

Information manual including set up and take down instructions.

Dimensions of trailer

- Width – 5.7m (ramps 2.7m)
- Height – 3.3m
- Length – 8.7m (1.7m for A-frame and 7m for trailer)

Electricity

- ~Mains electricity = needs 2 sockets, 13 amp, 240v mains. 16 amps from the trailer.
- ~Cable = 13 metres although it is possible to get steel braided cables to 25m at an extra cost
- ~Generator = AVR, automatic voltage regulator, generator big enough for the trailer otherwise best to use mains. We advise to use mains electricity.

To tow

- Make wider turns
- Sometimes difficult to reverse

To set up the trailer

1. When stationary

- Make sure the trailer is level. Use the legs to stabilise the trailer when it is not in transit using the slots located at the back and front of the trailer. Each leg is marked accordingly. Slot them upwards into the silver/grey slots on each of the 4 corners on the outside of the trailer. Turn the handle (with the black ball on the end) until the legs do not move. Do not over wind these handles otherwise the trailer will be uneven.
 - Make sure all legs are removed, placed inside and secured when the trailer is in transit.
 - The blue 'skirts' are put in place using the small clasps along the outside of the trailer. These skirts need to be removed in transit and rolled and stored inside the trailer.
 - Ramps, legs, awning sides, skirting, the winding pole and handrails are kept inside the vehicle when in transit.
- N.B** if the trailer does not open at first, apply pressure against the door whilst turning the key. The key turns clockwise to open and anticlockwise to close.

2. Handbrake and legs.

- The trailer will roll back slightly but then lock into place so be wary of this. Make sure to hold the handle, as it will spring back hard.
- Make sure the trailer is sturdy by using the legs situated in room one. Place on the blue 'skirt' using the clasps situated all the way round the bottom of the trailer. Any equipment in the trailer needs to be put away or placed underneath the trailer in the

3. Pin lock

- The trailer uses a spring mechanism to lock into place.

b) Make sure the mechanism is down before backing onto the pin.

4. *Ramps*

a) Hook the ramps onto the side of the trailer nearest the entrance door at the rear of the trailer and also onto the stage at the exit door. Please remember to use the correct lifting technique when picking up the ramps (bended knees, straight back and neck).

b) The bolts are pull and twist spring bolts. These may require a bit of twisting before they move. The bolts twist into the holes and lock into place using the safety latches. Please ensure that these are completely locked so the equipment does not move. If these become stiff, use the WD40 in room 1 toolbox to loosen them.

c) The ramps fold in half and can be clasped together using the silver clasps on each side of the ramps. A gold peg holds the legs of the ramp in place. Just push the button in the middle of the peg and pull it all out (with the button still pressed in) and it should be released.

d) When setting the ramps on uneven ground the feet can be screwed up or down to make the ramp even using the black screws and the feet.

e) The handrails are tightened into place using an Allen key that can be found in the toolbox in room one.

f) The handrail which, looks different to the others, is placed on the exit door ramp nearest the door. The small rail is placed on the stage.

5. *Stage*

a) Unbolt the stage from the trailer and screw in the 2 silver feet found in room 1. Make sure the stage is supported when unbolting it otherwise it will fall down.

b) The stage/leg support bars are screwed on and off using the wing nuts and go at a diagonal angle. Please make sure these wing nuts are screwed back onto the bars after releasing them so they do not get lost.

c) The legs, bars and feet are kept inside the vehicle (in room1) and the stage is folded back onto the side of the vehicle whilst in transit and when the exhibition is closed. **PLEASE ENSURE THE FEET ARE UNSCREWED DURING TRANSIT.** Ensure that the stage is locked into place using all 3 spring bolts.

d) When setting up the stage, it needs to be slightly down hill from the door as otherwise the door will not open fully and cannot be locked into place. There is a spring bolt on the exit door (bottom left hand corner) that needs to be locked into the hole on the stage.

e) The second ramp is then connected to the stage in the same way as it is to the entrance door.

6. *Awning.*

a) The awning will require a ladder to unfasten the side sheets and 2 people.

b) The clip at the front of the awning (pin clasp) needs to be fastened before the sides can be fastened onto the trailer. The side material has to be fed into the slots (at the side of each door) before they can be hooked on.

- c) The fixing of the side awning bars can be quite tricky so ensure that the awning is out before placing the side onto it. If this proves too difficult, the sides are not essential to be put onto the awning.
- c) The awning is moved using the winding handle situated to the left of the exit door.

Do not leave the awning out in heavy wind.

Do not put the awning or sides out in heavy rain

Other things

- ~Wet the soil in globe boxes (in room2) if needed using the water in room 2 on the top shelf in cupboard 5 (under the globes).
- ~Ensure any objects loose on the floor in the rooms are moved out of the exhibition or put in the cupboards.
- ~The brochure racks in room 2 in cupboard 5 (underneath the globes) need to be put on the outside of the trailer (using the screws and Velcro) on the front side of the trailer (door side) if not being used in schools.
- ~If needed use the dustpan and brush to brush any litter/mud out of the trailer before closing it up and opening.

Putting away the trailer

Turn off the lights using the switches in room 4 and room 1.

Turn off the heat lamp.

Bring in the brochure stands.

Please take extra care when bringing in the handrails as not to damage the TV screen. Please place the blue foam over the screen before bring in or taking out the handrails. If the TV gets damaged a cost will be incurred for the hirer.

First take off the sides and then wind in the awning. Store them in room 1 and 2.

Take off the skirt roll it up and

Take off the brochure rack and store in cupboard 5 in room 2.

Take up the ramps (poles first, then ramps). Take down the stage ramp first then lock up the stage.

Ensure the poles and ramps are securely tied in room 1 (red room) with the highest green ties.

Next take off the legs and secure those with the second green ties near to the floor in room one.

Please ensure the trailer is in a tidy condition before closing it everyday. This ensures that the up keep of the trailer is kept at a high standard and is taken to every booking in a clean condition.