

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

EXHIBIT SHIPPING INVENTORY:

CRATE – EMN #1 (HARDWARE CRATE)		
	Top: “EXHIBIT COMMENTS” (White three-ring binder)	1 Binder Multiple Pages
	Top: Condition Reporting Forms Portfolio (Red) [ICRF & OCRF] for each Venue	1 Portfolio Multiple CRFs
	Extension Cords – 10’-0” long (Black)	2
	Extension Cords – 6’-0” long (Black)	2
	Extension Cord Covers (Black)	2
	Roll of Black Gaff Tape	1 Roll
	Video Kiosk Carpet Pad for Hard-surface Floors	1
	Blue Painter’s Tape (one roll allowed for each venue)	5 Rolls
	Cleaning Wipes	1 Box
	Plexi Cleaner	1 Bottle
	Accessories / Tool Bag (see below for inventory of this bag)	1
	Interior AD Fabric Banner, “ <i>Now On View</i> ”, 24 inch wide, rolled separately in muslin overwrap, with 24 inch-long conduit packed in top pipe pocket	1 double-sided
CRATE – EMN #2 (RETRACTABLES CUBE #1)		
	Single-sided Retractable Graphic Panel: “ <i>Introduction</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Credits</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>To the end of the line</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>It makes light w/o gas or flame</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Time and space die</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Retain youthful looks</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Electricity is no longer luxury</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Powerline Controversy, 19...</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Electrical power... ..River</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Faraday’s Experiment</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Generating Electricity</i> ”, in its own zippered banner bag	1

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

CRATE – EMN #3 (INTERACTIVES & LABELS)		
	Table-top Electro-magnetic Interactive: “ <i>Push/Pull Generator</i> ”	1
	Table-top Electro-magnetic Interactive: “ <i>Spin Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Push/Pull Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Spin Generator</i> ”	1
CRATE – EMN #4 (INTERACTIVES & LABELS)		
	Table-top Electro-magnetic Interactive: “ <i>Push/Pull Generator</i> ”	1
	Table-top Electro-magnetic Interactive: “ <i>Spin Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Push/Pull Generator</i> ”	1
	Instructional Graphic Panel: “ <i>Spin Generator</i> ”	1
CRATE – EMN #6 (INTERACTIVE)		
	Crate-mounted Electrical Interactive: “ <i>Power Generation in Minnesota</i> ”	1
LOOSE PACK – EMN #A (LOOSE PACK)		
	Exterior AD Vinyl Banner, “ <i>Electrifying Minnesota</i> ”, 72 inch wide, rolled and secured with four (4) bungee loops	1
ACCESSORIES/TOOL BAG		
	Tour Manual (three-ring binder)	1 Manual
	16 Foot Tape Measure	1
	25 Foot Tape Measure	1
	Extra Zip-ties for Kiosk Power Cord(s) – small, black	1 bag of 100
	Extra Zip-ties for Kiosk Power Cord(s) – medium, black	1 bag of 100
	Side-cutter to remove Zip-ties	1
	Slip-joint Pliers	1
	Multi-tipped Screwdriver	1
	Plastic Accessory Box with Video Monitor/Kiosk Equipment, including: <ul style="list-style-type: none"> One (1) Flashlight One (1) Key – to open Monitor Many Small Black Zip-ties Twelve (12) Allen-head Socket Screws One (1) Multi-tipped Screwdriver Two (2) Allen Wrenches 	1
CASEWORK – VIDEO MONITOR/KIOSK		
	Kiosk Unit with built-in Monitor	1
	Padded Blanket Cover	2
	Straps for Padded Blanket Cover	4
	Padded & Velcro Screen Transport Cover	1
	Padded & Velcro Volume Control Knob Transport Cover	1
MISCELLANEOUS		
	Four-wheel Furniture Dollies	2

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

HOST SITE EXHIBIT REQUIREMENTS		
	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Miscellaneous Cord, Rope, Zip-ties, or Bungee Cords to hang 72 inch wide Exterior Vinyl AD Banner at each Venue	To be determined by each Venue's location
	Picture Hanger Wire – or equivalent, to hang 24 inch Interior AD Fabric Banner & Conduit at each Venue	Length to be determine by each Venue's location
	Three-step Step Ladder	1
	Folding Tables, 96"l X 30"w, each	1
	Minimum Staff / Volunteers Required for Set-up/Take-down	4

**NOTE: EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT.
ELECTRIFYING MINNESOTA TRAVELS WITHOUT LIGHTING EQUIPMENT.**

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EXHIBIT PACKAGE INVENTORY

- **Marketing Package (Electronic files & hardcopy of posters given to each venue)**
 - Poster
 - Mailer
 - Color & B/W Quarter-page Ad
 - Rack Card
- **Programming Package (Electronic file links given to each venue)**
 - **Programming Package**
 - Eight (8) Activities for Teachers
 - Interpreter Guide
 - Activities for On-Site Interpreters
 - Program Offerings
 - Resource List
- **Exhibit Package (Inventory of crated and packaged exhibit elements)**
 - “Now On View” Single-sided Exterior Vinyl Banner with Grommets (72”w X +/- 117”h)
 - “Now On View” Double-sided Interior AD Fabric Banner with pipe pockets (24”w X +/- 36”h)
 - “Introduction” Single-sided Retractable Panel (47”w X 79”h)
 - “Credits” Single-sided Retractable Panel (47”w X 79”h)
 - “Time and space die” Single-sided Retractable Panel (47”w X 79”h)
 - “It makes light without gas or flame” Single-sided Retractable Panel (47”w X 79”h)
 - “Retain youthful looks” Single-sided Retractable Panel (47”w X 79”h)
 - “Electricity is no longer a luxury” Single-sided Retractable Panel (47”w X 79”h)
 - “To the end of the line” Single-sided Retractable Panel (47”w X 79”h)
 - “Powerline controversy, 1972-79” Single-sided Retractable Panel (47”w X 79”h)
 - “Electrical Power from the Mississippi River” Single-sided Retractable Panel (47”w X 79”h)
 - “Generating electricity” Single-sided Retractable Panel (28”w X 77”h)
 - “Try Faraday’s experiment” Single-sided Retractable Panel (28”w X 77”h)
 - “Where Do We Get Electricity?” Push-button Interactive Graphic Panel with LED Lights (42”w X 48”h)
 - Two (2) Each: “Push-Pull” Interactives & Instruction Labels Graphic Panel (18”w X 12”h)
 - Two (2) Each: “Spinner” Interactives & Instruction Labels Graphic Panel (18”w X 12”h)
 - Touch Screen Media Kiosk
 - Exhibit Comments Binder – three-ring binder with multiple blank sheets

NOTE:
Configuration of this exhibit is extremely flexible since each retractable banner is single-sided.



- One (1) Standard Power Outlet (for Touch-screen Kiosk)
- One (1) Standard Power Outlet (for LED Map Interactive)
- One (1) 30" w X 96" l Folding Table (for Electro-magnetic Interactives)
- Exhibit Lighting

Drawing Not To Scale, Dimensions are Approximate
9-8-2011 / Revised 9-28-2011

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS

NOTE: STEPS #1 THROUGH 4 REQUIRE TWO (2) PEOPLE

OPEN CRATE EMN #1

OPEN ACCESSORIES / TOOL BAG – GET THREE-RING BINDER OUT

STEP 1: Start with the Suggested Layout, or the layout that best fits your specific space

REMINDER: Each of the single sided retractable units is a stand-alone element. Use the dimensions shown on page 5, to keep the spacing between the units approximately equal.

NOTE: The 24 inch wide Interior AD Fabric Banner, “*Electrifying Minnesota*”, and its top pocket conduit, are rolled separately in muslin overwrap, and are stored in the top of Crate EMN #1. Set these aside until you’re ready to go to installation Step #10.

OPEN CRATE EMN #2

STEP 2-A: Lift out the two (2) shorter black banner bags, and set aside until the longer bags have been removed and assembled

STEP 2-B: Lift out one of the long black banner bags

On the outside of each of the banner bags inside each crate is a business-card-size label showing a picture of the banner inside the bag. Place each bagged banner unit in its respective location on your exhibit floor to begin the assembly.



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 3: Open and empty the black banner bags

Unzip and remove the retractable banner unit from its bag, placing the retractable banner unit on the floor in its approximate display location in your space. Remove the multi-section vertical brace pole from its separate pocket inside the bag. Re-zip the empty banner bag and put it back into the crate it came out of.



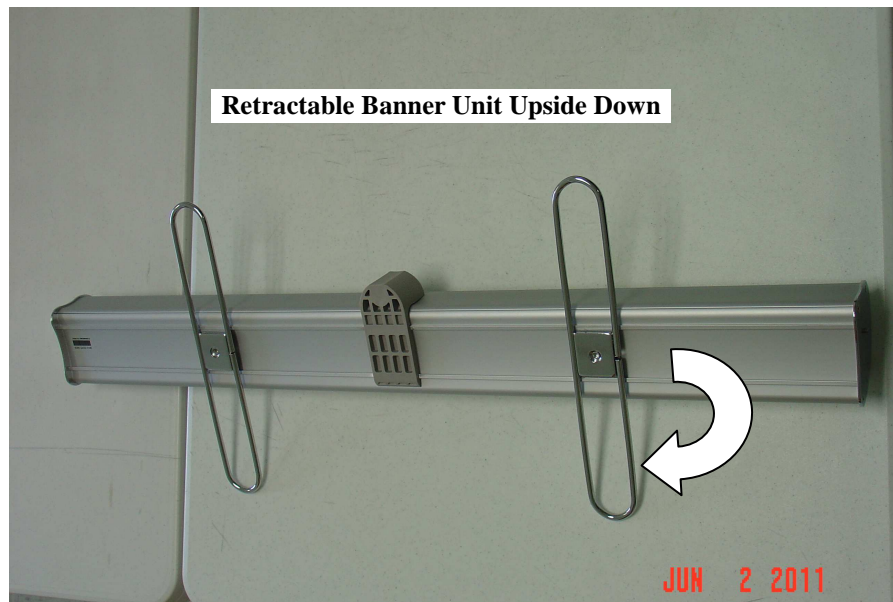
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ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner

On the underside of the retractable banner unit, rotate the two metal loops so they are perpendicular to the main body of the unit. These form the feet of the unit.



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ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Next, extend the multi-section vertical brace pole by pulling gently against the internal bungee cord and then sleeving the sections together. This is the same extension technique as is used on most collapsible tent poles.



ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Insert the extended pole into the socket at the center of the base of the unit.

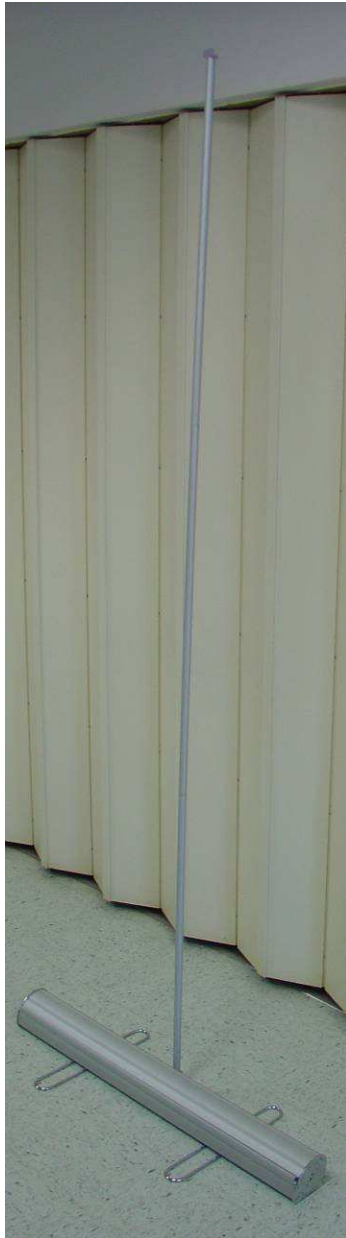


ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Rotate the extended pole in the socket until the plastic tab at the top faces forward – as shown in the images below.



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ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Gently pull up on the top bar of the retractable banner, extending the banner out of the base. With one foot on top of one of the metal loop feet, continue to extend the banner out of the base, and hook it over the top of the pole as shown in the pictures. Use your venue-supplied three-step stepladder as needed to reach this upper attachment point. Make sure the pole is vertical, plumb and centered on the top bar of the retractable banner.



**REPEAT STEPS #2 through #4 UNTIL ALL RETRACTABLES ARE ASSEMBLED,
INCLUDING THE TWO SHORTER BAGGED RETRACTABLES.**

**NOTE: THE TWO SHORTER BAGGED UNITS DO NOT HAVE SEPARATE “FEET”.
THE ELEVEN (11) EXHIBIT RETRACTABLE UNITS
ARE NOW COMPLETELY ASSEMBLED**

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

ASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE EMN #3 – PUSH-PULL & SPIN ELECTRO-MAGNETIC INTERACTIVES

STEP #5:

Set up the venue-provided 96”l X 30”w folding table in the desired exhibit location for the Electrifying MN table-top interactives.

Gently and carefully slide the two (2) Instructional Graphic Panels (one Push-Pull and one Spin) and their one (1) paper slip-sheet out of their holder on the right-hand side of the crate. Set the paper slip-sheet aside, and place the instructional graphic panels on the venue-provided 30”w X 96”l folding table.



Gently and carefully slid the Electro-magnetic Spin Interactive out of its holder slots and place it on the Venue-provided 30”w X 96”l folding table next to its graphic.

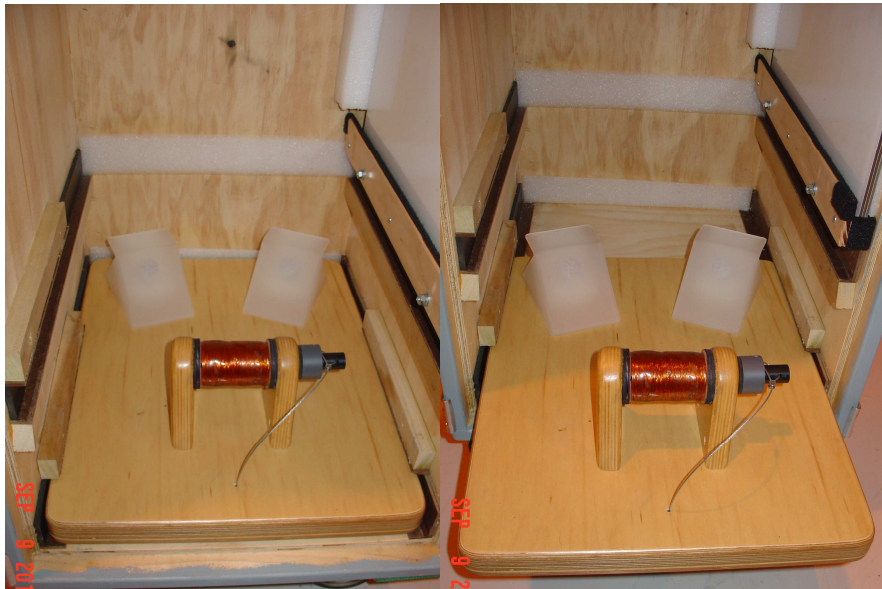


ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #5: (continued)

Gently and carefully slide the Electro-magnetic Push-Pull Interactive out of its holder slots and place it on the Venue-provided 30"w X 96"l folding table next to its graphic.



Place the paper slip-sheet for the graphics back into the crate for storage and close up the crate.

REPEAT STEP #5 FOR CRATE EMN #4

THE TWO (2) ELECTRO-MAGNETIC PUSH-PULL INTERACTIVES, THE TWO (2) ELECTRO-MAGNETIC SPIN INTERACTIVES AND THE FOUR (4) INSTRUCTIONAL GRAPHIC PANELS ARE NOW COMPLETELY ASSEMBLED

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ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEP #6 (BELOW) REQUIRES FOUR (4) PEOPLE

OPEN CRATE EMN #6 – ELECTRICAL INTERACTIVE

STEP #6-A:

With two (2) individuals at each corner, unlatch and lift off the upper portion of the crate. Set this upper portion of the crate in the desired exhibit location for the electrical interactive. The upper portion of the crate forms the base for the mechanical interactive.



**DO NOT LIFT ON
THE GRAPHIC
PIE CHART**

STEP #6-B:

With a partner, gently and carefully lift the Electrical Interactive out of the bottom portion of the crate. Lift the electrical interactive using the handles on the back of the unit and the front edges of the unit. **DO NOT LIFT ON THE GRAPHIC PIE CHART ON THE FACE OF THE UNIT.**



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #6-B: (continued)

Carry the electrical interactive to the upper portion of its crate and place it onto the crate top, making sure the unit engages in the slot of the lid. Connect the latches at the back of the unit and the back of the upper portion of the crate to secure the electrical interactive to the upper portion of the crate.



STEP #6-C:

Attach the power cord – stored in the bottom portion of the crate – to the power socket on the right-hand side of the electrical interactive. Using one or more of the provided black extension cords, plug the male end of the cord into the host venue power source (110 volt standard household outlet), and then plug the female end of the extension cord into the male connector on the end of the interactive's power cord.



After the power cord and any necessary extension cords have been plugged in to the electrical interactive, gently slide the unit into its final position and continue to clean up (dress) the power cord(s) along the floor. Use the provided black cord cover(s) as needed, particularly if the cord has to be in a walkway. Secure the cord cover(s) in place using the black fabric (gaffer's) tape provided.

NOTE: The black fabric (gaffer's) tape may leave a slight sticky residue on hard floor surfaces. This can be easily removed with glass cleaner; however, make sure glass cleaner **WILL NOT HARM YOUR FLOOR FINISH BEFORE USING IT.**

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEP #7 (BELOW) REQUIRES TWO (2) PEOPLE

UNWRAP VIDEO MONITOR/KIOSK, FOLD BLANKETS AND STRAPS

STEP #7-A: Setting Up the Video Monitor/Kiosk – Raising the Video Monitor Head

NOTE: If the Video Monitor/Kiosk is sitting on a tile, wood, terrazzo, laminate, concrete, etc. floor, place the unit on top of the carpet pad provided and stored in crate EMN #1. This carpet pad is placed on the hard flooring CARPET SIDE DOWN. This will eliminate scratching the host venue hard flooring.



With one person on either side of the Video Monitor/Kiosk, loosen the black 'tee' handles.

Raise the video monitor head by grasping it at its bottom and lifting it. The slot in each side of the frame is shaped like an upside down "J", and the video monitor head is in its "play" setting when the two loosened 'tee' handles have shifted forward into the upper notch. Leave the 'tee' handles loose at this point.

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ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7-B: Setting up the Video Monitor/Kiosk – Tilting the Video Monitor Head

Using the provided flashlight, pivot the video monitor head to the desired angle (there are numerous settings available). While one person holds the video monitor head at the desired angle, use the flashlight to align the threaded hole in one side of the kiosk frame with the appropriate unthreaded hole in the video monitor head. Thread one of the socket-head allen screws into the kiosk frame hole. Using the allen-head wrench, continue to thread the socket-head allen screw into the kiosk frame until it is flush on the outer face. Repeat this process for the other side of the kiosk frame. After the two socket-head allen screws are in place, tighten the ‘tee’ handles snugly.

Socket-head Allen-screw



STEP #8: Powering up the Video Monitor/Kiosk

Remove the volume control transport cover by un-velcroing the strap from the video monitor head. Re-wrap the Velcro around the volume control transport cover for storage.

Remove the video monitor screen transport cover by un-velcroing the straps from the video monitor head. Re-wrap the Velcro around the screen transport cover for storage.

Using one or more of the provided black extension cords, plug the male end of the cord into the host venue power source (110 volt standard household outlet), and then plug the female end of the cord into the socket at the back of the video monitor head. The unit will start up on its own, and will go through a series of screens until it readies itself on the ‘welcome’ screen.



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ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #8: Powering up the Video Monitor/Kiosk (continued)

With a partner, gently slide the video monitor/kiosk close to its final position to determine what will be needed to clean up (dress) the power cord(s). Using six (6) small black zip-ties, secure the power cord from the back of the video monitor head to the kiosk floor base. Start at the upper hole in the frame leg, and create a gentle loop in the cord at the back of the video monitor head. Secure the power cord in each of the remaining holes, keeping the cord smooth between each hole. Use the side-cutter to trim off the excess tail from each of the zip-ties.

After the power cord has been secured to the leg of the video monitor/kiosk, gently slide the unit into its final position and continue to clean up (dress) the power cord(s) along the floor. Use the provided black cord cover(s) as needed, particularly if the cord has to be in a walkway. Secure the cord cover(s) in place using the black fabric (gaffer's) tape provided.

NOTE: The black fabric (gaffer's) tape may leave a slight sticky residue on hard floor surfaces. This can be easily removed with glass cleaner; however, make sure glass cleaner WILL NOT HARM YOUR FLOOR FINISH BEFORE USING IT.

THE VIDEO MONITOR/KIOSK IS NOW COMPLETELY ASSEMBLED

STEP #9: Setting up and hanging the 24" wide Fabric Interior AD Banner

Determine the best location within your gallery or atrium to hang the fabric interior ad banner. Make sure the 24" long conduit is still sleeved into the top of the fabric ad banner.



Using the venue-provided wire, thread a length of the wire through the conduit and attach each end to your hanging points, leveling the banner as needed.

NOTE: The chain is sewn into the bottom of the fabric interior ad banner.



THE FABRIC AD BANNER IS NOW COMPLETELY ASSEMBLED

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ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

ASSEMBLY INSTRUCTIONS (CONTINUED)

UNROLL LOOSE PACK EMN #A

STEP #10: Setting up and hanging the 72” wide Vinyl Exterior AD Banner

Prepare a clean, flat, and dry surface and with a partner, remove the bungee loops from around the banner and unroll the vinyl exterior banner face up.



Determine the best location on the exterior of your building, fence, or atrium to hang the vinyl exterior ad banner. Please note that this exterior banner is approximately 120” [10’-0”] long.

Using the venue-provided cord, rope, zip-ties, or bungee cords, hang the exterior vinyl ad banner by attaching to or through each of the grommets, leveling the banner as needed.

NOTE: Please make sure to secure this banner so it doesn’t get damaged by the wind while on tour.

THE VINYL EXTERIOR AD BANNER IS NOW COMPLETELY ASSEMBLED

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CONDITION REPORTING & CRATE STORAGE INSTRUCTIONS

CONDITION REPORTING

Once the exhibit is completely assembled and operating, please take the time to clean it. The retractable graphic panels require no care except for gently brushing any surface dust from them.

If the “push-pull” or “spin” interactive graphics, the face of the map LED interactive, the push-button face of the map LED interactive, the metal framing, or the video monitor/kiosk frame needs cleaning, use wipes from the box lightly dampened with Plexi cleaner. **DO NOT** spray the cleaner onto the surfaces, spray it onto the wipes.

From time to time the vinyl exterior ad banner may need to be cleaned. Use water and an automotive cleaning sponge to gently scrub any grime, bug droppings, bird droppings, etc. from both the front and the back of the banner. **MAKE SURE THE BANNER IS THOROUGHLY DRY BEFORE ROLLING IT UP AND PUTTING IT IN THE CRATE FOR SHIPMENT OR STORAGE.**

Inspect the exhibit and fill out the **Incoming Condition Reporting Form** at this time.

CRATE STORAGE

The exhibit crates, packing materials, packing blankets, and tools all must be stored in a clean, dry, heated location free from vermin and pests.

Inspect the crates, packing materials, packing blankets and tools at this time to be able to fill out the **Incoming Condition Reporting Form** at this time.

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DISASSEMBLY INSTRUCTIONS

NOTE: STEPS #1 THROUGH 9 REQUIRE TWO (2) PEOPLE

OPEN CRATE EMN #1 – GET RED PORTFOLIO OUT

OPEN ACCESSORIES / TOOL BAG – GET TOUR MANUAL OUT

STEP #1: Fill out the Outgoing Condition Reporting Form

Once the exhibit is closed, and prior to taking it down for the next venue, inspect the exhibit, crates, packing materials, packing blankets and tools, and fill out the **Outgoing Condition Reporting Form**. The form is in the red portfolio in the top of Crate EMN #1.

OPEN CRATE EMN #2

STEP 2: Lift out the black banner bags

On the outside of each of the banner bags inside Crate EMN #2 is a business-card-size label showing a picture of the banner inside the bag. Layout each bag in front of its respective banner to begin the disassembly.



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DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 3: Lower and disassemble the retractable banner

Gently lift the top bar of the retractable banner up and off of the plastic clip on the top of the pole. Continue to slowly and gently lower the banner back into the base as shown in the pictures. Use your venue-supplied three-step stepladder as needed to reach this upper attachment point.

NOTE: Do not let go of the retractable banner while lowering it into its base. This will damage the spring mechanism, and may also damage the graphic.



DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 3: Lower and disassemble the retractable banner (continued)

Remove the extended pole from the socket at the center of the base of the unit.

Un-extend the multi-section vertical brace pole by pulling the sections of the pole gently against the internal bungee cord and then un-sleeving the sections. This is the same extension technique as is used on most collapsible tent poles.



Set the folded pole next to its respective black banner bag.

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DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 3: Lower and disassemble the retractable banner (continued)

On the underside of the retractable banner unit, rotate the two metal loops (the feet) so they are parallel to the main body of the unit, and are tucked into the underside body of the unit.



Unzip and open the storage bag. Carefully slide the retractable banner unit into its bag. Next carefully slide the multi-section vertical brace pole into its separate pocket inside the bag. Zip the bag closed.



REPEAT STEP #2 & STEP #3 UNTIL ALL RETRACTABLE BANNERS ARE DISASSEMBLED & RE-BAGGED.

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Packing the Crate

OPEN CRATE EMN #2

Place all of the bagged retractable banner units back into Crate EMN #2. Pack this crate carefully and very similar to the images below.



Place seven (7) of the nine (9) long bagged retractable banners in the crate, stacking them as tight to each other as possible.



Insert the two (2) shorter bagged retractable banners as shown along opposite sides of the crate.

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DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Packing the Crate (continued)



Second image showing the placement of the two (2) shorter bagged retractable banners.



Place the last two (2) of the long bagged retractable banners down the center of the crate, making sure that none of the units are sticking up when you put the lid on the crate – this would cause damage by crushing to the bagged retractable banners. Latch and secure the lid.

CRATES EMN #2 IS NOW PACKED, CLOSED & COMPLETE

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 5: Packing the 24" wide Fabric AD Banner

Retrieve the 24" wide interior fabric graphic ad banner, remove any/all of the Venue's hanging hardware from it and make sure the top hanging conduit is still sleeved into the top of the banner.

Layout the loose piece of muslin from Crate EMN #1, on one 8'-0"L x 2'-6"w folding table, and lay the fabric ad banner on top, making sure that it is centered from side to side, and that the top of the banner is at one edge of the muslin.

Carefully roll the fabric graphic panel up inside the muslin, smoothing the wrinkles towards the bottom of the roll. Keep the roll smooth and snug so it will fit into its crate, on top of the larger fabric banner roll. Continue to roll the excess muslin overwrap onto itself.

Place the rolled bundle of the 24" wide fabric ad banner (including the 24" long piece of conduit) next to Crate EMN #1.



STEP #6: Packing the 72" wide Vinyl Exterior AD Banner

Remove the venue-provided cord, rope, zip-ties, or bungee cords, which were used to hang the exterior vinyl ad banner.

Prepare a clean, flat, and dry surface and roll the vinyl exterior ad banner, FACE IN.



With a partner, secure the roll with the bungee loops.

LOOSE PACK EMN #A IS NOW READY TO BE SHIPPED

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7-A: Un-powering the Video Monitor/Kiosk

Unplug the power cord from the source outlet. Remove any black fabric (gaffer's) tape that was used to secure the cord, and discard it. Remove the power cord from inside any of the cord covers that were used. Set the power cord covers next to Crate EMN #1.

Using the side-cutter from the Accessories/Tool Bag, carefully cut the six (6) zip-ties holding the power cord to the frame of the Video Monitor/Kiosk, and discard them. Once the power cord is loose from the Video Monitor/Kiosk, unplug it from the video monitor head. Coil the power cord and set it next to Crate EMN #1.

NOTE: Make sure not to cut the power cord! Notify MHS contact person immediately if the power cord is damaged.

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ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7-B: Protecting and Lowering the Video Monitor/Kiosk for Transport

While one person holds the video monitor head at the desired angle, use the allen-head wrench to remove (“lefty-loosey”) one of the socket-head allen screws in the kiosk frame holes. Repeat this process to remove the socket-head allen screw from the other side of the kiosk frame. Leave the ‘tee’ handles tight at this point.

Socket-head Allen-screw

Unwrap the Velcro video monitor screen transport cover straps and hold the cover over the face of the monitor head, centering the cover over the touch screen. Re-wrap the Velcro around the monitor screen transport cover and the monitor head securely so it doesn’t slip or slide.

Unwrap the Velcro volume control transport cover strap and hold the cover over the white volume control knob at the back of the monitor head. Re-wrap the Velcro around the monitor head and the monitor screen transport cover securely so it doesn’t slip off the volume control knob.

Loosen the two ‘tee’ handles at either side of the video monitor head, and with one person on either side of the Video Monitor/Kiosk, lift the video monitor head by grasping it at its bottom. The slot in each side of the frame is shaped like an upside down “J”, and the video monitor head is in its “storage” setting when the unit has been lowered back onto the two small pins that fit into holes in the bottom of the video monitor head. Re-tighten the two ‘tee’ handles.

NOTE: if the video monitor head can still pivot back and forth in the lowered position, then it is not setting on its transport pins. DO NOT MOVE the unit until it is properly set on its transport pins.



**Transport
Pin**

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7-C: Covering the Video Monitor/Kiosk for Transport

With two people, gently lift the Video Monitor/Kiosk and place it on the top center of one (1) packing blanket. While one person holds the blanket in place, the other person wraps the blanket around the unit. Secure the packing blanket in place with two (2) of the yellow nylon straps. Click the buckles together and pull the straps tight.

Drape a second packing blanket over the top of the video monitor/kiosk. Wrap this blanket snugly over the top and sides of the unit, much like wrapping a present. Use two (2) more yellow nylon straps to secure this blanket in place. Click the buckles together and pull the straps tight.

Use the black carpeted four-wheel dolly for moving this unit.

NOTE: If the Video Monitor/Kiosk was sitting on its Carpet Pad, place it next to the power cord(s) near Crate EMN #1.



THE VIDEO MONITOR/KIOSK IS NOW READY FOR TRANSPORT

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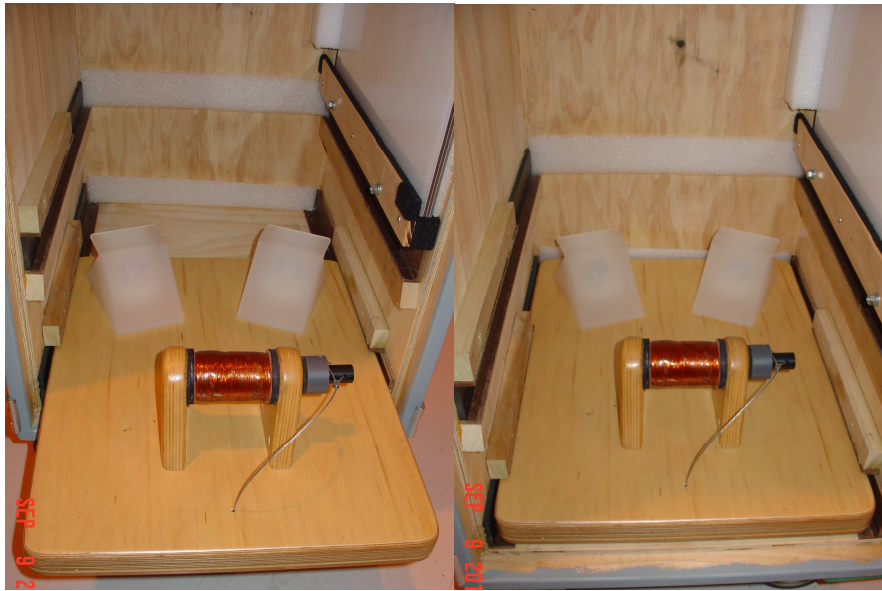
DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #8: Packing the Push-Pull & Spin Interactives and their Graphics

OPEN CRATE EMN #3 – PUSH-PULL & SPIN ELECTRO-MAGNETIC INTERACTIVES

Remove the paper slip-sheet for the graphics and set it aside.

Gently and carefully slide the Electro-magnetic Push-Pull Interactive into its holder slots at the bottom of Crate EMN #3.



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DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #8: Packing the Push-Pull & Spin Interactives and their Graphics (continued)

Gently and carefully slid the Electro-magnetic Spin Interactive into its holder slots above the Electro-magnetic Push-Pull Interactive already in Crate EMN #3.



Gently and carefully slide two (2) of the Instructional Graphic Panels (one Push-Pull and one Spin) and their one (1) paper slip-sheet into their holder on the right-hand side of the crate. Latch and secure the front-panel-lid on Crate EMN #3.



REPEAT STEP #8 FOR CRATE EMN #4

THE TWO (2) ELECTRO-MAGNETIC PUSH-PULL INTERACTIVES, THE TWO (2) ELECTRO-MAGNETIC SPIN INTERACTIVES AND THE FOUR (4) INSTRUCTIONAL GRAPHIC PANELS ARE NOW COMPLETELY PACKED

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

DISASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEP #9 (BELOW) REQUIRES FOUR (4) PEOPLE

STEP #9: Packing the Electrical Interactive

OPEN CRATE EMN #6 – ELECTRICAL INTERACTIVE

STEP #9-A:

Disconnect the power cord and any necessary extension cords from the host venue power source and from the electric interactive. Remove any tape that has been used to secure the cords or the cord cover(s). Remove any of the cord cover(s) that were used. Coil up the extension cord(s) and cord cover(s) and place them next to Crate EMN #1.

Coil the electrical interactive power cord and place it in the bottom of Crate EMN #6 as indicated in the image (and in the bottom of the crate).



STEP #9-B:

Disconnect the latches at the back of the unit and the back of the upper portion of the crate that secure the electrical interactive to the upper portion of the crate. Gently and carefully slide the electrical interactive forward about one (1) inch, then lift the unit off of the upper portion of the crate. Carry the electrical interactive to the lower portion of Crate EMN #6.



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEP #9 (BELOW) REQUIRES FOUR (4) PEOPLE

STEP #9-C:

With a partner, gently and carefully lower the Electrical Interactive into the bottom portion of the crate. Lower the electrical interactive using the handles on the back of the unit and the front edges of the unit. **DO NOT LOWER BY THE GRAPHIC PIE CHART ON THE FACE OF THE UNIT.**

**DO NOT LOWER BY THE
GRAPHIC PIE CHART**



STEP #9-D:

With two (2) individuals at each corner, lift and then gently and carefully lower the upper portion of the crate over the top of the electrical interactive. Latch the catches at the back and at the sides of the two portions of the crate.



**THE ELECTRICAL INTERACTIVE , AND
CRATE EMN #6, IS NOW COMPLETELY
PACKED**

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #10: Packing the Accessories/Tool Bag

Make sure everything has been put back into the Accessories/Tool Bag.

ACCESSORIES/TOOL BAG		
	Tour Manual (three-ring binder)	1 Manual
	16 Foot Tape Measure	1
	25 Foot Tape Measure	1
	Extra Zip-ties for Kiosk Power Cord(s) – small, black	1 bag of 100
	Extra Zip-ties for Kiosk Power Cord(s) – medium, black	1 bag of 100
	Side-cutter to remove Zip-ties	1
	Slip-joint Pliers	1
	Multi-tipped Screwdriver	1
	Plastic Accessory Box with Video Monitor/Kiosk Equipment, including: <ul style="list-style-type: none"> One (1) Flashlight One (1) Key – to open Monitor Many Small Black Zip-ties Twelve (12) Allen-head Socket Screws One (1) Multi-tipped Screwdriver Two (2) Allen Wrenches 	1

NOTE: Take your time at this point to make sure there's no loose hardware for the exhibit lying around. Repack as needed.

THE ACCESSORIES/TOOL BAG IS NOW COMPLETE & READY FOR CRATE EMN #1

STEP #11: Packing Crate EMN #1

Place the one (1) Carpet Pad flat in the bottom of the crate. Next, add the cord cover pieces, making sure to wrap them tight to the edges of the inside of the crate. Next, place the coils of power cords, the rolls of blue painter's tape, and the roll of black gaffer's tape into the crate. Next, add the un-opened cord cover roll(s) – if they're still is unopened at this point of the tour.

Next, add the red Condition Reporting Forms Portfolio and the white Three-ring "EXHIBIT COMMENTS" Binder to the top of the crate. Next, add the Accessory/Tool Bag to the crate. Finally, add the Interior AD Fabric Banner, "Now On View", 24 inch wide, rolled separately in muslin overwrap, and its 24 inch-long conduit. Secure the lid onto the crate.

NOTE: Take your time at this point to make sure there's no loose hardware for the exhibit lying around. Repack as needed.

CRATE EMN #1 IS NOW COMPLETE AND READY FOR TRANSPORT