

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

Table of Contents

Contacts Reference photos	2
Exhibit Shipping Inventory	3
Host Site Requirements	5
Exhibit Components Inventory	7
Marketing and Educational Materials Links	6-7
Floor Plan: Suggested Layout	8
SET UP INSTRUCTIONS	9
Steps 1 Open crates, determine floor plan	9
Step 2-4: Banner Crate EMN #2	9
Step 5: Interactive Exhibits Crate EMN #3	16
Step 6-7: Media Interactive Unpack and Set Up	18
Condition Reporting, Cleaning, Crate Storage	21
DISASSEMBLY INSTRUCTIONS	
Step 1: Open crates, get out tools and materials	22
Step 1: Complete Outgoing Condition Report	22
Step 2-4: Retractable Panels Crate EMN #2	22
Step 5: Video Kiosk Pack	28
Step 6: Interactive Exhibits Crate EMN #3	31
Step 7-8: Repack Tools, Binders, Etc.	33
Crates and Weight	34
Graphic panels	

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

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Banners and Media Kiosk



Interactives

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

EXHIBIT SHIPPING INVENTORY:

CRATE – EMN #1 (HARDWARE CRATE) 26 x 26 x 18T weight @50 lbs		
	Top: Tour Manual (three-ring binder)	1 Manual
	Top: Condition Reporting Forms Portfolio (Red) [ICRF & OCRF] for each Venue	1 Portfolio Multiple CRFs
	Top: “EXHIBIT COMMENTS” (White three-ring binder)	1 Binder Multiple Pages
	Extension Cords – 10’-0” long (Black)	2
	Extension Cords – 6’-0” long (Black)	2
	Extension Cord Covers (Black)	1
	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)	1 Roll
	Cleaning Wipes	1 Box
	Plexi Cleaner	1 Bottle
	Accessories / Tool Bag	1
ACCESSORIES/TOOL BAG Inventory		
	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:	1
CRATE – EMN #2 (RETRACTABLES CUBE #1) 54L x 22T x 18W Weight @100 lbs. Banners fit snugly		
	Single-sided Retractable Graphic Panel: “Introduction”, in its own zippered banner bag	1

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

	Single-sided Retractable Graphic Panel: “Credits”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “To the end of the line”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “It makes light w/o gas or flame”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Time and space die”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Retain youthful looks”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Electricity is no longer luxury”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Powerline Controversy, 19...”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Electrical power... ..River”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Faraday’s Experiment”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Generating Electricity”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “Power Generation in MN”, in its own zippered banner bag	1

CRATE – EMN #3 (INTERACTIVES & LABELS)

24D x 20W x 38T. Must ride upright and is bottom heavy

Weight @50 lbs

	Table-top Electro-magnetic Interactive: “Push/Pull Generator”	1
	Table-top Electro-magnetic Interactive: “Spin Generator”	1
	Instructional Graphic Panel: “Push/Pull Generator”	1
	Instructional Graphic Panel: “Spin Generator”	1
	<ul style="list-style-type: none"> One (1) Flashlight One (1) Multi-tipped Screwdriver One (1) Key – to open Monitor Two (2) Allen Wrenches Small Black Zip-ties Twelve (12) Allen-head Socket Screws 	

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

CASEWORK – VIDEO MONITOR/KIOSK

Wrapped 27W x 12D x 47 T. Weight @ 80 lbs

Awkward to handle, can ride flat, nothing on top

	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

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 Table, 72”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.**

EXHIBIT INVENTORY

- **Exhibit Package (Inventory of crated and packaged exhibit elements)**
- **“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?”** Single-sided Retractable Panel (47”w X 79”h)
- **One (1): “Push-Pull” Interactives & Instruction Label** Graphic Panel (18”w X 12”h)
- **One (1): “Spinner” Interactives & Instruction Label** Graphic Panel (18”w X 12”h)
- **Touch Screen Media Kiosk**
- **Exhibit Comments Binder – three-ring binder with multiple blank sheets**

MARKETING MATERIALS

<https://www.mnhs.org/exhibits-to-go/electrifying-minnesota/marketing-materials>

Advertising and Publicity tool templates are available on the website. Venues are responsible for producing and printing materials from furnished templates.

- Postcard/rack card template ([PDF 909.44 KB](#)) | ([.doc 1.48 MB](#))
- Print ad template, black & white ([PDF 417.54 KB](#)) | ([.doc 347.5 KB](#))
- Print ad template, Color ([PDF 395.2 KB](#)) | ([.doc 372.5 KB](#))

Publicity tools:

- [11x17 Poster \(PDF 371.72 KB\)](#)
- [30-second Radio script \(.doc 342 KB\)](#)
- [Press release \(.doc 341 KB\)](#)
- [Photographic/digital image release form \(PDF 27.87 KB\)](#)
- [Legacy Amendment Logo usage guidelines \(PDF 228.99 KB\)](#)

EDUCATION RESOURCES FOR ELECTRIFYING MINNESOTA

<https://www.mnhs.org/exhibits-to-go/electrifying-minnesota/education-resources>

Resources were designed by the staff at the Bakken Museum to be used in your classroom, historical society, library, or for personal exploration of this topic.

[Teacher tools](#)

[Suggested reading and resources](#)

[Interpreter guide \(PDF 880.95 KB\)](#). This guide will assist your staff and volunteers feel more comfortable interpreting the exhibit's topic of electrification. Below you will find four short videos that illustrate the "Get Moving with Electricity" activity described in the interpreter guide.

Links to four instructional videos are on the page

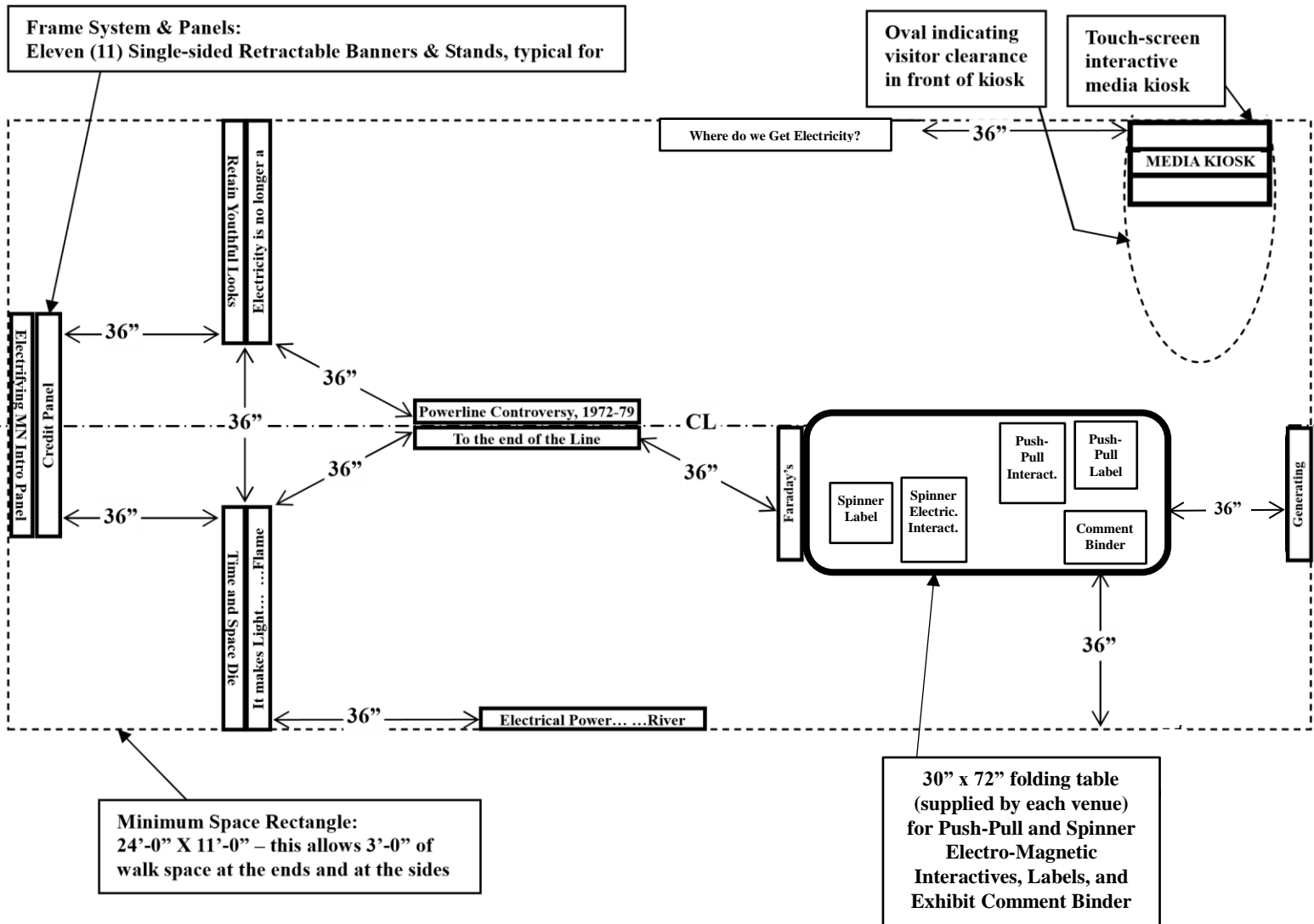
ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

NOTE:

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

VENUE REQUIREMENTS:

- One (1) Standard Power Outlet (for Touch-screen Kiosk)
- One (1) 30" w X 72" l Folding Table (for Electro-magnetic Interactives)
- Exhibit Lighting



SUGGESTED EXHIBIT LAYOUT

Drawing Not To Scale, Dimensions are Approximate January 2025

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.

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.



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.



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

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.

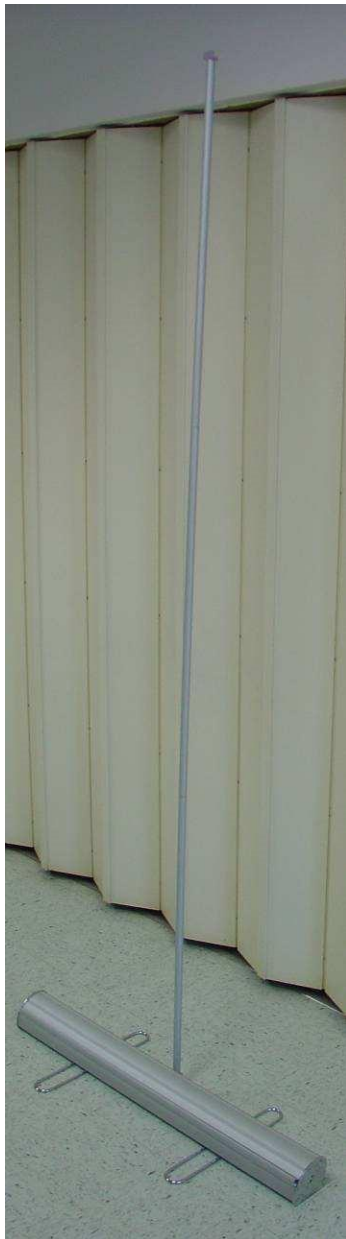


ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

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.



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 72”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 table.



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

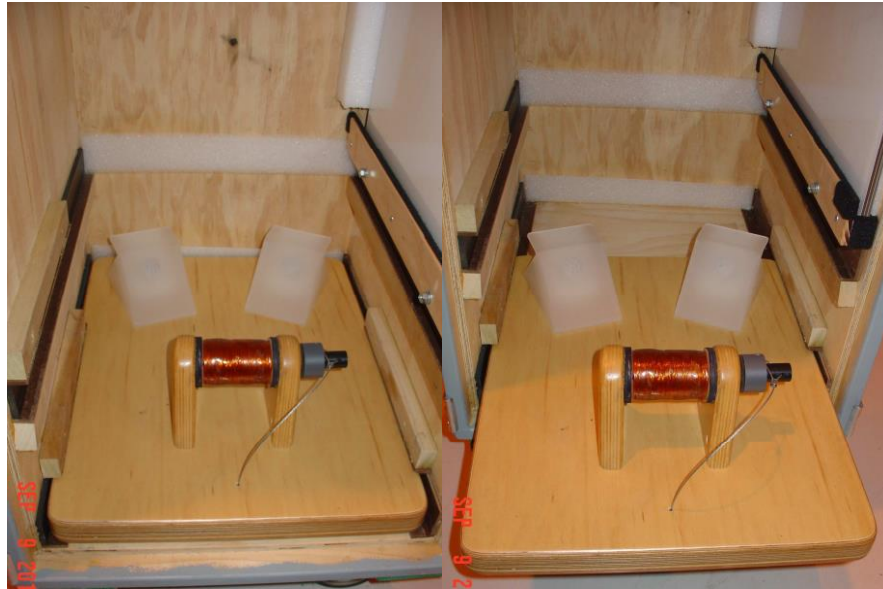


ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

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 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.

Also place the comment binder on this table

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

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

ASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEP #6 (BELOW) REQUIRES TWO (2) PEOPLE

UNWRAP VIDEO MONITOR/KIOSK, FOLD BLANKETS AND STRAPS

STEP #6-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.

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

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #6-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 #7: 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. Rewrap 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.



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

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7: 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

CONDITION REPORTING, CLEANING & CRATE STORAGE INSTRUCTIONS

CONDITION REPORTING

Alert MNHS immediately if damage is noted.

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 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.

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.

Scan and email the Incoming Condition Report Form to
travelingexhibits@mnhs.org

File the original ICRF in the red folder

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. Place the completed OCRF in the red folder.

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.



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



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS **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 apart (against the internal bungee cord) and the un-sleeving the sections. This is the same technique as used on most collapsible tent poles.



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

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

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

ELECTRIFYING MINNESOTA **INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS DISASSEMBLY INSTRUCTIONS (CONTINUED)**

STEP #5-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.

ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

STEP #5-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-loosy”) 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. Rewrap 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 #5-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

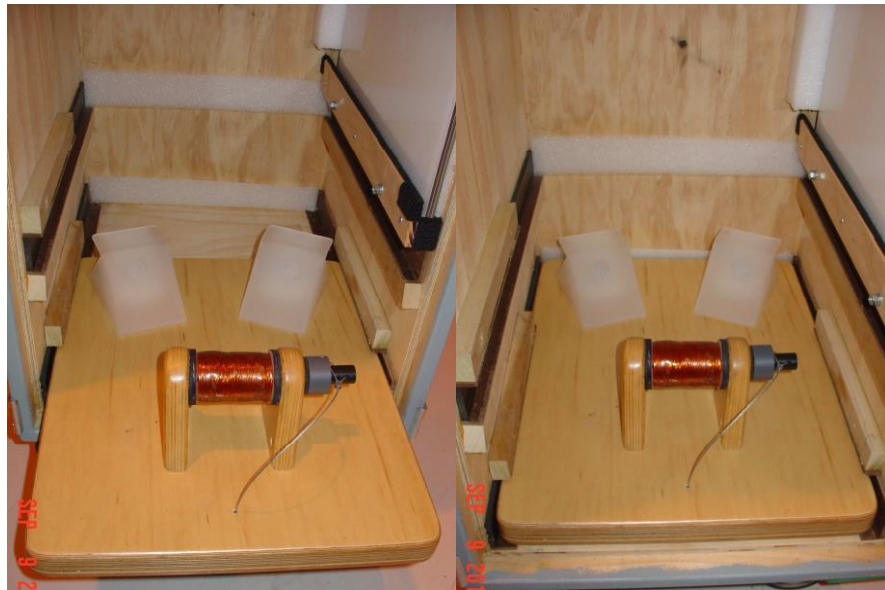
ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

STEP #6: 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.



ELECTRIFYING MINNESOTA INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

STEP #6: 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.



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

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #7: 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) Multi-tipped Screwdriver One (1) Key – to open Monitor Two (2) Allen Wrenches Many Small Black Zip-ties Twelve (12) Allen-head Socket Screws 	1

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

STEP #8: 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.

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

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

Electrifying MN Shipping Components and Approximate Weights. January 2025

Item	Contents	Photo
Crate EMN #1: Cube crate 22"W x 22"L x 14"D 45 lbs	System hardware, media kiosk cords, media kiosk and cabinet carpet base pads, etc.	
Crate EMN #2 Cube crate 14"W x 51"L x 19"D 80 lbs	Retractable banners stands	Similar to above
Crate EMN #3: Cube crate 17"W x 36"H x 21"D 80 lbs	One push-pull and one spinner electromagnetic interactive, with one instruction label for each unit.	

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

<p>One (1) Media Kiosk</p> <p>@ 34"W x 18"D x 65"T</p> <p>100 lbs</p>	<p>Packed in two packing blankets and associated straps. Must lay flat with screen side up. Nothing on top</p>	
<p>Two (2) four-wheel dollies</p>		



Graphics