

## **INSTRUCTIONS FOR *WITH OPEN HEART AND OPEN ARMS* TRAVELING EXHIBIT**

### **Instructions for Assembly**

1. At least two people are recommended to erect the exhibit. It should take about an hour.
2. Each black bag in the shipping containers has the parts for one frame. There should be six bags with six frames in the two shipping containers. Five of the frames are 2 feet wide; one is 3 feet wide.
3. Assemble one frame at a time so you don't mix up parts from several frames. Manufacturer's instructions are in each shipping container, and on our web page.
4. Don't tighten down the feet of the frames until you install the fabric cover. Keep the feet in parallel with the bottom frame until the fabric is installed, then reposition the feet to perpendicular to the bottom frame so you can stand the panel up and tighten down the screws on the bottom of the feet. Pulling down on the fabric could bend the feet if they are in the perpendicular position while installing the fabric covers.
5. Using your freshly washed hands, or the white gloves provided, remove the fabric cover from its plastic bag for each frame. Carefully pull the cover over a frame, being sure to match up a 2 foot wide cover with a 2 foot wide frame and the one 3 foot wide cover with the 3 foot wide frame. Keep the seams straight along the edge of the frames as you carefully work the fabric down the entire length of the frame. The fabric is designed to fit tight, but has some stretch. This is where it is helpful to have two people working on a single panel.
6. Once all the fabric covers are placed on all the panels and the feet of the frames are repositioned to be perpendicular to the frames and tightened down, you can install the four video players.
7. The video players will be labeled with a number that corresponds with the panel they should be attached to. Make sure you install each of the video players on the correct panels. The video players have clamps on the back that fit on the frame. Line up the player at about eye level and use the long red-handled Allen wrench tool provided in the shipping container to tighten the screw that holds the clamp on the frame. Do this for each of the video players. See accompanying 'Mounting Instructions' document for additional details and photos.
8. Finally, place the literature holder on the last Acknowledgements panel and tighten the clamp in place. Fill the holder with the rack cards provided in the shipping container.
9. You can now position the exhibit panels in a manner that best fits your space. The exhibit moves chronologically, and by topic. Each panel will be numbered for ease of positioning, so try to position it in a way that promotes a natural progression through the exhibit in this numerical order.

## **Instructions for Disassembly**

1. After your exhibit showing is done, reverse the order of the installation. Make sure you return all the deconstructed parts of each frame to its corresponding black bag; removing the fabric with clean hands or white gloves and returning each to its corresponding plastic bag, taking care not to get the fabric dirty by dragging on the floor, etc.
2. Pack 3 black bags containing the frames and 3 plastic bags with the fabric covers in each shipping container. Pack two video players in plastic/bubble wrap provided in each of the shipping containers. Return the white gloves to the shipping containers, as well as all provided tools and parts.
3. Place the cover of the shipping container over the bottom section lining up the handle side with the wheels on the base. Pull slightly on the plate of the latch to engage the latch so it is securely fastened shut.
4. Place the return shipping label provided over the previous shipping label and tape down with the packing tape provided. Return the unused roll of packing tape to the shipping container.
5. If your organization does not have a regular UPS pick-up schedule, call UPS at 1-800PICK-UPS to arrange for pick up - if asked, provide account number 55F529.
6. Remember that it is your responsibility to pack up and ship the exhibit within 2 business days of the conclusion of your exhibit, so that the next host can receive it in time!
7. Any questions, please call 717-920-9534 or e-mail [history@centralpalgbtcenter.org](mailto:history@centralpalgbtcenter.org).

**Thank you!**