



Christchurch Children's Christmas Parade Trust  
**STAGE TRAILER SET UP PROCEDURE**



1. ARRIVE TO SITE AND PLACE ON **FLAT** LEVEL GROUND.
2. PLACE PARK **BRAKE** ON BY PULLING UP GENTLY.
3. UNLOAD **BASES** AND **CRANK HANDLE** FROM REAR OF TRAILER AND PLACE BASES UNDER THE **4 CORNER** SUPPORTS, PULL **RED HANDLE** TO UNLATCH FEET AND ANGLE LEGS **1 POSITION** FROM **HORIZONTAL**, UNLATCH TRAILER FROM VEHICLE, WIND OUT FEET WITH CRANK HANDLE TO SUPPORT TRAILER, DO NOT PLACE FULL WIEGHT OF TRAILER ON LEGS, **ONLY TO STABILIZE**.
4. UNLOAD **WINCH** FROM REAR OF TRAILER.
5. UNLATCH STEP AND PLACE ON GROUND.
6. REMOVE **CAPS** IN FLOOR AND PLACE **WINCH** IN REAR SOCKET **FACING RAMP**, CONNECT **HOOK TO EYE** IN RAMP FLOOR AND **TAKE THE WEIGHT**.
7. UNLATCH **LOWER** SECTION OF RAMP AND ALLOW TO **SWING OUT**, NOW UNLATCH **UPPER** PART OF RAMP AND ALLOW THE **WINCH** TO LOWER TO **GROUND LEVEL** ON BASES, SWING OUT HANDRAILS AND LATCH ONTO BOTTOM SECTION TO **LOCK**.
8. UNLATCH **6X ARMS** TO SUPPORT FORWARD AND REARWARD FLOOR, PLACE BASES BELOW LEGS AND ADJUST TO SUPPORT.
9. REMOVE WINCH AND PLACE IN **CENTRAL** SOCKET AND **ATTACH** TO REAR FLOOR SECTION, **TAKE THE WEIGHT** ON THE **WINCH** AND UNLATCH THE SIDE, LOWER TO **NEARLY HORIZONTAL** AND PLACE **LOCATORS** INTO **REAR RAIL HOLES**, LOWER ONTO SUPPORT ARMS, **DETACH WINCH HOOK**.
10. SWING OUT **SIDE HAND RAIL** FIRST AT BACK OF TRAILER AND STAND UP **REAR HANDRAIL**, LATCHING THE **CORNER** TO SECURE.
11. UNLATCH **SIDE RAIL** AT **FRONT** OF **TRAILER** AND RELATCH INTO **CORNER** TO SECURE.
12. **ROTATE WINCH 180 DEGREES** BY PULLING **RED PULL PIN** ON WINCH POST, SECURE HOOK TO FRONT FLOOR SECTION AND **TAKE THE WEIGHT** ON THE **WINCH**, UNLATCH AND LOWER TO **NEARLY HORIZONTAL** AND PLACE **LOCATORS** INTO **FRONT RAIL HOLES**, LOWER ONTO SUPPORT ARMS, **DETACH WINCH** AND PLACE BACK INTO STORAGE UNDER TRAILER.
13. **ADJUST 6X** SUPPORT LEGS ON **FRONT** AND **REAR** RAILS IF **NEEDED** TO SUPPORT ANY FLOOR MOVEMENT.

**CHECK WINCH WEBBING FOR WEAR PERIODICALLY AND IF WORN REPLACE. PLEASE BE CAREFUL.**

