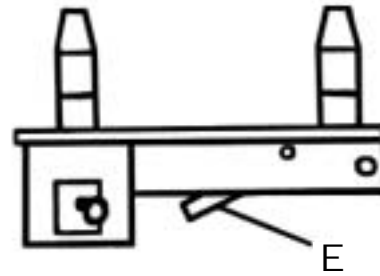
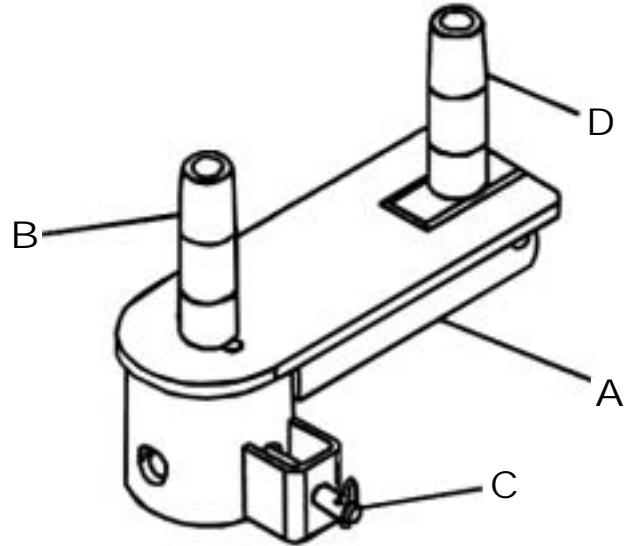
There are two types of universal pin connector:

- The quad pin, which is used on the outside corners of the frame unit.
- The dual pin (shown), which is used at the four inside corners.

Parts of the Connector

A universal pin connector consists of five basic parts (refer to illustration):

- The connector frame (A). This is the portion of the pin connector that rests over the socket on the frame unit.
- The master pin (B). This is the fixed pin at the center of the pin connector socket. This pin is always used in a stage setup.
- The lock pin (C). This is the spring-loaded pin on the side of the pin connector. It engages in to a hole in the socket on the frame unit.
- The retractable pin(s) (D). These pins are pulled to the upright position when supporting a deck. They are rotated to store below the pin connector when not in use.
- The pin release arm (E). Lift this lever to release the retractable pins when they are in the in-use position.



**Universal Pin Connector
(dual-pin model shown)**

When Using Universal Pin Connectors

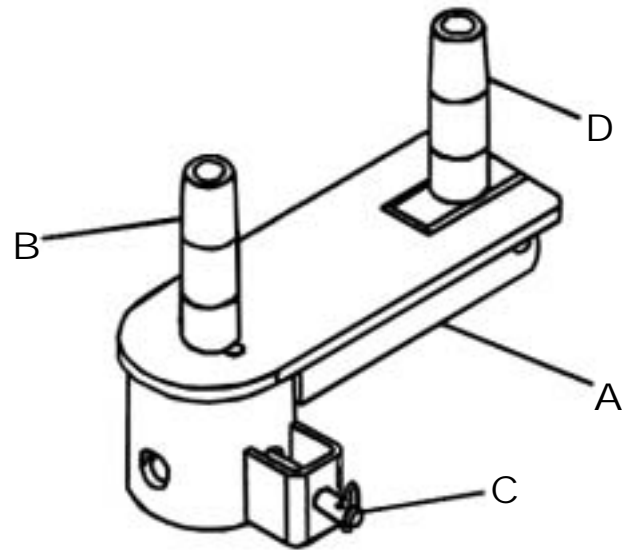
1. You don't have to be concerned about the location of the frame unit within the setup. Any frame unit will work at any point.
2. Place a quad (4-pin) connector at each corner of the frame unit.
3. Place a dual (2-pin) connector on each of the four inside sockets.

NOTE: The dual pin connectors come in left and right hand versions. When the pin connectors are installed, the lock pins will point away from each other.

4. Install two decks on the frame unit's pin connectors, as explained on page 6. Lock the decks in place.
5. Store extra decks (which will be used to bridge between frame units) in a single layer on top of the first decks, and secure them with the deck retainers (page 18).
6. After the decks are locked in place and any extra decks are secured by the deck retainers, you can fold the frame unit for transport and storage (see page 18).

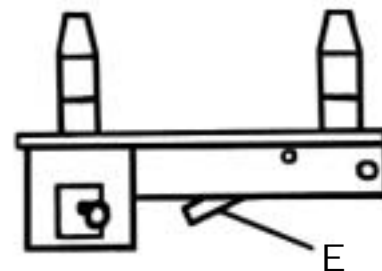
To Rotate a Universal Pin Connector to Support a Bridged Deck

1. Using the hex wrench, loosen the screw that clamps the master pin (B) to the deck.
2. Pull the lock pin (C) and rotate the pin connector to the desired orientation.
3. Release the lock pin and ensure that it is engaging the positioning hole.
4. Using the hex wrench, lock the deck by tightening the screw in the master pin.
5. Pivot all required retractable pins (D) to the in-use position. They will lock automatically.



To Rotate a Universal Pin Connector Under the Deck for Storage

1. Lift the pin release arm (E) to allow the retractable pin (D) to pivot.
2. Pivot each exposed retractable pin completely under the frame.
3. Using the hex wrench, loosen the master pin (B).
4. Pull the lock pin (C) and rotate the universal pin connector beneath the deck.
5. Ensure that the lock pin engages in the positioning hole.
6. Using the hex wrench, lock the deck by tightening the screw in the master pin.



**Universal Pin Connector
(dual-pin model shown)**

⚠ WARNING

Make sure that:

- Lock pin (C) is engaged
- AND**
- Master pin is tightened

Failure to do so may cause the decks to fall when the frame is folded for storage.

And may result in serious injury.

Installing and Securing Deck Sections

If the decks have been removed from frame units, reinstall them by lowering their corner holes over the corresponding connector pins.

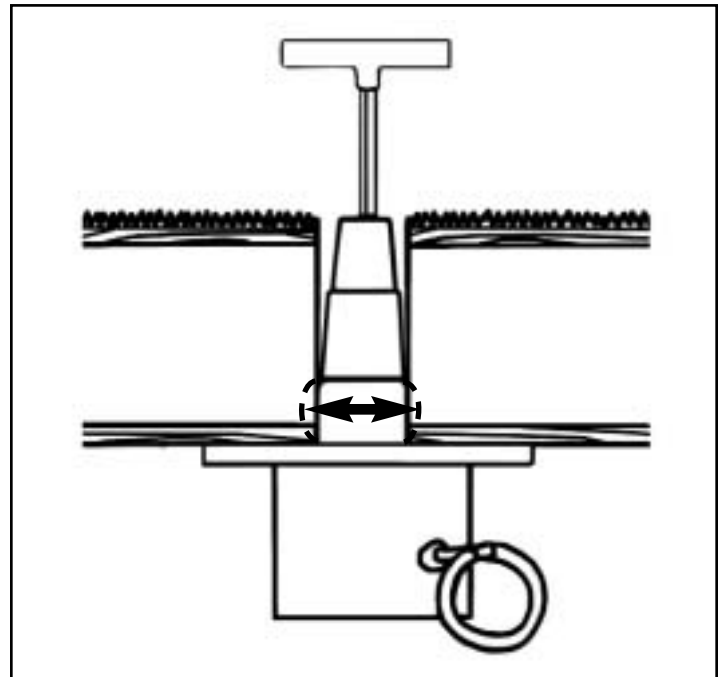
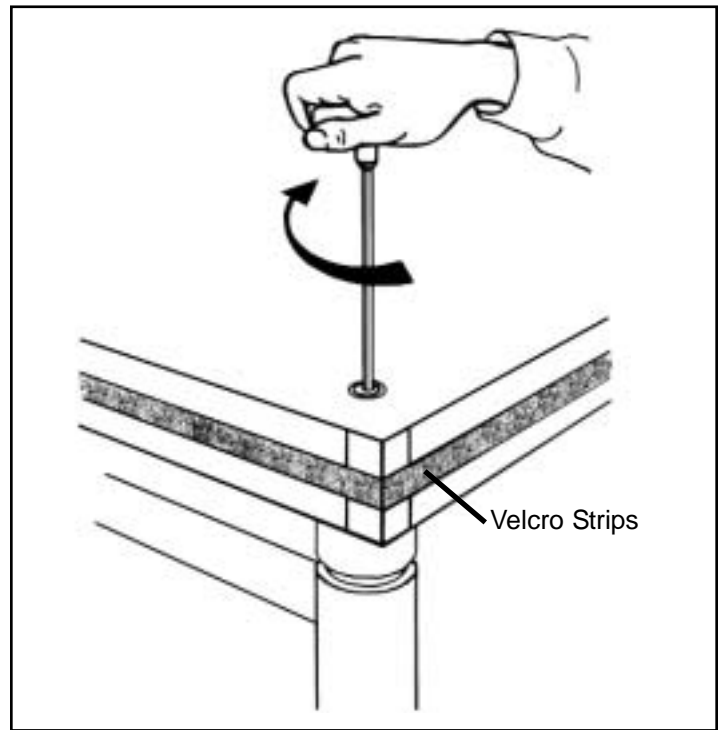
Note that all deck sections are the same (whether used on top of a frame unit or as a bridge).

IMPORTANT: The decks must be locked in position (or they will fall off when the unit is next folded).

When folding and unfolding the frame, it is best to grab the frames, not the decks. Decks left in an unlocked position may come loose if pulled away.

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

The hex wrench shown is supplied with each stage system.



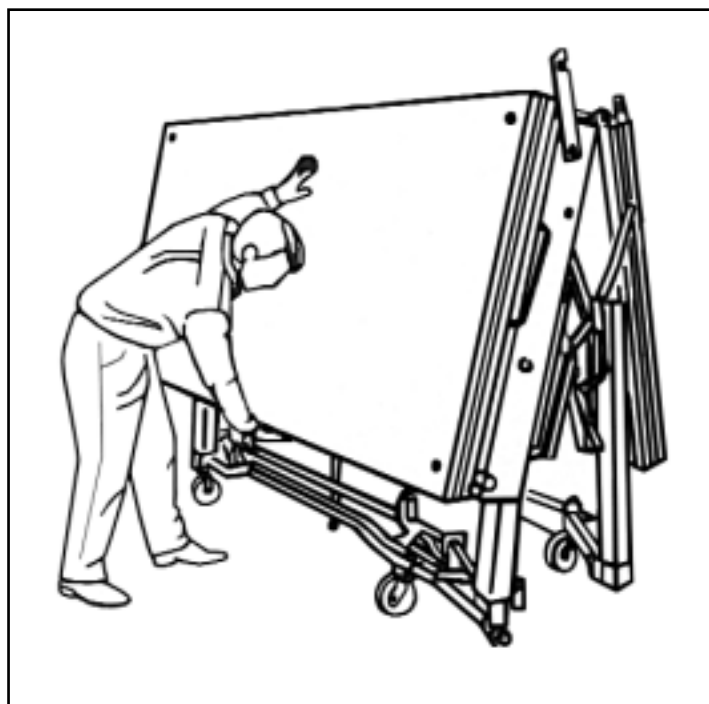
ASSEMBLING THE STAGE SYSTEM

Roll-N'-Set frame units are normally folded for transport and storage. Decks can be left installed on the frame units when the units are folded (see also page 18). For proper installation of the decks see page 6.

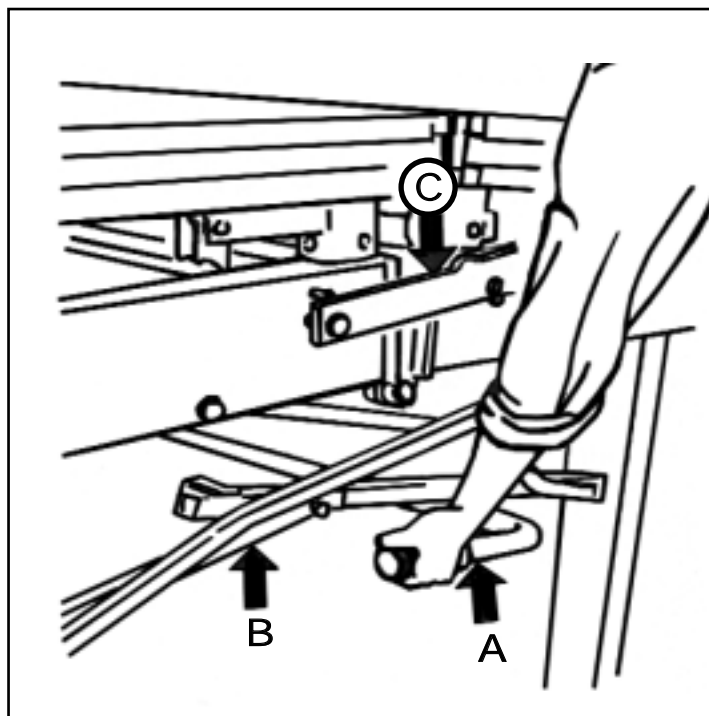
To assemble your frame units into a stage:

Unfold the Frame Unit

1. Pull out on the bottom of the folded deck while pushing om at the top. This is easier when done by two people (one pulling out on each side of the frame unit).
2. To fully unfold the unit, simultaneously push down on the lower lock handles (A) on both ends of the frame unit until both unit-lock bars (B) are straight. The safety latch (C) will drop and latch the two deck sections together. This is easier when done by two people (one at the handle on each end). Use an underhanded grip as shown in the lower picture. This will keep the operator's arm away from the frame unit.



⚠ WARNING
Keep hands away from center of unit when operating. Failure to follow instructions could result in serious injury.
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Adjust the Height of the Unit

The Roll-N'-Set frame units are raised by a pair of jacks that are located over the caster beam on each side of the stage. These jacks are operated by a hand drill (provided with the system).

Each side of the stage can be independently raised to the proper height. If a second drill motor has been purchased, two people can work together to raise the deck height in one step.

To raise the deck height:

1. Ensure that the frame unit is fully unfolded and the safety latch is engaged.

2. Unlock the leg lock handle. Both of the leg lock pins on one side of the frame unit must be unlocked to raise that side of the unit.

To unlock a leg lock pin (#1 shows the pin in the locked position):

- a. Rotate the handle to horizontal (#2).
- b. Pull the handle tip outward (#3). This will retract the pin so that the leg is free to move.

3. Ensure that the hex driver is properly tightened into the drill chuck (see the drill operating instructions for details).

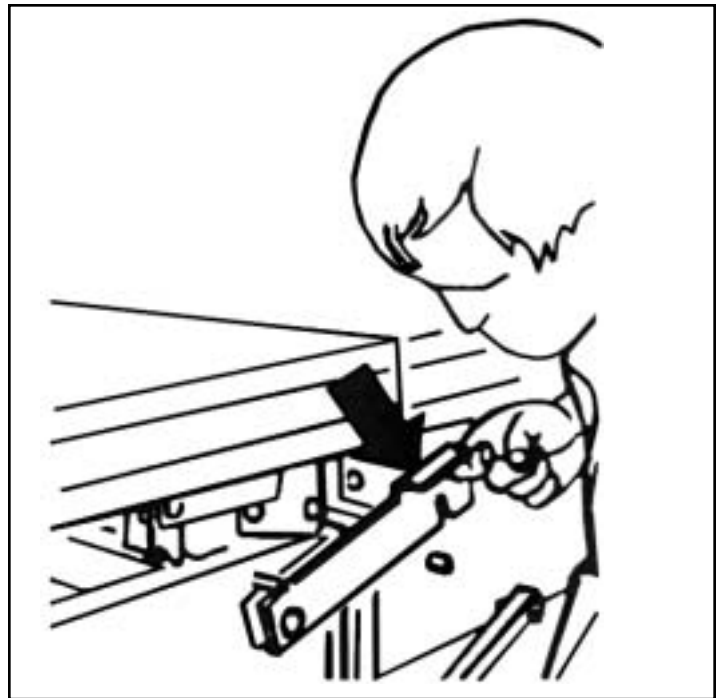
4. Insert the hex drive into the end of the drive shaft **A**.

IMPORTANT: Use drill guide (**B**) to stabilize the drill during operation.

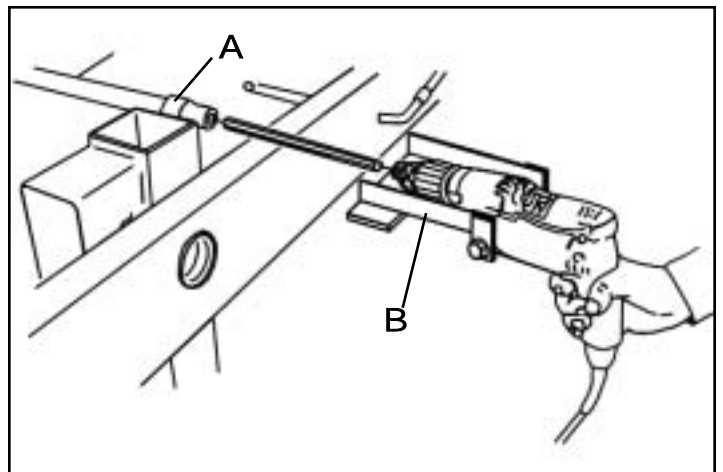
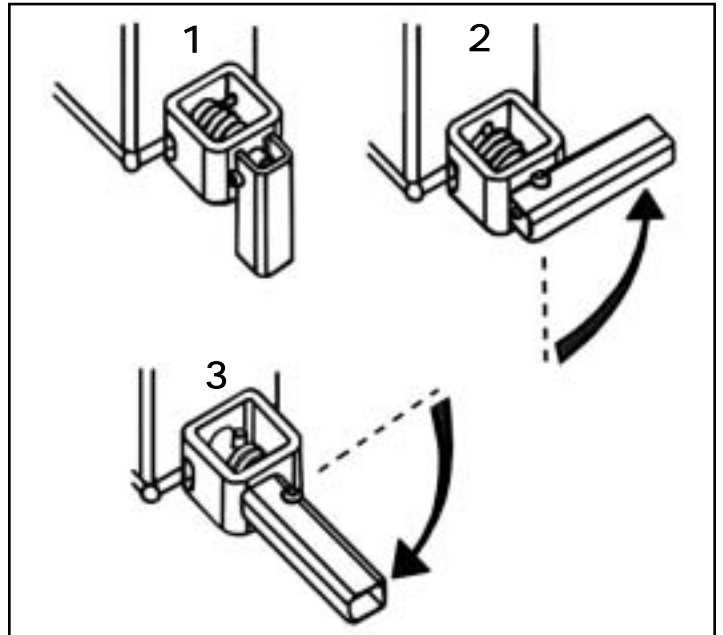
5. With the drill motor set at forward rotation (see the drill operating instructions), gradually apply power to the drive shaft. If the deck moves in the wrong direction, reverse the drill motor rotation.

6. As the deck begins to lift, watch the cross bar where the gearbox attaches. Excessive flexing of the cross bar is a sign that the legs are not moving freely.

Note: If the legs are not moving freely, see Spacer Adjustment section on Page 19.



To Unlock



7. You can read the deck height from the numbers that appear on the surface of the inner leg, just below the leg lock pin. As the deck nears the proper height, slow down the drill motor by applying less pressure to the trigger.
8. When the hole for the previous height appears below the edge of the outer leg, stop the drill motor.
9. Re-engage the leg lock pins by rotating the tip of the handle back until it is at 90° with the pin (#2 of "To Lock"). This must be done on both sides of the frame unit.

NOTE: The pins will not be engaged until Step 10 below.

10. Restart the drill motor and slowly run the lift until both leg pins engage, you will hear a loud "click" as the spring forces the pins into the legs. **Stop immediately when the second pin engages.**

▲ CAUTION

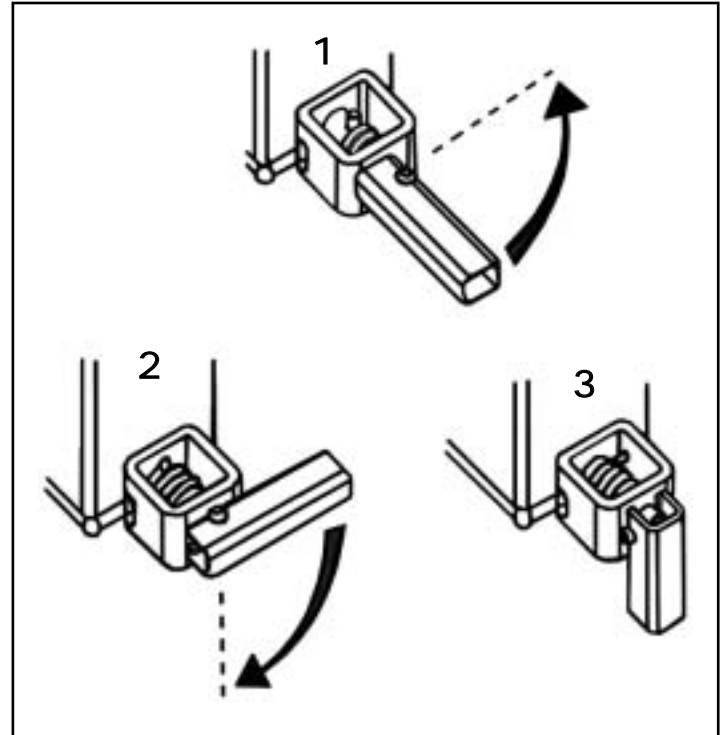
If the pins engage while the drill motor is driving the jack at high speed, the gearbox or pins may be damaged.

11. To relieve pressure on the gearbox and increase system life, switch the drill motor to reverse and lower the stage slightly onto the lock pins. This will ensure that the leg pins and not the jacks are supporting the stage.
12. Engage the leg pin safety lock by rotating the handle so that it is vertical (#3 of "To Lock"). This will prevent the leg pins from retracting while the stage is in use.

IMPORTANT: If the leg pins are difficult to turn, too much pressure is being applied to them by the jack. Adjust the jack height as necessary to relieve the pressure on the pins.

13. Raise the other side of the unit by repeating steps 1 through 12 above.

To Unlock:



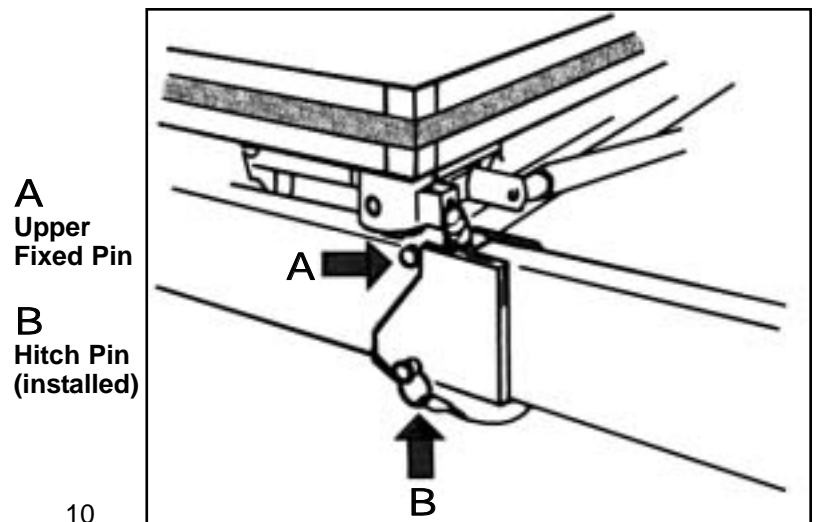
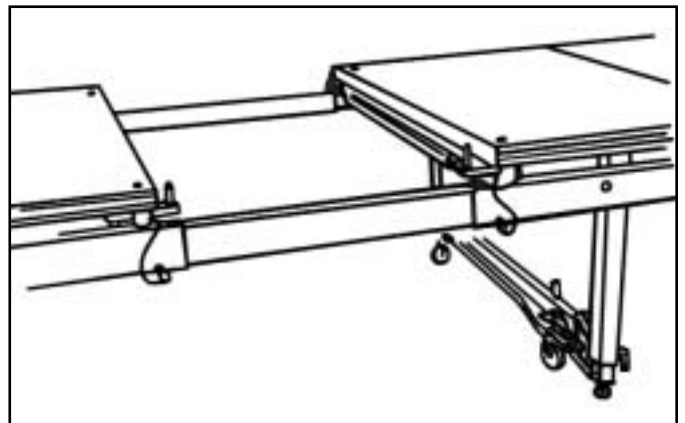
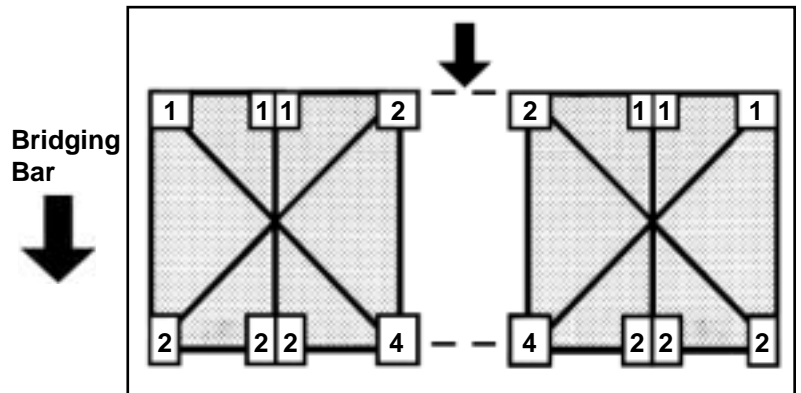
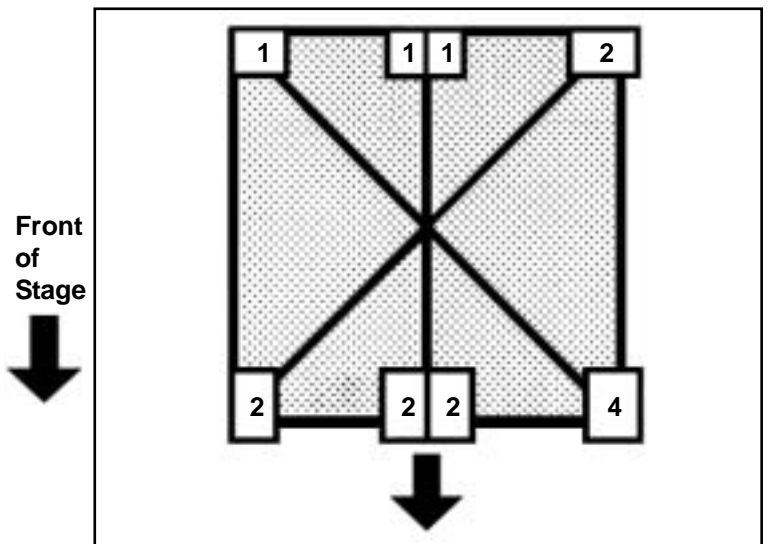
Assemble a Row of Frame Units

Roll-N'-Set frame units may be positioned anywhere on the floor in either the folded or the in-use position. This allows your set-up team the flexibility to build the stage where it is convenient and then roll the entire system into place.

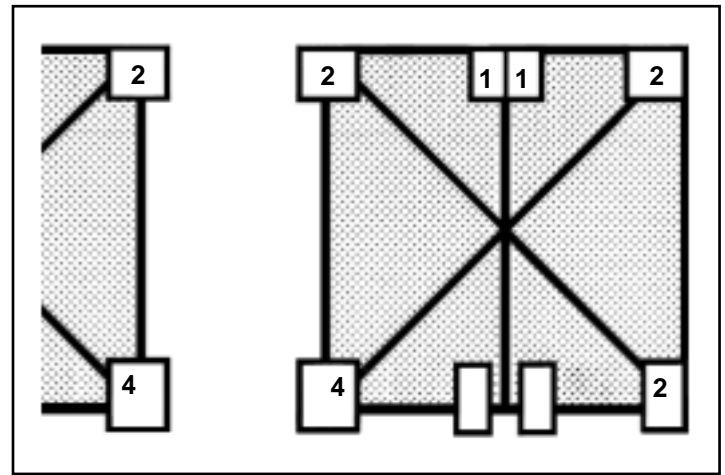
When 4-way bridging is used, we recommend that the system be installed in rows with the units connected 4 feet apart by bridging bars.

To assemble a row, you will work from left to right:

1. Move the first frame unit into place with the safety lock and foot levers facing toward you (as shown in the top illustration). Adjust the pin connectors to accept the bridged deck (as shown).
2. Position the second frame unit about 4 feet from the first (as shown in the second illustration).
3. Arrange the pin connectors as shown.
4. With both units on their casters, install the first bridging bar:
 - a. Go to the far side (rear of stage) of the right-hand frame unit.
 - b. Place the notch at one end of a bridging bar over the lower fixed pin.
 - c. Go to the left side of the bridging bar and rotate the bar down to horizontal.
 - d. Align the hole at the bottom of the frame with the notch at the bottom of the bridging bar, then insert the hitch pin.
 - e. Repeat steps a-d at the near side of the frame unit, placing the bridging bar over the fixed pin of the left unit.



- Slide a deck from the first unit over the bridging bars and allow the holes in the deck to slip onto the four exposed pin connectors.



- Lock the bridge deck in position.
- Repeat steps 1 through 6 with additional frame units until you have assembled a complete row.
- The last unit in the row will mirror the first as shown in the top illustration.

ASSEMBLING THE COMPLETE STAGE

After the first row is assembled, the rest of the frame units can be moved into place one at a time and put together into a complete stage system.

1. Move the assembled first row into its final position on the floor. Ensure that the foot levers and safety locks face the front of the stage.
2. Lower the left side of the left unit:
 - a. At the left side of the frame unit, step down on the foot lever (B) with your heel. While holding foot lever down, press down on the toe lever (A) also.
 - b. While bending your leg at the knee, slowly allow your toe to rise. This will lower one side of the unit until the feet are resting on the floor.
3. Working from left to right, lower the remaining units in the row.
4. Use the leveling feet as needed to level the units.

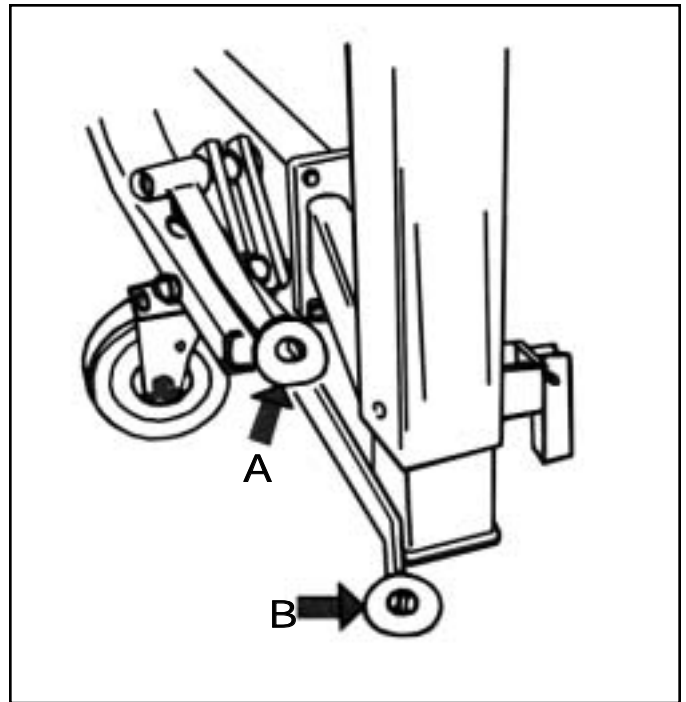
IMPORTANT: If the glides on a unit are not making firm contact with the floor, adjust them as necessary to ensure that the legs (and not the bridging bars) are supporting that corner of the unit. Failure to adjust the glides will result in a "bouncing" stage as performers move across the suspended leg.

5. When the frames in the first row have been set in place, move the first unit of the second row into position as shown - about 7-feet forward of the left end of the first row. The safety locks and foot levers must face the front of the stage.

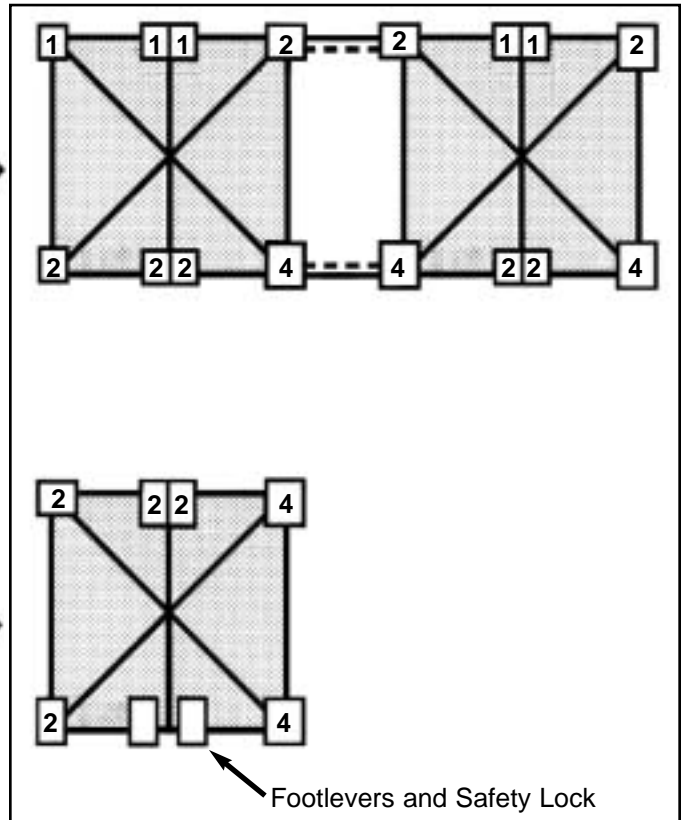
6. Adjust the pin connectors as shown.

A
Toe
Lever

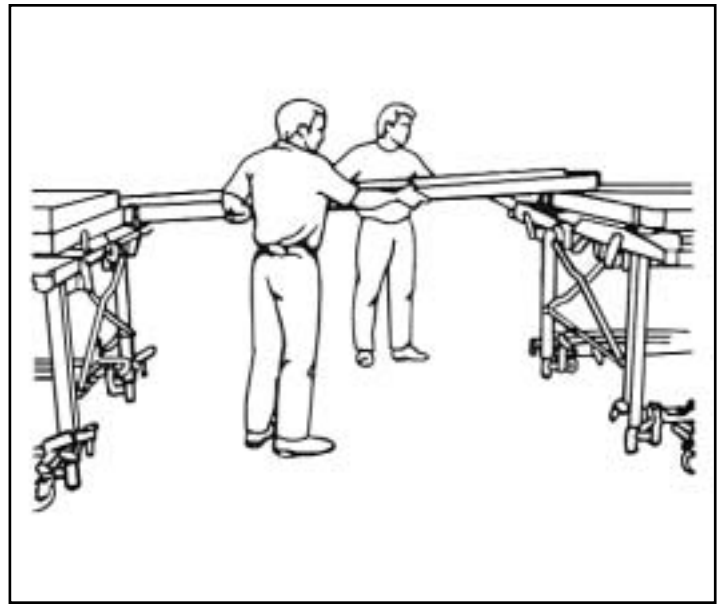
B
Foot
Lever



First
(Rear)
Row



7. Slide a deck from the first row into the gap between the rows, adjusting as necessary to ensure that the holes in the deck align with the exposed pins on the pin connectors.
8. When the deck has dropped into place, lock it to the pin connectors.
9. Drop the second deck into place adjacent to the first, and lock it down.
10. Move the next frame into position opposite the second frame in the first row and about 7-feet away.
11. Ensure that all pin connectors are positioned with pins exposed at every position on the stage.
12. Install two decks as described in steps 7 through 9.
13. Install a deck into the gap in the bridged row, and tighten it down as you did with the others.
14. Install the two bridge bars and the deck as described in steps 4 and 5 of "To Assemble a Row of Frame Units."
15. Repeat steps 10 through 14 to complete the second row.
16. Drop the second row into place as you did in steps 2 through 4.

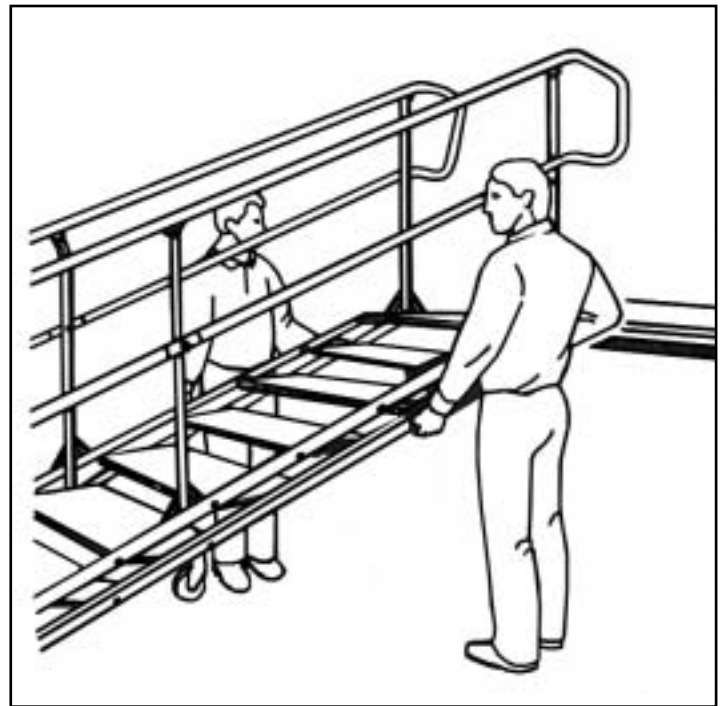


ATTACHING A STAIRWAY

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.

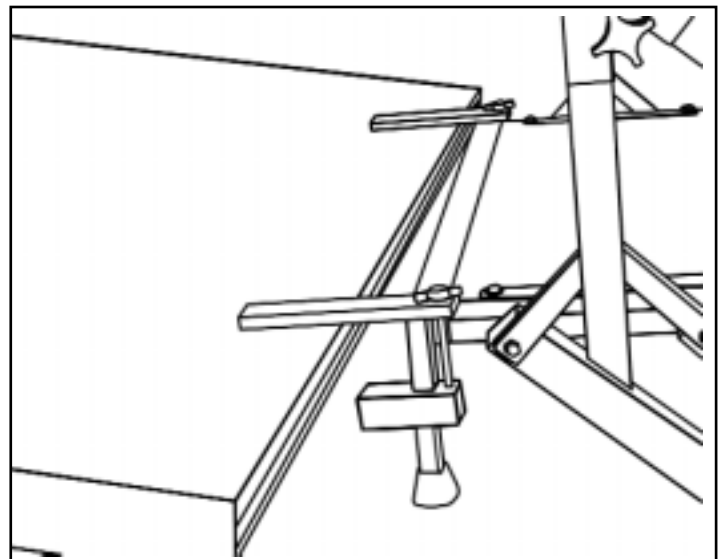


IMPORTANT: If the steps are not level with the stage (as shown at right), the steps will need to be made level.

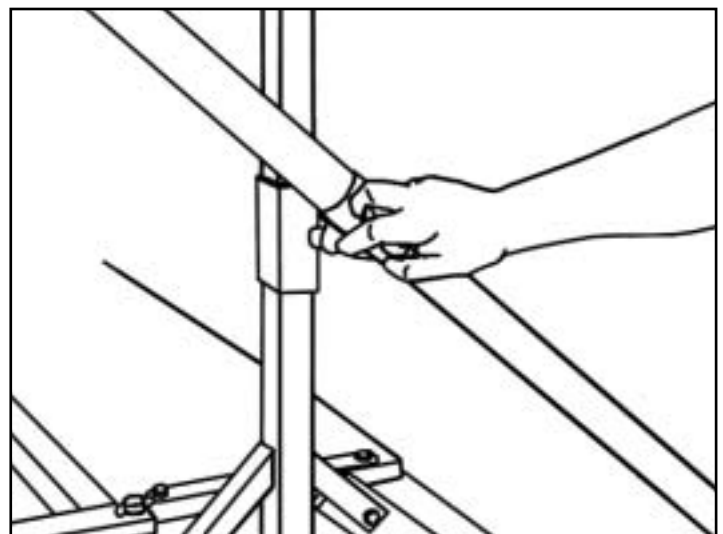
To level the step unit:

- 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 black hand knobs to secure the steps in a level position.

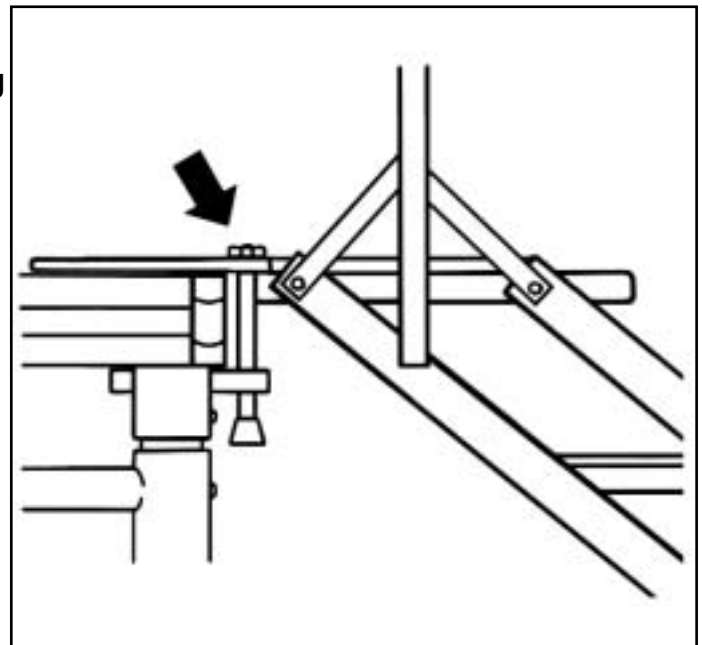


5. Tighten the yellow clamping knobs on either side of the stage to lock in the steps in place.

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.



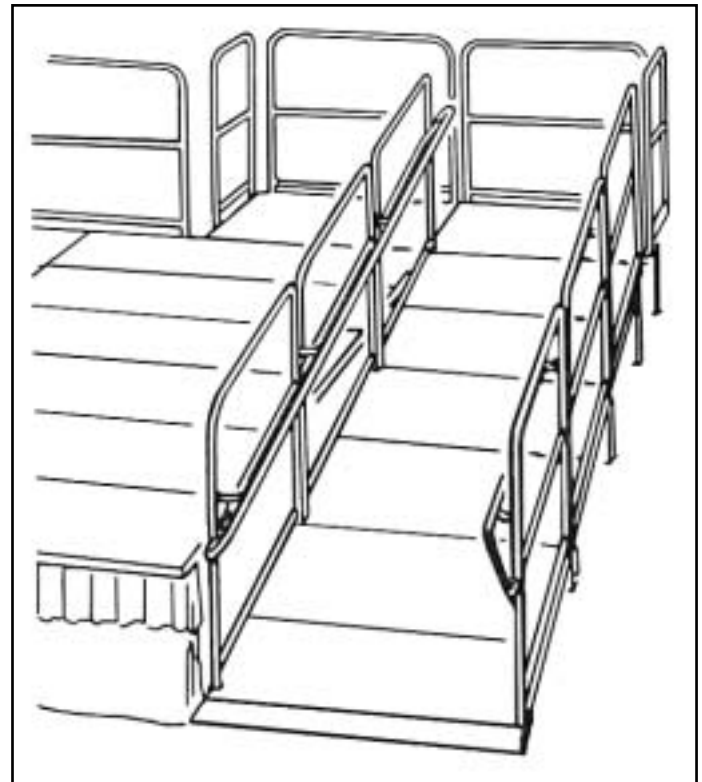
ATTACHING A RAMP

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 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.

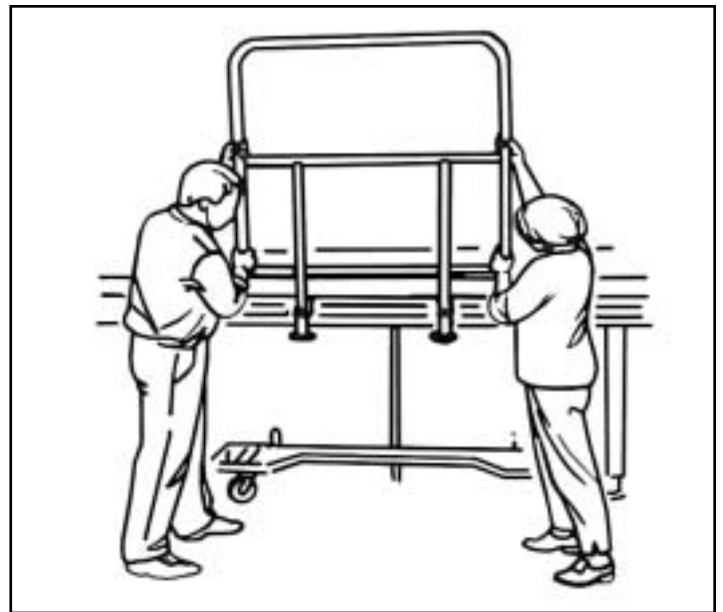
⚠ WARNING

Attach GUARDRAILS and CHAIRSTOPS to platform to avoid falls.

Lock steps to platform to avoid movement.

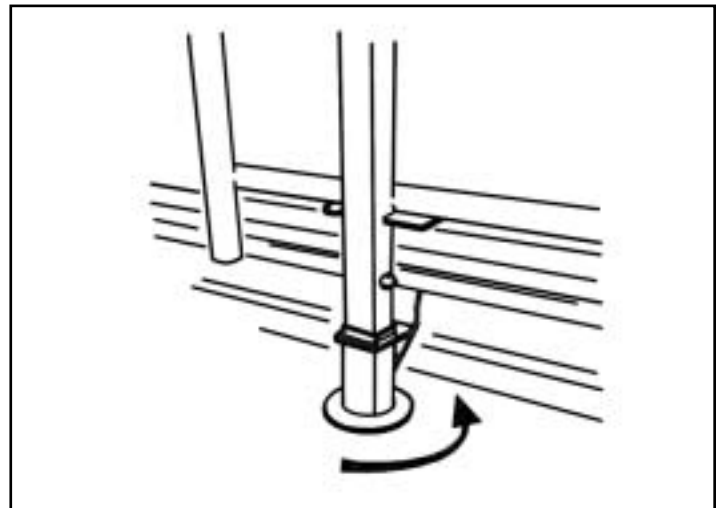
Failure to do so could result in serious injury.

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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.

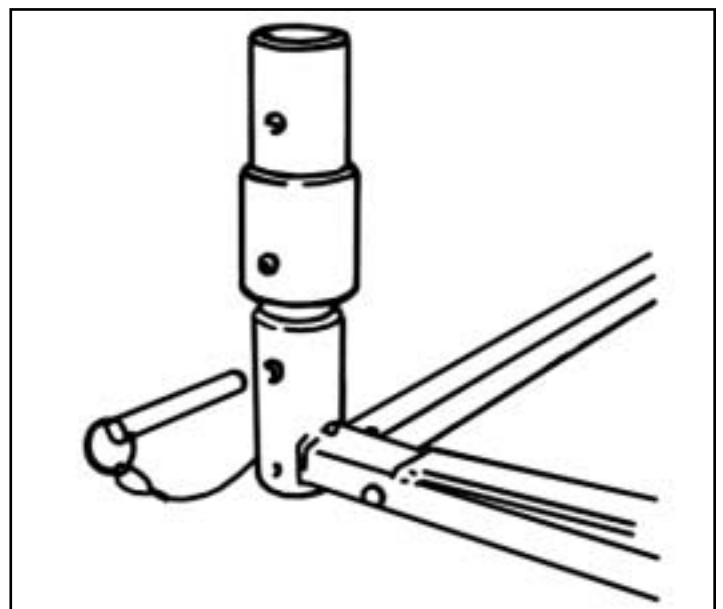


USING HEIGHT EXTENDERS

If the stage is to be arranged in a riser configuration, optional 6-inch height extenders may be used between the frame units and decks.

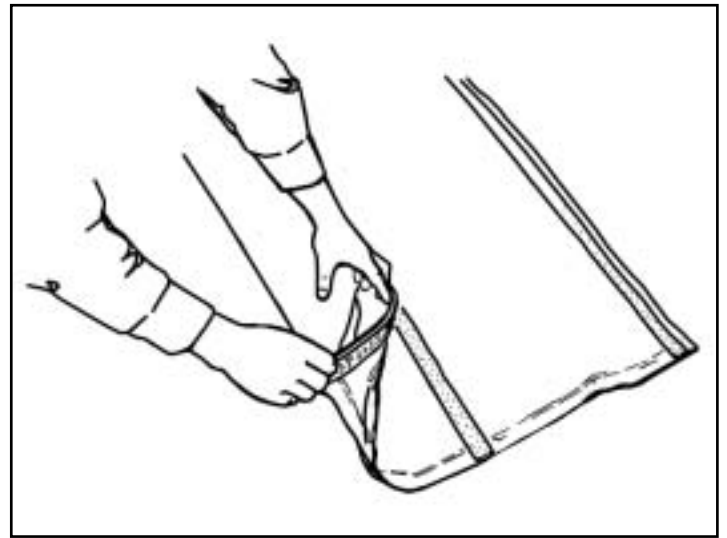
Place the height extenders between the frame and the pin connector on one half of the frame unit.

NOTE: You cannot bridge off the side of the frame unit when height extenders are used.



ATTACHING CLOSURE DRAPERY

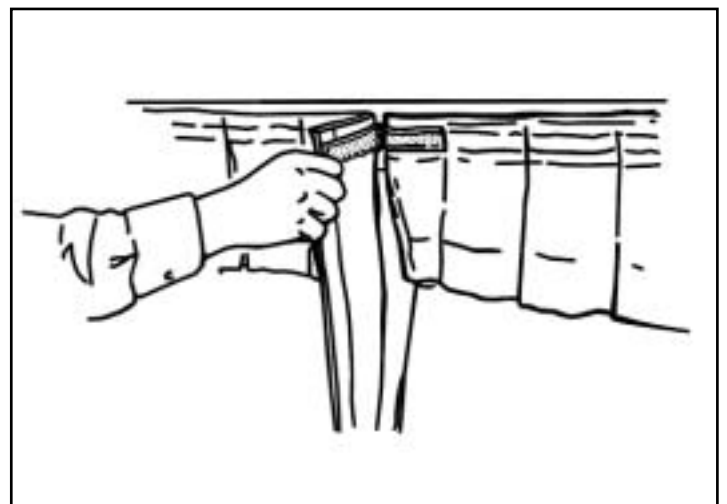
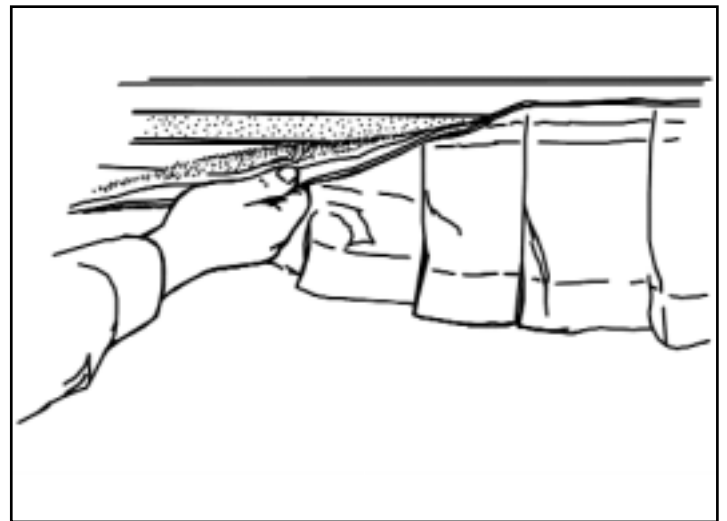
1. Adjust the drapery length to match the stage height. The hook Velcro® strip on the bottom of the drapes can be aligned with the hoop Velcro strips spaced at 6-inch intervals on the back of the drape.



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 setup procedure.

IMPORTANT: Adjust stage to 42-48-inches (100-120 cm) before folding for transport. This height provides maximum stability in transport and allows top frame to clear caster beam. **If the frame decks are being left on the unit, be sure all deck locating pins are tight.**

⚠ WARNING

Engage leg adjustment pins at all times.

Failure to use locks will allow platform to drop and may cause serious injury.

NOTE: Frame decks don't have to be removed to fold the frame units. However, decks can be taken to use elsewhere if desired.

2. Unlock and remove the bridge decks. If the frame decks are not being removed you can store one bridge deck on the top of each frame deck.

IMPORTANT: Rotate up the bridge deck retainers as shown **before folding** the frame unit.

3. To fold a frame unit for transport and storage:

- a. Rotate the safety latch (A) up, then grasp the lower lock handle (B) as shown (with your palm facing the frame) and lift.

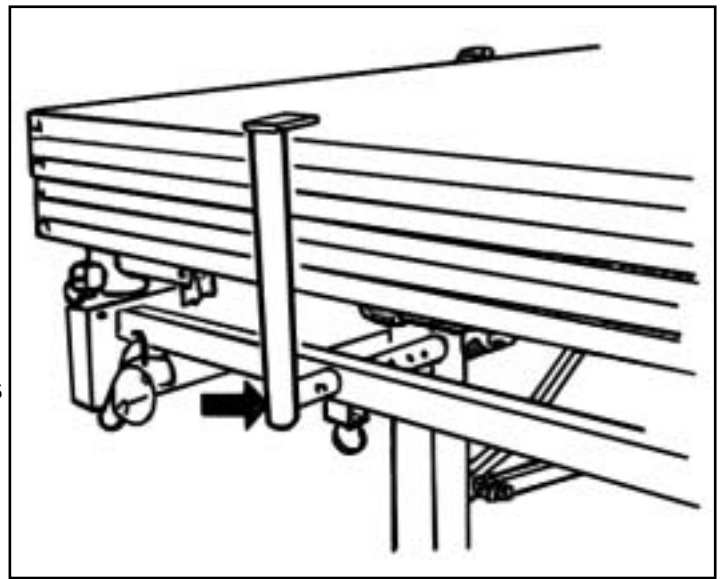
⚠ WARNING

Frame unit springs upward when lock is released.

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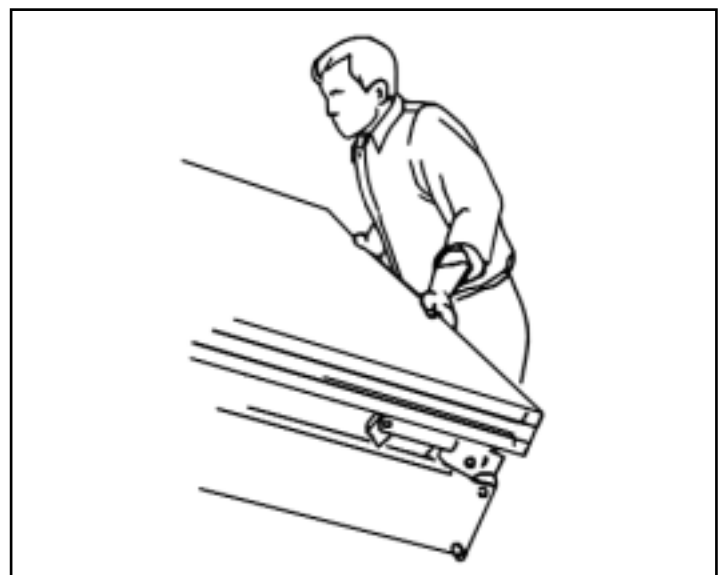
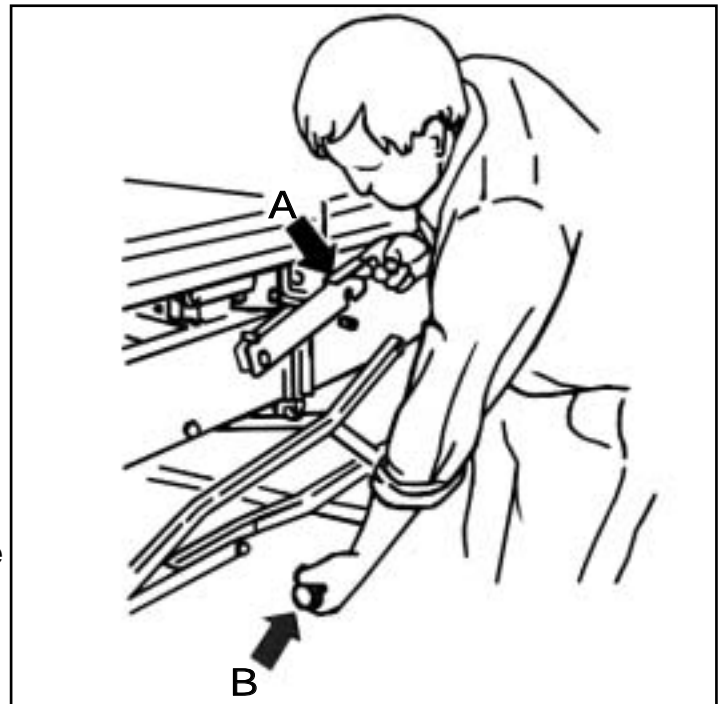
- b. With a person on each side of the frame unit, press down on the 8-ft edges of the deck to fold the unit.

Bridge Deck Retainers



A Safety Latch

B Lower Lock Handle



MAINTENANCE

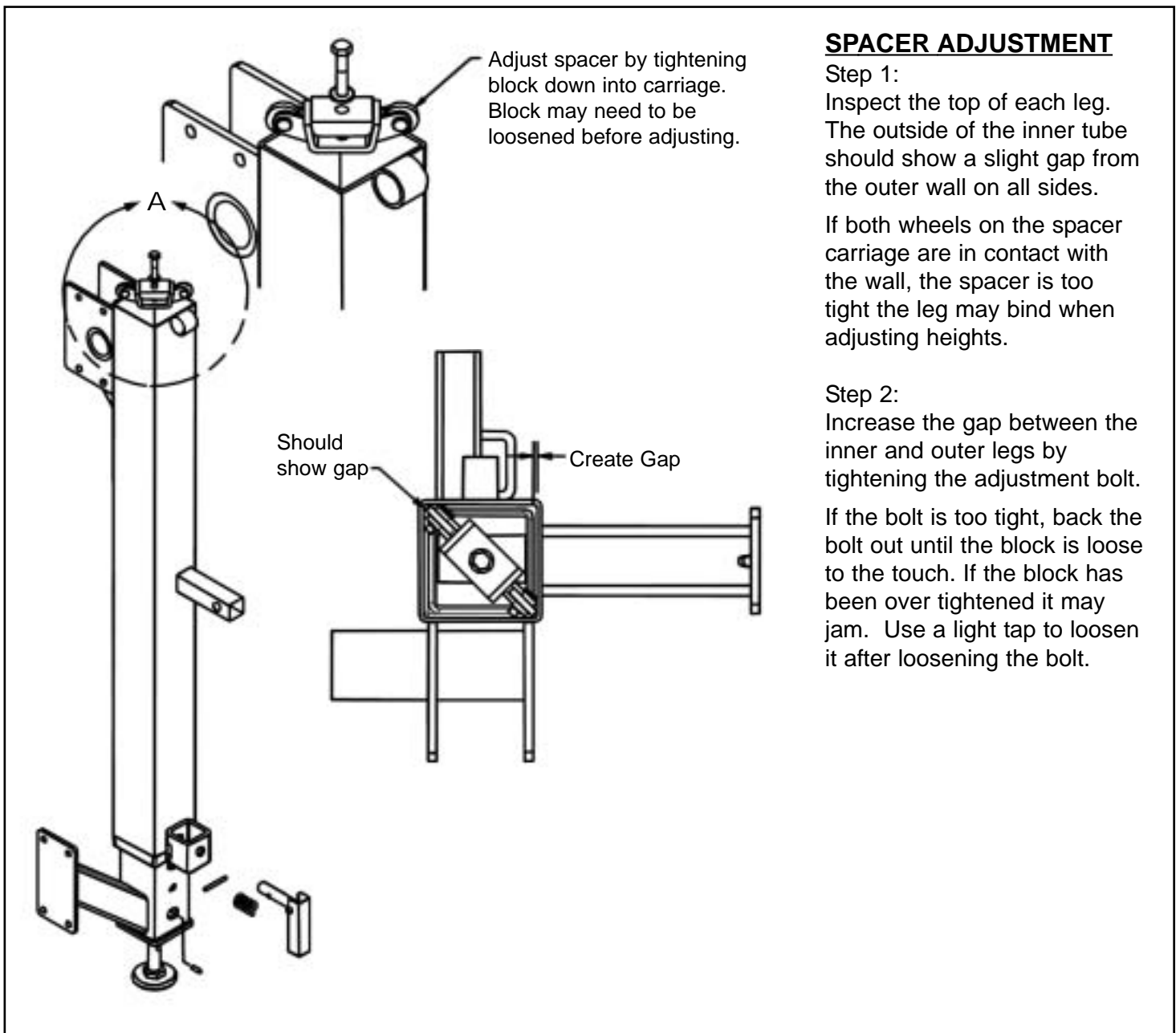
Lubricate screw threads with Amsoil heavy duty purple Lithium Moly grease.

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

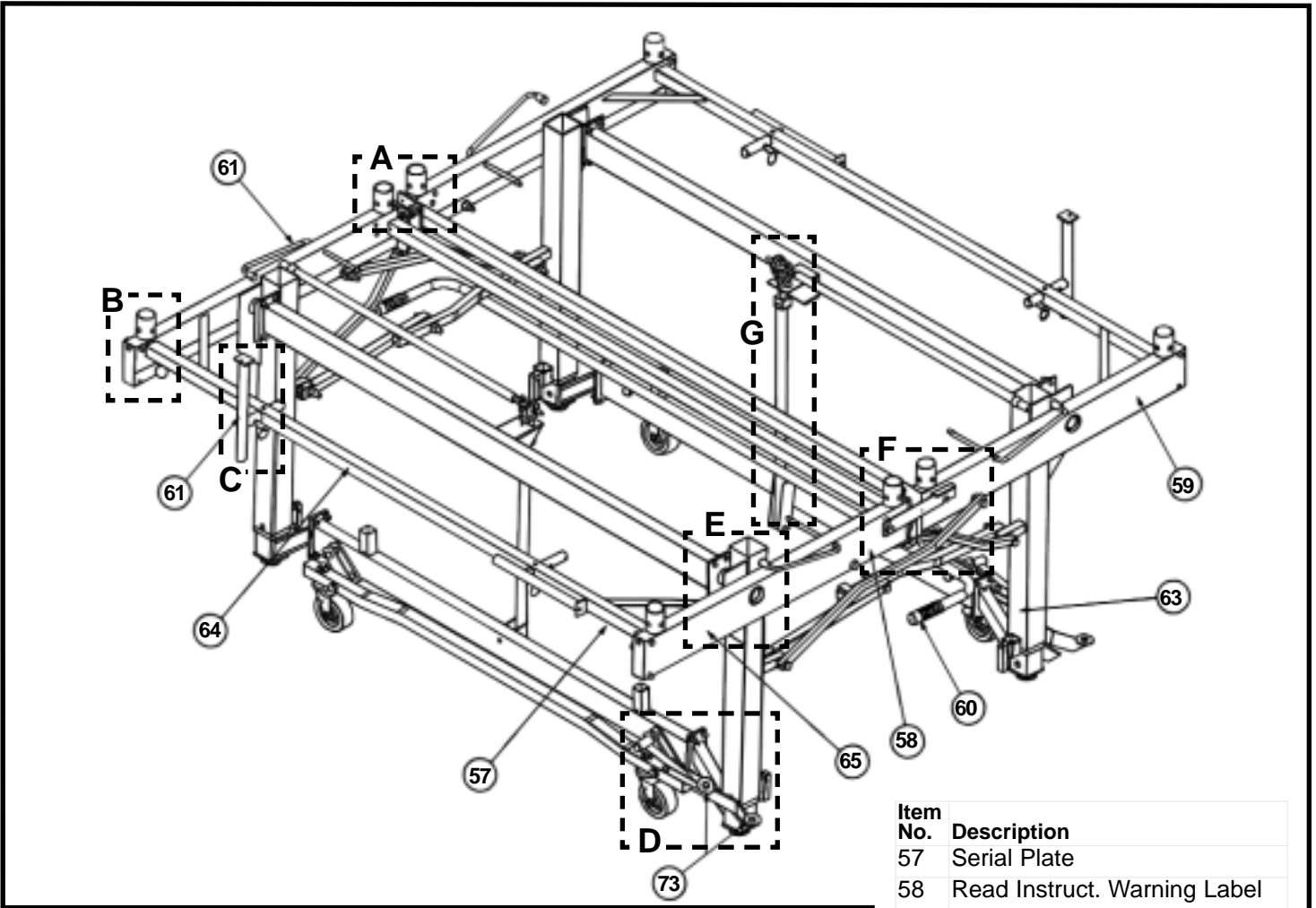
All sliding tubular surfaces should be wiped and cleaned and then have a light film of oil applied.

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

Scratch marks may be painted.

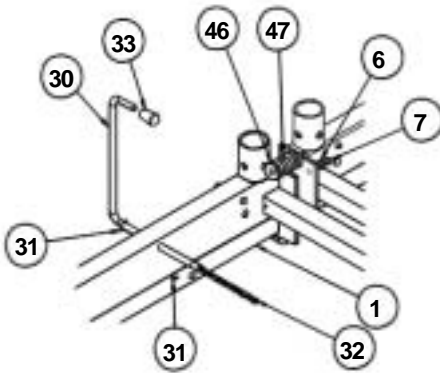


PARTS LIST



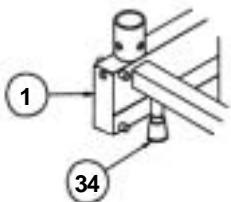
Item No.	Description
57	Serial Plate
58	Read Instruct. Warning Label
59	Guardrail Stage Warning Label
60	Stage Frame Warning Label
61	Pull Here Label
63	Lock Pin Warning Label
64	Bridging Bars Warning Label
65	Folding Warning Label
73	Yellow Washer Lever

A - Side Retainer and Center Spring



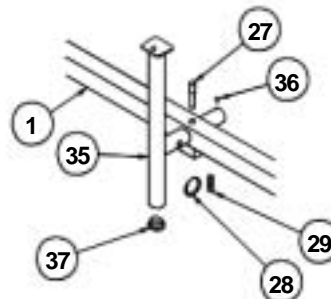
Item No.	Description
1	Weld, Top Frame
6	Washer, 3/8 SAE
7	Nut Stop .38-24
30	Deck Retainer
31	E-clip 0.5x0.04
32	Spring Compress Cut
33	Cap Tube RD. 0.38
46	Weld, plunger
47	Heavy Die Spring

B - Fold Stop Bumper



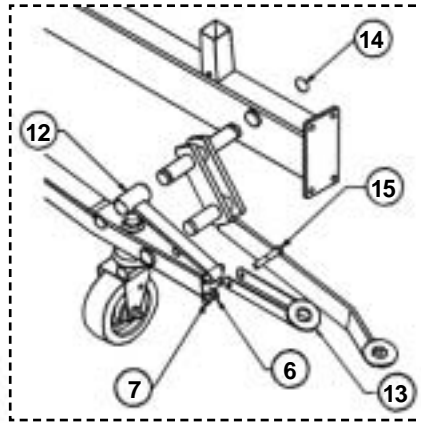
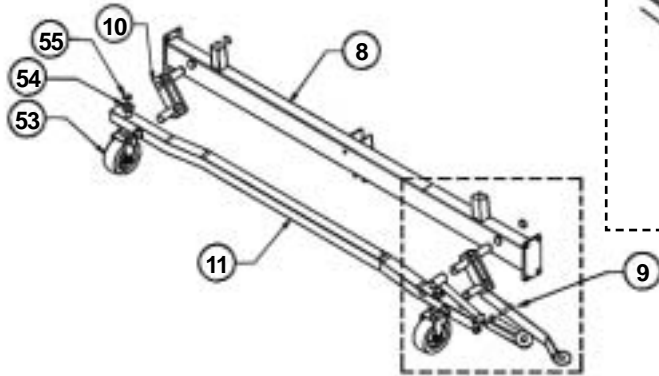
Item No.	Description
1	Weld, Top Frame
34	Glide Cap Round 1.00

C - End Deck Retainer



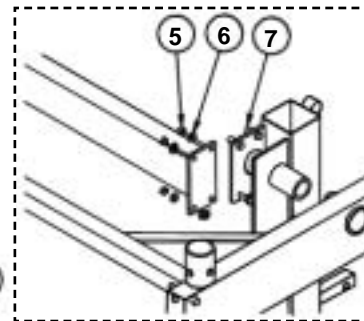
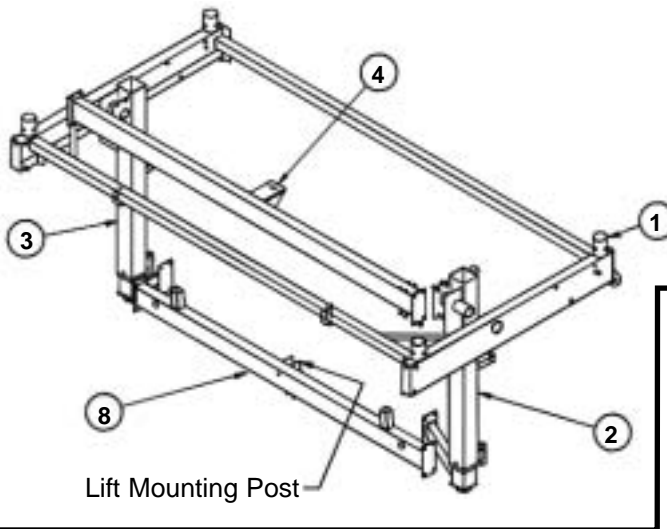
Item No.	Description
1	Weld, Top Frame
27	Lock Pin
28	Ring Split
29	Spring Compression
35	Weld, Deck Retainer
36	Screw Drive RH #6x.25
37	Plug RD. 1.25x14 Ga.

D - Caster Beam Assembly



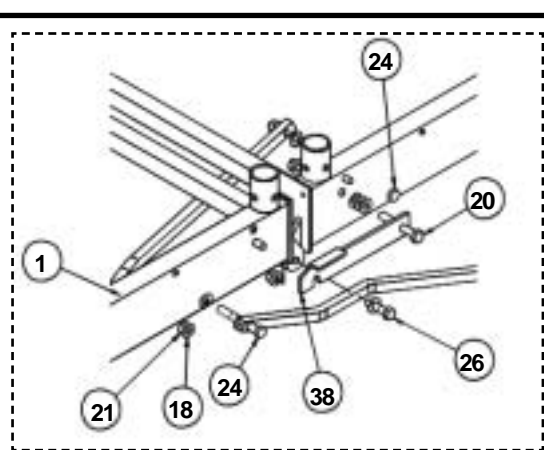
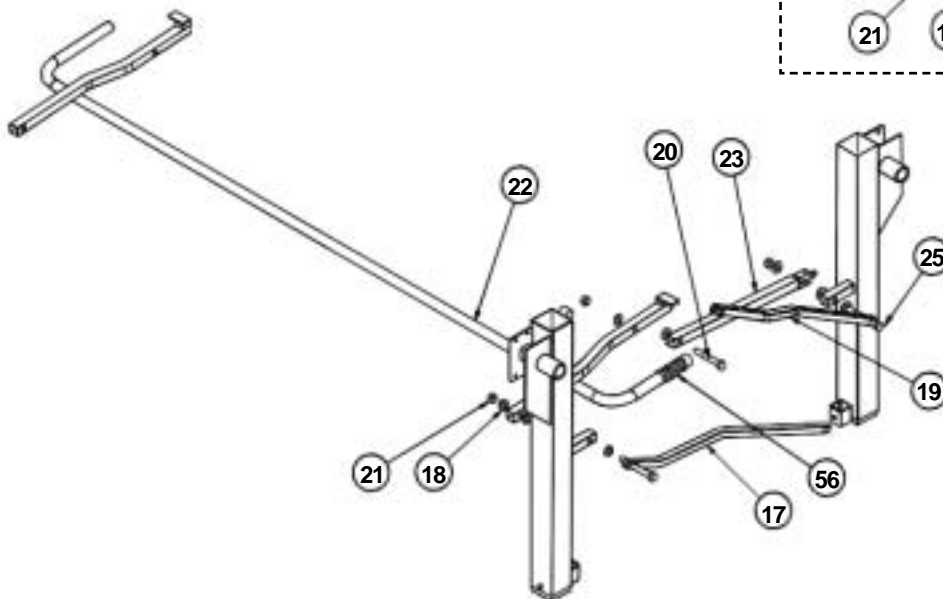
Item No.	Description
6	Washer, 3/8 SAE
7	Nut Stop .38-24
8	Weld, inner beam
9	Weld, Foot lever (RH)
10	Weld Transport Pivot
11	Weld, Caster Beam
12	Weld, Transport Catch
13	Weld, Release Lever
14	Ring, retaining 1"
15	Screw C HH .38-24x2.00
16	Weld, Foot Lever (LH)
53	Caster, 5", 3/8-10
54	Flat Washer .75 SAE
55	Nut, stop thin .75-10

E - Leg Frame Assembly



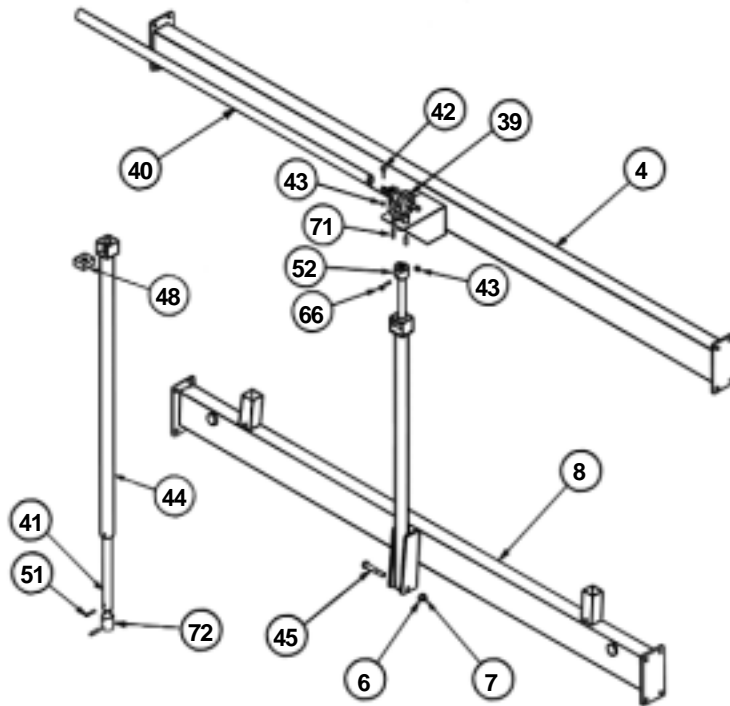
Item No.	Description
1	Weld, Top Frame
2	Assembly, LH Leg
3	Assembly, RH Leg
4	Weld, Cross Beam
5	Screw C HH .38-24x1.25
6	Washer 3/8 SAE
7	Nut Stop .38-24
8	Weld, Inner Beam

F - Mechanism Safety Lock



Item No.	Description
1	Weld, Top Frame
17	Bar, inside tension
18	Washer FL .63 SAE
19	Bar, Outside Tension
20	Screw C HH .63-11x4.00
21	Nut Stop .63-11
22	Weld, Lock Handle
23	Assembly, Lock Bar
24	Screw C HH .63-11x4.5
25	Screw C HH .63-11x5.0
26	Screw C HH .63-11x2.25
38	Pivot Lock, yellow
56	Grip (for 1.25 tube)

G - Power Lift Assembly



Item No.	Description
4	Weld, Cross Beam
6	Washer, 3/8 SAE
7	Nut Stop .38-24
8	Weld Inner Beam
39	Gear Box Assembly
40	Weldment, Driveshaft
41	Lift Screw 48-72
42	Weld CSH #10-24x1.25
43	Nut Lock #10-24
44	Weld Lift Tube 48-72
45	Screw C HH .38-24x2.50
48	Lift Screw Nut
51	Pin Spring .19x1.00
52	Assembly Thrust Cap
66	Screw C SH #10-24x1.00
71	Flat Washer .75 SAE
72	Nut, stop thin .75-10

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



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