

COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,
DISASSEMBLY, PACKING INSTRUCTIONS

EXHIBIT SHIPPING INVENTORY:

CRATE – COA #1 (HARDWARE CRATE) 22”W x 22”L x 14”D Approx. weight 45 lbs.		
	Extension Cords – 10’-0” long (Black)	2
	Extension Cords – 6’-0” long (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)	2 Rolls
	Accessories / Tool Bag (see below for inventory of this bag)	1
	Box of Two (2) sets of Graphic Cards for Magnetic Graphic Interactive Unit	1
CRATE – COA #2 (RETRACTABLES CUBE) 16”H x 51”L x 13”D Approx. weight 80 lbs.		
	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
	Top: Cleaning Wipes	1 Box
	Top: 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
	Top: Exterior AD Vinyl Banner, “ <i>Coming of Age</i> ”, 48” wide, rolled and secured with three bungee loops	1
	Top: Extension Cord Cover (Black)	1
	Single-sided Retractable Graphic Panel: “ <i>Coming of Age: The 1968 Generation</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Glimpses into Everyday Life</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Dress Codes to Self-expression</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>Upheaval and Change</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>That 60s Sound</i> ”, in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: “ <i>The War in Vietnam</i> ”, in its own zippered banner bag	1

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CRATE – COA #3 (1968 MEMORIES INTERACTIVE [“1”, “9” & Labels])		
23”H x 42”L x 17”D Approx. weight 80 lbs.		
	Table-top Interactive: “1968 Memories” Numbers “1” & “9”	1 Each
	Instructional Graphic Panel: “1968 Memories”	1
	Paper & Pencils, Supplies: “1968 Memories”	1
CRATE – COA #4 (1968 MEMORIES INTERACTIVE [“6” & “8”])		
23”H x 42”L x 17”D Approx. weight 80 lbs.		
	Table-top Interactive: “1968 Memories” Numbers “6” & “8”	1 Each
CRATE – COA #5 (1968 RECORD ALBUM FLIP INTERACTIVE) – LID ONLY LABELED		
14”H x 18”L x 14”D Approx. weight 20 lbs.		
	Table-top Interactive: “1968 Record Album Flip”	1
	Removable Anti-slip Pad for base	1
CRATE – COA #6 (MAGNETIC GRAPHIC INTERACTIVE & LABEL)		
44”H x 52”L x 7”D Approx. weight 100 lbs.		
	Table-top Magnetic Graphic Interactive: “Create Your Own Magazine Cover”	1
	Instructional Graphic Panel: “Create Your Own Magazine Cover”	1
	Sandbags for weight	4
CRATE – COA #7 (1968 CHALLENGE COMPUTER INTERACTIVE) – DELETED		
CASEWORK – VIDEO MONITOR/KIOSK		
Approx. weight 110 lbs.		
	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

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COMING OF AGE: THE 1968 GENERATION

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

ACCESSORIES/TOOL BAG – PACKED IN CRATE – COA #1		
	Tour Manual (three-ring binder)	1 Manual
	Plexi Cleaner	1 Bottle
	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
MISCELLANEOUS		
	Four-wheel Furniture Dollies @ 30 lbs each	4

HOST SITE EXHIBIT REQUIREMENTS		
	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Miscellaneous Cord, Rope, Zip-ties, or Bungee Cords to hang 48 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, 72”l X 30”w	2
	Folding Table, 96”l X 30”w	1
	Chairs – for Computer Interactive	2
	Chairs – for “1968 Memories” Interactive	2
	Minimum Staff / Volunteers Required for Set-up/Take-down	2

**NOTE: EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT.
COMING OF AGE: THE 1968 GENERATION TRAVELS WITHOUT LIGHTING
EQUIPMENT.**

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

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)

<http://www.the1968exhibit.org/node/3273>

Exhibit Package (Inventory of crated and packaged exhibit elements)

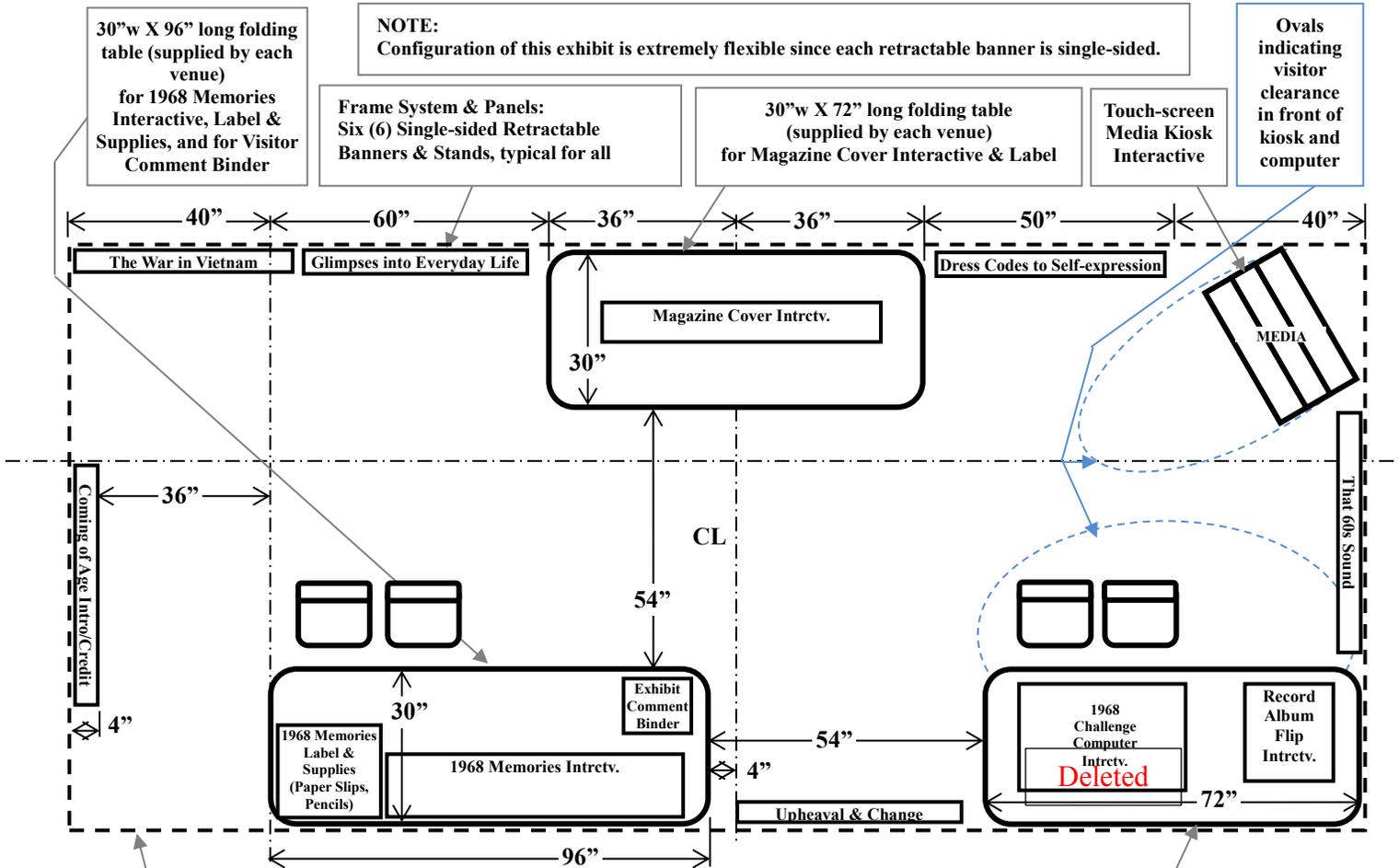
- “Now On View” Single-sided Exterior Vinyl Banner with Grommets (48”w X 72”h)
- “Now On View” Double-sided Interior AD Fabric Banner with pipe pockets (24”w X (+/-) 36”h)
- “Coming of Age: The 1968 Generation” Single-sided Retractable Panel (47”w X 79”h)
- “Glimpses into Everyday Life” Single-sided Retractable Panel (47”w X 79”h)
- “Dress Codes to Self-expression” Single-sided Retractable Panel (47”w X 79”h)
- “Upheavals and Change” Single-sided Retractable Panel (47”w X 79”h)
- “That 60s Sound” Single-sided Retractable Panel (47”w X 79”h)
- “The War in Vietnam” Single-sided Retractable Panel (47”w X 79”h)
- “Create Your Own Magazine Cover” Interactive & Instruction Table-top Magnetic Graphic (47”w X 40”h)
- Table-top “1968 Memories” Interactive & Instruction Table-top Writing Interactive (62”w X 18”h)
- Table-top “1968 Record Album Flip” Interactive Table-top Flip Interactive (18”w X 12”h)
- ~~Table-top “The 1968 Challenge” Computer Interactive Table-top Computer Interactive (36”w X 30”h)~~
Deleted
- Free-standing Touch Screen Media Kiosk
- Exhibit Comments Binder – three-ring binder with multiple blank sheets

UPDATES

- July 23, 2015 - crate dimensions and weights added
- November 2015 – instructions for Music Interactive set up and shut down updated – see pages 17-18 and 33-34
- March 2020 – 1968 Challenge Computer Interactive deleted. No longer functions and not repairable

COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,
DISASSEMBLY, PACKING INSTRUCTIONS



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

Frame System & Panels:
Six (6) Single-sided Retractable
Banners & Stands, typical for all

30" w X 72" long folding table
(supplied by each venue)
for Magazine Cover Interactive & Label

Touch-screen
Media Kiosk
Interactive

Ovals
indicating
visitor
clearance
in front of
kiosk and
computer

Minimum Space Rectangle:
(+/-) 22'-0" X 10'-0"
NOTE: This DOES NOT
allow 3'-0" of walk space at
the ends and at the sides

30" w X 72" long folding table and two (2) chairs (supplied by each venue) for
Computer Challenge & Record Album Flip Interactives

- VENUE REQUIREMENTS:**
- One (1) Standard Power Outlet (Touch-screen Kiosk)
 - One (1) Standard Power Outlet (Computer Challenge Interactive)
 - One (1) 30" w X 96" long Folding Table (1968 Memories Interactive)
 - One (1) 30" w X 72" long Folding Table (Computer Challenge & Record Album Flip Interactives)
 - One (1) 30" w X 72" long Folding Table (Magazine Cover Interactive)
 - Two (2) Chairs (for "1968 Challenge" Computer Interactive)
 - Two (2) Chairs (for "1968 Memories" Interactive)
 - Exhibit Lighting

SUGGESTED EXHIBIT LAYOUT

Drawing Not To Scale, Dimensions are Approximate
5-12-2012 / Revised 8-20-2013

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS

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

OPEN CRATE COA #1

OPEN ACCESSORIES / TOOL BAG – GET TOUR MANUAL 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 COA #2

NOTE: The 24 inch wide Interior AD Fabric Banner, “*Now Showing*”, and its top pocket conduit, are rolled separately in muslin overwrap, and are stored in the top of Crate COA #2. Set these aside until you’re ready to go to installation Step #11.

NOTE: The 48 inch wide Exterior AD Vinyl Banner, “*Now Showing*”, is rolled separately on its carrying tube and is stored in the top of Crate COA #2. Set these aside until you’re ready to go to installation Step #12.

NOTE: The Exhibit Comments Binder, the Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover are all stored in the top of Crate COA #2. Set these aside until you need them.

STEP 2: 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.



COMING OF AGE: THE 1968 GENERATION 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 Crate COA #2.

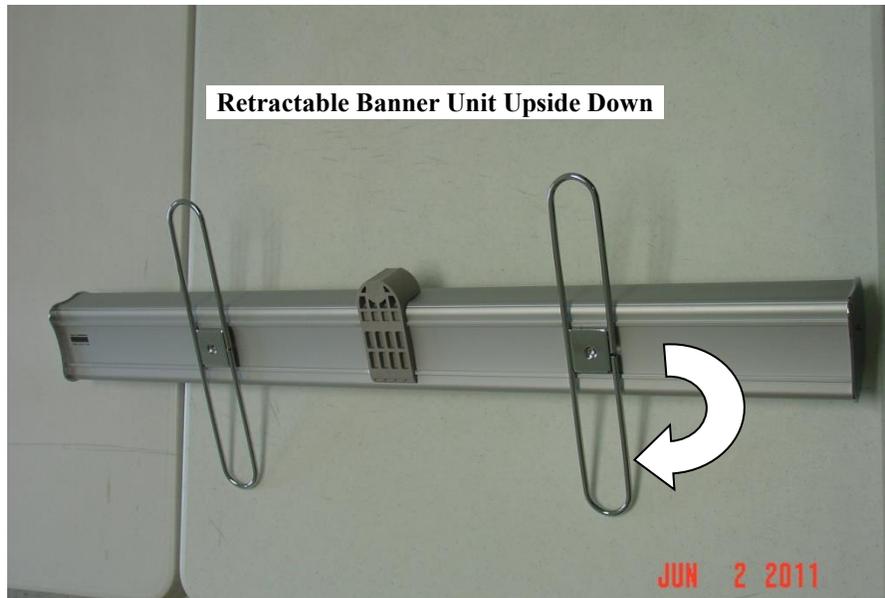


COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

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.



COMING OF AGE: THE 1968 GENERATION 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 poles by pulling gently against the internal bungee cords and then sleeving the sections together. This is the same extension technique as is used on most collapsible tent poles.



COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Insert the extended poles into the sockets at the center of the base of the unit.

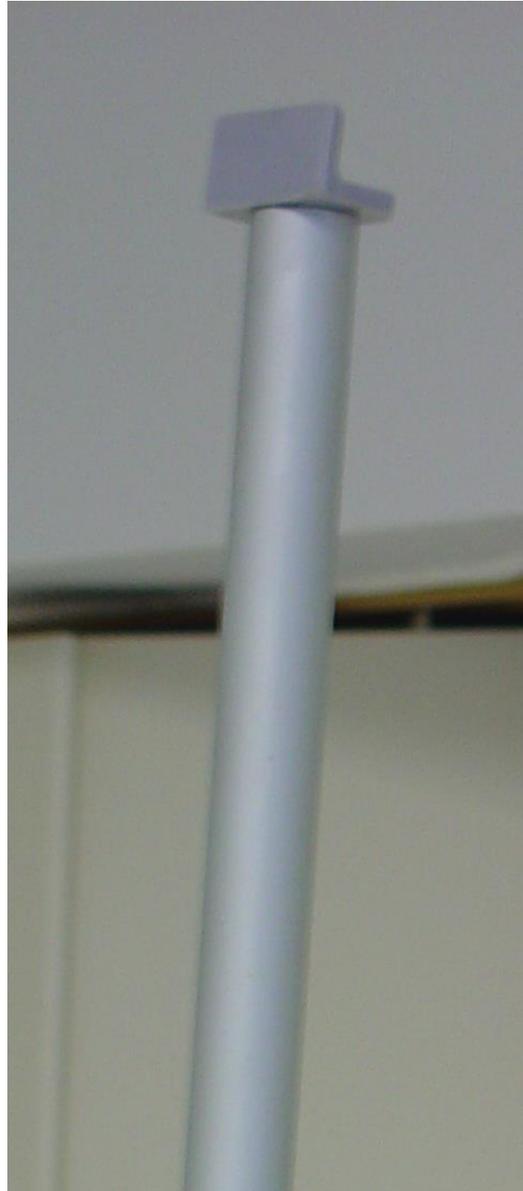
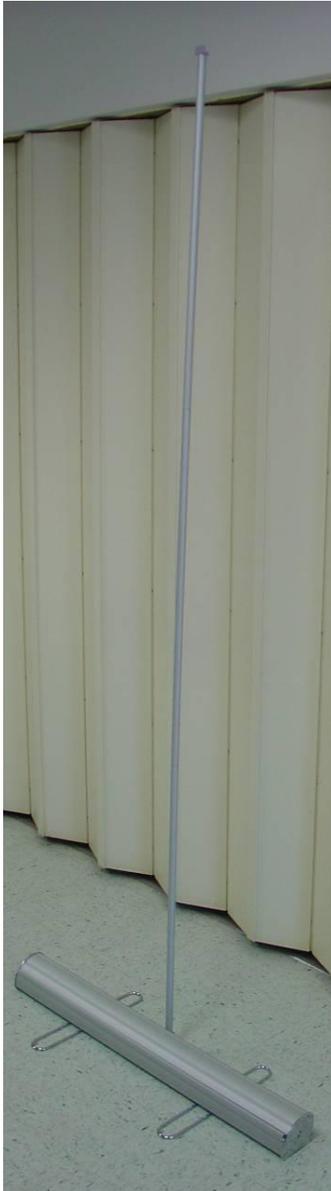


COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Setting up the retractable banner (continued)

Rotate the extended poles in the socket until the plastic tabs at the top face forward – as shown in the images below.



COMING OF AGE: THE 1968 GENERATION

**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
THE SIX (6) EXHIBIT RETRACTABLE UNITS
ARE NOW COMPLETELY ASSEMBLED**

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #6 – MAGNETIC GRAPHIC INTERACTIVE & LABEL

STEP #5:

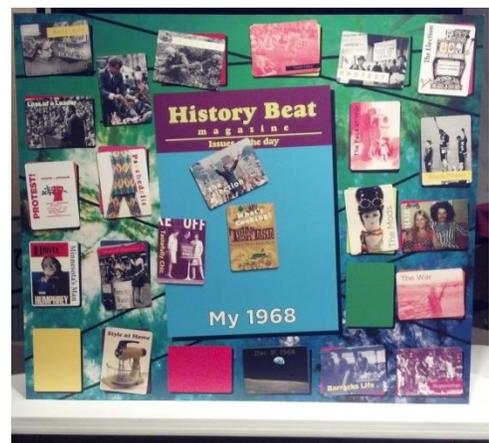
Set up the venue-provided 72”l X 30”w folding table in the desired exhibit location for the interactive.



Remove the packing blanket from on top of the four (4) sandbags, and set aside. Lift the four (4) sandbags out of the crate and set aside near the table.

Gently and carefully lift the magnetic graphic interactive panel and its attached frame out of the crate and set it up on the venue provided table. Remove the muslin overwrap from the face of the unit. Place the four (4) sandbags on the graphic frame as shown to stabilize the unit.

Fold up and put the muslin overwrap and the packing blanket back into Crate COA #6, close the crate.



Get the box of interactive photos out of Crate COA #1. Open the box, unwrap and distribute twenty-three (23) photos randomly around the perimeter of the magnetic graphic panel’s face. If any of the photos are damaged, replace them with duplicates from the box.

Place the box, packing and extra cards back into Crate COA #1 for storage and close up the crate.

THE MAGNETIC GRAPHIC INTERACTIVE & LABEL IS NOW COMPLETELY ASSEMBLED

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #3 – 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS

STEP #6-A:

Remove the colored paper, the pencils and the instructional graphic label and set aside near the venue-provided 96”l X 30”w folding table.

Carefully lift out the foam spacers between each of the Plexiglas numbers and set aside.



Gently and carefully lift out each of the Plexiglas numbers and set them on the venue-provided table.

Lay out the colored paper, the pencils, and the instructional graphic label on the vendor-provided table.



COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #4 – 1968 MEMORIES INTERACTIVE: Number “6”, “8”

STEP #6-B:

Carefully lift out the foam spacers between each of the Plexiglas numbers and set aside.

Gently and carefully lift out each of the Plexiglas numbers and set them on the venue-provided table.



THE 1968 MEMORIES INTERACTIVE & LABEL IS NOW COMPLETELY ASSEMBLED

ASSEMBLY INSTRUCTIONS (CONTINUED)

COMING OF AGE: THE 1968 GENERATION

**INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,
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OPEN CRATE COA #5 – RECORD ALBUM FLIP INTERACTIVE

NOTE: THE GREY LID UNLATCHES AND UNHOOKS FROM THE HINGES TO OPEN.

STEP #7:

Unlatch and open the grey lid of the unit. Swing the grey lid completely open and unhook it from the hinges opposite the latches. Set the grey lid aside for storage.



Remove the black anti-slip pad from the inside of the album flip and place it on the venue-provided 72" X 30" table. Place the album flip unit on top of the anti-slip pad.



THE RECORD ALBUM FLIP INTERACTIVE IS NOW COMPLETELY ASSEMBLED

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COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

UPDATED March 2020 This element has been deleted

OPEN CRATE COA #7 – 1968 CHALLENGE COMPUTER INTERACTIVE

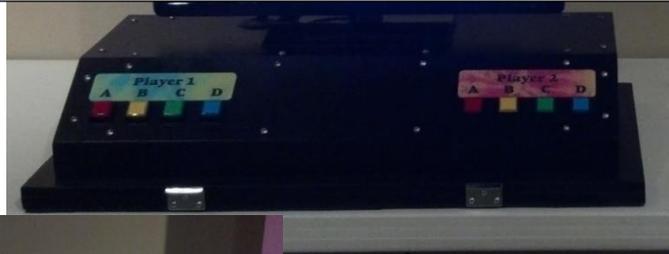
NOTE: STEP #8-A (BELOW) REQUIRES TWO (2) PEOPLE

STEP #8-A:

Unlatch the grey lid of the unit. With a partner, gently and carefully lift the grey lid straight up off of the base, making sure the lid clears the computer monitor and all other hardware. Set the

DELETED

the socket at the back of the computer unit. The unit will start up on its own, and will go through a series of screens until it readies itself on the ‘welcome’ screen.



After the power cord has been secured to the leg of the venue –provided table with zip-ties, use the provided black cord cover(s) as needed, particularly if the cord has to be in a walkway, to secure the cord along the

floor. 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 1968 CHALLENGE COMPUTER INTERACTIVE IS NOW COMPLETELY ASSEMBLED

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

UPDATE NOVEMBER 2015

Use the black remote to adjust volume ONLY

IMPORTANT CHANGE TO PROCEDURE November 2015

To Shut Down Unit:

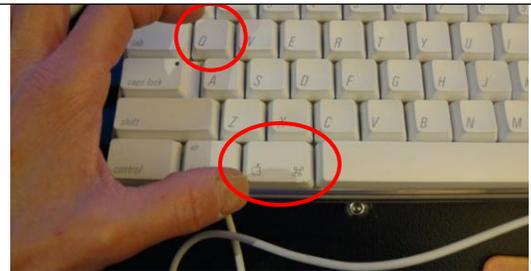
1. Plug the USB cable of the white mac keyboard into the USB port mounted on the right side (as you face the unit) of the housing



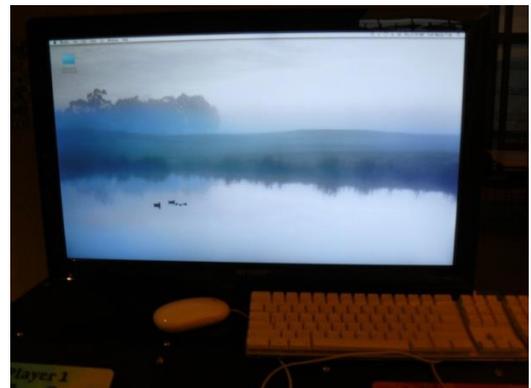
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and the Q key at the same time.

P



3. The program will quit and you will see the home screen.
Then unplug the power cord.
DO NOT use the mouse to shut down the computer.



COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

ASSEMBLY INSTRUCTIONS (CONTINUED)

NOTE: STEPS #9-A & 9-B (BELOW) REQUIRE TWO (2) PEOPLE

UNWRAP VIDEO MONITOR/KIOSK, FOLD BLANKETS AND STRAPS

STEP #9-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 the bottom of crate COA #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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ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #9-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

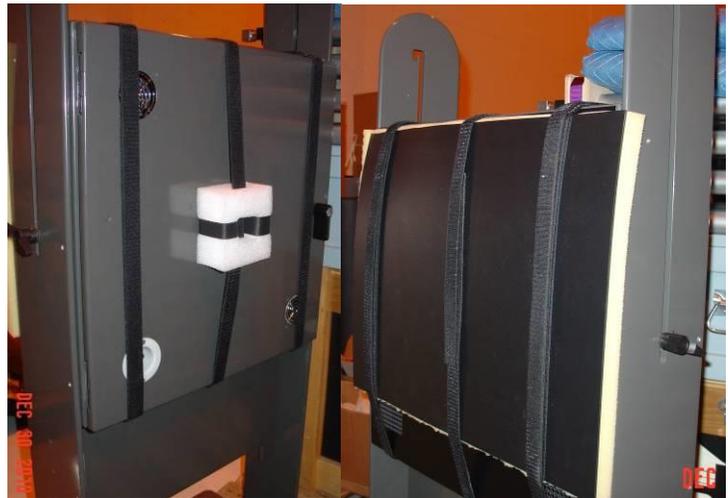


STEP #10: Powering up the Video Monitor/Kiosk

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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ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #10: 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 #11: 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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ASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #12: Setting up and hanging the 48" 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 72" [6'-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 Magnetic Graphic Interactive or the 1968 Memories Interactive need cleaning, use wipes from the box lightly dampened with Plexi cleaner. DO NOT spray the cleaner onto the surfaces, spray it onto the wipes. DO NOT clean the 1968 Challenge Computer monitor screen or the Video Monitor/Kiosk screen with any liquid. Lightly dust these surfaces with a dry lint-free cloth as needed.

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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COMING OF AGE: THE 1968 GENERATION

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

DISASSEMBLY INSTRUCTIONS

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

OPEN CRATE COA #1

OPEN ACCESSORIES / TOOL BAG – GET TOUR MANUAL OUT

OPEN CRATE COA#2 – GET RED PORTFOLIO 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 COA #2.

NOTE: The Exhibit Comments Binder, the red Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover are all stored in Crate COA #2. Set these aside until you need them.

NOTE: The carrying tube for the 48 inch wide Exterior AD Vinyl Banner, “Now Showing”, and the fabric wrap for the 24” wide Interior AD Fabric Banner are stored in Crate COA #2. Set these aside until you’re ready to go to de- installation Steps #5 and #6.

STEP 2: Lift out the black banner bags

On the outside of each of the banner bags inside Crate COA #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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COMING OF AGE: THE 1968 GENERATION

**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 each 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.



COMING OF AGE: THE 1968 GENERATION

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

DISASSEMBLY INSTRUCTIONS (CONTINUED)

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

Remove the extended poles from the sockets at the base of the unit.

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



Set the folded poles next to their respective black banner bag.



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COMING OF AGE: THE 1968 GENERATION 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 poles into their separate pocket inside the bag. Zip the bag closed.



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

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP 4: Packing the Crate IN CRATE COA #2

Place all of the bagged retractable banner units back into Crate COA #2. Pack this crate carefully.



Place the six (6) long bagged retractable banners in the crate, stacking them snugly next to each other.

Set this crate aside until the Interior AD Banner, the Exterior AD Banner, the Exhibit Comments Binder, the Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover have all been readied to be repacked in the top.

NOTE: See Step #12-C for finally packing of Crate COA #2.

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COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,
DISASSEMBLY, PACKING INSTRUCTIONS

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 COA #2, 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 the crate. 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) into the TOP of Crate COA #2.



FABRIC INTERIOR AD BANNER IS NOW READY FOR TRANSPORT

STEP #6: Packing the 48" 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 on its carrier tube.



With a partner, secure the roll with the bungee loops. Place the rolled and bungeed bundle in the TOP of Crate COA #2.

VINYL EXTERIOR AD BANNER IS NOW READY FOR TRANSPORT

COMING OF AGE: THE 1968 GENERATION 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 in the TOP of Crate COA #2.

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 COA #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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COMING OF AGE: THE 1968 GENERATION 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-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.

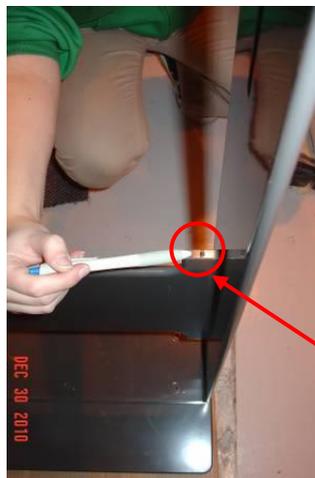
Socket-head Allen-screw

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. 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

COMING OF AGE: THE 1968 GENERATION 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 COA #1.



THE VIDEO MONITOR/KIOSK IS NOW READY FOR TRANSPORT

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COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

RETRIEVE CRATE LID COA #7 – 1968 CHALLENGE COMPUTER INTERACTIVE

NOTE: STEP #8-B (BELOW) REQUIRES TWO (2) PEOPLE

STEP #8-A:

UPDATE MARCH 2020

Use the black remote to adjust volume ONLY

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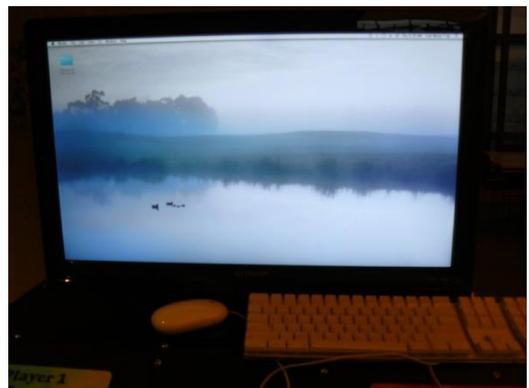


5. Use the keyboard command to quit out of the program:
Hold down the command (apple/cloverleaf) key
and the Q key at the same time.



P

6. The program will quit and you will see the home screen.
Then unplug the power cord.
DO NOT use the mouse to shut down the computer.



COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

Follow existing crating instructions:

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 (if used) next to Crate COA #2.

Using the side-cutter from the Accessories/Tool Bag, carefully cut the zip-ties holding the power cord to the frame of the venue-provided table and discard them. Once the power cord is loose from the table, unplug it from the back of the computer unit. Coil the power cord and set it next

DELETED

the grey lid straight up over the interactive, making sure the lid clears the computer monitor and all other hardware. Gently and carefully lower the grey lid down over the monitor and the rest of the equipment. Once it has seated along the bottom lip, secure the latches.



**THE 1968 CHALLENGE COMPUTER INTERACTIVE IS NOW READY FOR
TRANSPORT**

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

RETRIEVE CRATE LID COA #5 – RECORD ALBUM FLIP INTERACTIVE

NOTE: THE GREY LID HINGES HOOK ONTO THE HALF-BARREL HINGES, THEN PIVOT THE LID SHUT TO CLOSE.

STEP #9:

Lift the interactive and remove the black anti-slip pad from underneath it. Roll the anti-slip pad back up and place it inside the front of the interactive.



Starting with the grey lid in the completely open position, hook the hinge halves together and pivot the grey lid closed. Secure the latches at the front of the unit.

THE RECORD ALBUM FLIP INTERACTIVE IS NOW READY FOR TRANSPORT

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COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #4 – 1968 MEMORIES INTERACTIVE: Number “6”, “8”

STEP #10-A:

Lift out the foam spacers from the crate and set aside. Gently and carefully set the “6” and the “8” into the crate.

Carefully place the foam spacers around and on top of the “6” and the “8”, securing them from moving around.

Gently and carefully set and latch the crate lid onto the base.



**THE 1968 MEMORIES INTERACTIVE: Number “6”, “8” IS NOW READY FOR
TRANSPORT**

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #3 – 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS

STEP #10-B:

Lift out the foam spacers from the crate and set aside. Gently and carefully set the “1” and the “9” into the crate.

Place the colored paper, the pencils and the instructional graphic label inside their cardboard holders and pack them in the crate. Carefully place the foam spacers around and on top of the “1” and the “9”, securing them from moving around.



Gently and carefully set and latch the crate lid onto the base.



**THE 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS, IS NOW
READY FOR TRANSPORT**

COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,
DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

OPEN CRATE COA #6 – MAGNETIC GRAPHIC INTERACTIVE & LABEL

NOTE: STEP #11 (BELOW) REQUIRES TWO (2) PEOPLE

STEP #11:

Remove all loose packing from Crate COA #6 (packing blanket and muslin overwrap).

Open the box from Crate COA #1 for the interactive photos and remove all twenty-three (23) photos from the interactive panel. Place the pieces face-to-face and back-to-back to minimize wear and tear. Wrap the bundle in the foam packing from the box and then put them all into the box.



Place the four (4) sandbags and the packing blanket on the back of the magnetic graphic interactive.

Gently and carefully set and latch the crate lid onto the base. Crate COA #6 can be stood up onto any of the four-wheel dollies to move it to the transport vehicle.

Place the box of wrapped graphics next to Crate COA #1.

With a partner, remove the four (4) sandbags from the back of the graphic frame and set aside. Gently and carefully lay the magnetic graphic panel and its attached frame into the crate, face down into its muslin overwrap.



**THE MAGNETIC GRAPHIC INTERACTIVE & LABEL IS NOW READY FOR
TRANSPORT**

COMING OF AGE: THE 1968 GENERATION INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

DISASSEMBLY INSTRUCTIONS (CONTINUED)

STEP #12-A: 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
	Plexi Cleaner	1 Bottle
	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 COA #1

STEP #12-B: Packing Crate COA #1

Place the one (1) Carpet Pad flat in the bottom of the crate. Next, add 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 box of wrapped graphics for the Magnetic Interactive. Finally, add the Accessory/Tool Bag to the crate.

CRATE COA #1 IS NOW READY FOR TRANSPORT

STEP #12-C: Final Packing of Crate COA #2

Pack the Interior AD Banner, the Exterior AD Banner, the Exhibit Comments Binder, the Cleaning Wipes, and the Extension Cord Cover in the top of Crate COA #2. Finally, add the red Condition Reporting Forms Portfolio, after filling out and copying the OCFR.

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

CRATE COA #2 IS NOW COMPLETE AND READY FOR TRANSPORT