



Unloading Recommendations StageTek® Staging System

Thank you for your purchase of StageTek® Staging!
Please follow these steps to help ensure a safe and successful delivery.

⚠ CAUTION

Make sure anyone assisting with unloading the StageTek components has read and understands these instructions.

Failure to comply with these instructions in this document can result in damage to the shipment or injury.

⚠ CAUTION

Individual decks may weigh more than 100 lb (45 kg).

NOTICE

Each shipment will be banded and secured on pallets for safe transporting.

Upon receipt, the customer is responsible for:

- *Inspecting the package for damage.
If concealed damage is identified, it must be reported within five-days of receipt.*
- *Providing adequate safeguard and proper equipment to protect the entire shipment from damage during unloading.*
- *The safety of the crew and to protect the shipment from damage during unloading.*
- *Collecting and storing all loose parts; the shipment may have loose parts between decks.*

Before Unloading

Confirm the delivery location.

1. Make sure that your facility can receive this shipment.
Pallet sizes vary between 4'x8' (1219 x 2438 mm) | 4'x6' (1219 x 1829 mm) | 3'x8' (914 x 2438 mm).

Inspect the load for freight damage before accepting the product.

Manual Unloading (see page 2)

Line up your crew (minimum of four people are required) and equipment (four wheel carts rated at 500 lb (227 kg) are recommended for moving offloaded decks).

1. The delivery will require assistance from at least four people at your facility.
2. Safely offload the products from the truck outside your facility.
3. Your crew is responsible for transporting the products into the building and for completing the final assembly.
Your crew is also responsible for disposing of all packaging materials.

Forklift Unloading (see page 3)

Line up your crew (minimum of two people are required) and equipment (forklift with 6' (305 mm) long forks is required).

1. The products must be unloaded from the truck by people at your facility.
2. Your crew is responsible for transporting the products from the truck into the building and for completing the final assembly. Your crew is also responsible for disposing of all packaging materials.



Visit the Staging web page at wengercorp.com for more information.

Note: Please read and understand these instructions before unloading.

Note: If you need additional information, contact Wenger Corporation using the information below.



**This procedure is for manual unloading of the shipment.
For forklift unloading, refer to the following page.**

Manual Unloading

Inspect the load for freight damage.

Four people are required to receive and unload the items from the truck.

1. Cut the bands.
2. Remove the bands and packaging.
Packaging can be used to help protect decks from being scratched.
3. Use two people to move the deck to the edge of the truck.
4. Hand the deck to two people waiting on the ground.
5. Collect any loose parts and put them in a designated area as you remove and unload the decks.
Look for additional loose parts that may be packed between the decks.
6. Transfer the decks and any loose parts into your facility.
Four-wheel carts rated at 500 lb (227 kg) are recommended for moving offloaded decks into and within the facility.
7. Set-Up: The StageTek Staging System is quick and easy to set-up, see the included Owner's Manual.
Visit the Staging web page at wengercorp.com for more information by scanning the QR code at the bottom of page 1.





**This procedure is for forklift unloading of the shipment.
For manual unloading, refer to the previous page.**

Forklift Unloading

Inspect the load for freight damage.

Two people are required along with a forklift with 7' (2134 mm) long forks.

1. Use a forklift to transfer each pallet from the truck into your facility.
2. Cut the bands.
3. Remove the bands and packaging.
Packaging can be used to help protect decks from being scratched.
4. Use two people to offload the decks from the pallet.
Four-wheel carts rated at 500 lb (227 kg) are recommended for moving offloaded decks within the facility.
5. Collect any loose parts and put them in a designated area as you remove and unload the decks.
Look for additional loose parts that may be packed between the decks.
6. Set-Up: The StageTek Staging System is quick and easy to set-up, see the included Owner's Manual.
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