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## Staging Assembly Manual

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# How to Set Up a 12ft x 24ft UltraStage

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## Components Required

- 4' x 8' deck • nine (9) pieces
- 4' x 8' adjustable "X" Frames • four (4) pieces
- Single node locator plate (LP-1) • four (4) pieces
- Double node locator plate (LP-2) • eight (8) pieces
- Quad node locator plate (LP-4) • four (4) pieces
  
- Adjustable stairs (optional)
- Guard rails (optional)
- Stage skirting (optional)

## Handy Tools To Have Ahead Of Time

Available at any local hardware or building supply centre, a **Bubble Level** is an inexpensive and valuable tool for regular stage setups. Before you begin, spend \$5 and get one of these! A **Tape Measure** is also good to have and helps save time.



*Recommended Tools:  
Bubble Level & Tape Measure*

## Before You Begin

- 1) Determine the location of the stage and the area it will cover.
- 2) Take into account space required for stairs, access ramps and general access requirements.
- 3) **SPECIAL NOTE:** If your location is outdoors, ensure that plywood footings of adequate thickness and diameter are available to be used underneath each X-frame leg. Remember: A stage can only be as stable as its foundation!
- 4) Arrange X-frames, decks and locator plates close to your work site before beginning.
- 5) Determined the position of the first outside corner and begin the set up by following the procedure outlined below:

## Begin With Your First X-Frame

- 1) With one person on each end on an X-frame, and using your tape measure as a guide, open the first X-frame to approximately 4ft at the ends to match the width of a 4x8 deck.
- 2) Place your Bubble Level on the top cross brace of the X-frame as close to centre as possible (avoiding the centre bolt).
- 3) Adjust the leveling feet of X-Frame until the bubble is in the center of the level. Use **as little adjustment as possible** and ensure each foot is “snug” to the floor (or footing if used outside).
- 4) Adjust the telescopic inserts as required to reach the desired stage height.
- 5) Install Locator Plates: 1 x LP-1\* on the outside corner 2 x LP-2\* on the sides and 1 x LP4\* on the inside corner. Turn the LP-4 until the nodes are *outside the perimeter* of the X-Frame. This orientation is necessary to ensure the decks corners will all have a mating Locator Plate node.



*Locator Plates*

## Setup The Second X-Frame

- 1) Roughly determine the location of your second X-frame (approximately one deck space away from the first X-frame).
- 2) Using your measuring tape, adjust that distance to 4ft or 8ft, depending on the direction of your setup.
- 3) Follow the five steps involved in setting the first X-frame in the same order.
- 4) You should now have two X-frames ready for deck tops (see diagram)\*.

## Install The First Deck

- 1) With two X-frames properly set up, you are now ready to install the first deck (stage corner).
- 2) Ensure that the threaded rods in the deck corners (used when legs are installed)\* are turned all the way OUT! *They are not used when setting up a stage using locator plates, and can damage locator nodes.*
- 3) Roll your deck cart into position, and with one person steadying each end of a deck, remove the locking pin to release the first deck, then move the pin to the next pin location to secure the remaining decks in the cart. This is an important SAFETY TIP and should always be followed, no matter how rushed your set up may be!
- 4) With one deck released, and one person on each end, gently tilt the deck out of the cart and move it into position over the first X-frame. Slowly lower the deck into position over the locator plates. Fine tuning of the X-frame to match the deck can be done at this time.



## Install The “Bridge”, Deck #2

- 1) With the first deck in position, the second deck can be removed from the cart (following the same procedure as outlined above).

**NOTE:** Deck #2 will bridge between the deck #1/frame #1 and the frame #2, and depending on the direction of set up, the deck handlers will need to position themselves on either the long or short side of the deck and *avoid being in the way* as the second deck is lowered into position.

- 2) With the deck handlers correctly positioned the second deck can be lowered into place, resting on available nodes from X-Frame #1 and receiving nodes from X-Frame #2.

**NOTE:** Deck #2 will act as a measuring guide to fine tune the position of X-Frame #2. This can usually be adjusted comfortably by two experienced stage installers, however, a third set of hands to help exactly position X-frame #2 is always good!



*Deck Clamp DC-1*



## Install The Third Deck

With two decks installed side-by-side, the third deck should drop into place easily as the X-frames and locator plates are now optimally positioned.

- 1) Following the correct deck handling procedures outline previously, install the third deck into position. If everything has been done correctly to this point, you should have three decks in a row with receiving locator plates exposed on one side awaiting their mating decks.
- 2) At this point deck clamps can be installed. One per 4ft seam and 2 per 8ft seam are recommended. Deck clamps reduce surface flex by combining the stage's "joists". They also tie the weight of multiple decks together, creating one massive, immovable surface.

## Setup The Third X-Frame

- 1) Set up the third X-frame, following the procedures outlined previously. See: "SETUP THE SECOND X-FRAME"
- 2) Level as described previously.
- 3) Adjust telescopic inserts accordingly.
- 4) Install corresponding Locator Plates.

## Setup The Fourth X-Frame

- 1) Repeat steps as outlined for THIRD X-FRAME.

## Install The Fourth (Centre) Deck

- 1) Following the correct deck handling procedures outline previously, install the fourth deck into the centre position, supported by locator plates from each of the four X-frames.
- 2) Some minor adjustments to the position of the two outside X-frames may be required to ensure the center deck fits easily into place.

If everything has been done correctly to this point, you should have three decks in a row and the fourth deck forming the center of the stage.

- 3) Install two deck clamps.

### **Install The 5th & 6th Decks**

- 1) Following the correct deck handling procedures outline previously, install the 5th and 6th decks on either side of the centre deck.
- 2) Install two deck clamps on each 8ft joint and one deck clamp on each 4ft joint.

### **Install The 7th (middle) Deck**

- 1) Following the correct deck handling procedures outline previously, install the 7th deck in the middle of the last X-frames.
- 2) Install two deck clamps along the 8ft joint.

If everything has been done correctly to this point, you should have two remaining spots open at each corner for the remaining two decks.

### **Install The 8th & 9th Decks**

- 1) The last two remaining spots are now ready for decks to be installed.
- 2) Lower each deck into place and secure with deck clamps.

### **Install Stairs, Guardrails, and Skirting**

**Your stage is now set up and ready to use!**



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