NLM TRAVELING EXHIBITIONS

INSTALLATION GUIDE

National Library of Medicine (NLM) makes available roll-up, graphic exhibitions that travel in one or two wheeled shipping containers. For host venues of NLM traveling exhibitions, this guide offers information for preparing for the arrival, display, and shipping of the exhibition.

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I. **NLM Traveling Exhibition** ships in two wheeled plastic containers holding:

- Twelve roll-up banners [each banner measures 7’ (H) x 3’ (W)]
- Twelve sets of a collapsible pole and a metal base
- A copy of this “Installation Guide”
- A package with shipping label holders and plastic ties

II. **Exhibition Display** requires:

- minimum of 500 sq. ft
- a safe, secure environment out of direct sunlight
- available to the public free of charge

III. **Exhibition Installation** takes approximately **1 hour for two people** to unpack and install twelve exhibition banners. Below is a guide for unpacking and installing exhibition banners for display.

A. Unpacking a Container

1. With the shipping container in an upright position, loosen the metal latches on **both** sides of the top. **Do not remove the top of the container until both metal latches have been released.**

Shipping Container

2. Lift the latch towards you and then turn it to the left before lifting it from the top portion of the latch mechanism.

Lift latch toward you, turn to left, and then unhook latch.

3. Remove the container lid.

Lift lid from container.

4. Unpack cylindrical cloth bags with rolled-up banners, collapsible poles, and metal bases from the shipping container.

Large and small cylindrical bags

B. <u>Installing Banners</u>

1. Prepare a clean surface where the banner can be placed after unpacking.

2. Take out and set aside one pole and one metal base.

One pole and one base

Remove one banner from its bag. To ease a banner's removal from the cylindrical bag, roll it slightly tighter while still inside the bag.

Roll banner tighter while still inside bag and carefully pull it out.

3. With two people on either end of the rolled banner, carefully unroll it. Then place the banner on a clean, flat surface with the graphic side down

Carefully unroll banner and burn it over with graphic side down.

4. Hold the metal base facing up and clip the base into the metal edge between two plastic clips at the bottom of the banner. Center the base between the plastic clips.

Insert metal base in bottom edge of graphic.

5. Unfold and assemble the pole by inserting each section into the adjoining section.

Pole sections are attached with elastic cord.

6. With the graphic in an upright position, attach the pole to the top of the banner.

Hold banner in upright position and insert rod into banner top.

7. With your foot on the metal base, hold the pole perpendicular to the base then carefully insert the pole fully into the base. **If the pole is not inserted completely, the banner will not stand fully upright.**

Place foot on metal base and insert pole.

If the banners do not stand up properly, check that that the pole is inserted completely into the base. Remove the pole and re-insert it while making sure that the pole is perpendicular to the base. Also, check that poles are not bent as this will cause the banners to torque and twist when standing.

If there are any problems with the hardware or banners, please contact Jane Markowitz, Traveling Exhibitions Coordinator at the National Library of Medicine, immediately at 301-827-5276 or jane.markowitz@nih.gov.

Repeat the steps 2-8 for all remaining banners and hardware.

Installation rear and side views

8. If the banners need to be stabilized, place a small weight or sandbag on the base. A small bag of books or catalogues may also be used to weigh down the base. **DO NOT USE DUCT TAPE TO SECURE THE METAL BASES TO THE FLOOR.** This will damage the surface of the metal base. If tape is the only option, please only use a black gaffers tape.

9. If cleaning is necessary, please use a clean, soft cloth slightly dampened with a mild soap and water solution. Gently wipe soiled area. **DO NOT USE ANY ABRASIVE CLEANING MATERIALS.**

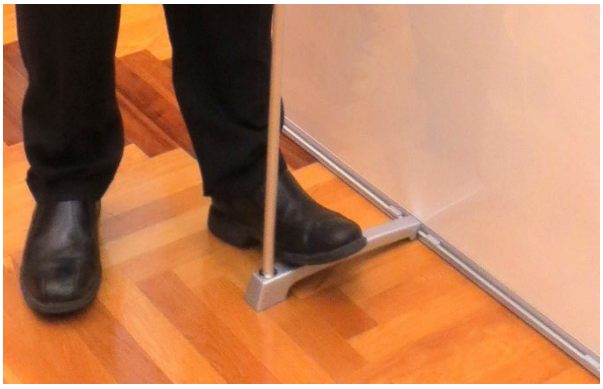
10. Place the cloth bags back into shipping containers and store them in a cool, secure location.

11. Complete and submit the Condition Report within 1 week of receiving the NLM traveling exhibition.

IV. **Exhibition Deinstallation and Packing** also tasks approximately **1 hour for two people**. Below is a guide for deinstalling exhibition banners and packing all items into the wheeled containers for shipping to the next display location.

1. Retrieve shipping containers from storage and set out the cloth bags that hold banners and hardware.

2. Place one foot on the metal base and carefully pull the pole out of the metal base.



Place foot on base and pull out pole.

3. With one person holding the top of banner and the other holding the pole, remove the pole carefully from the top of the banner.

Remove pole from top of banner.

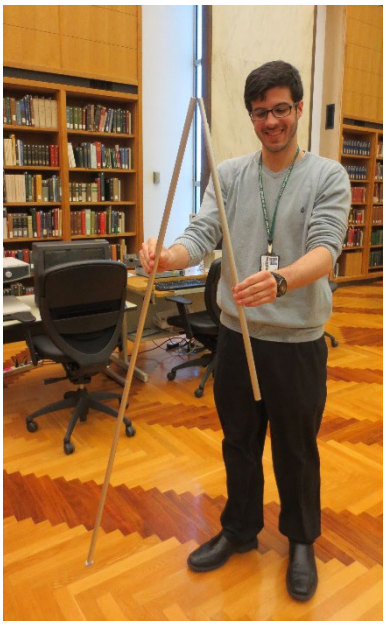
4. Place the banner down on a clean, flat surface while holding onto the metal base to prevent it from flipping over.

Banner face down

5. Remove the metal base from the banner by carefully lifting the base.

Remove by lifting up.

6. Collapse the pole by pulling it slightly apart and folding it onto itself.



Collapse the pole.

7. Pack 3 poles and 3 bases in a larger cylindrical bag fitted for 3 hardware sets.

Three poles and three bases packed in large cylindrical bag

8. With graphics side up, roll the banner from the bottom edge with graphics on the inside of the roll.

Roll banner from bottom with graphics side up.

9. Place the rolled banner into a small cylindrical bag. Keep a secure hold on the rolled graphic as it tends to unroll. Zip the bag closed.

Banner held in tight roll is placed in cylindrical bag.

Remember to **pack only one banner per bag without any hardware.** Hardware should be packed in a separate bag and not with a banner.

10. Repeat steps 2-9 for remaining banners and hardware.

11. Place all bags in their containers.

12. Take out from the large white packet, one shipping label hang tag and one plastic tie for each shipping container. Please place the packet back into the container.

13. Replace the plastic container lid and secure the latches on **both** sides.

14. Tie the hang tag with a shipping label on the lid or the side of each container. The exhibition container is now ready to ship.

Attach hang tag with plastic tie on side of container.

V. Shipping Instructions

1. Each host venue arranges and pays for shipping the exhibition to the next venue.
2. Allow 1 day for de-installation and packing.
3. Allow at least 3 days for delivery to the next venue and ship using a **three-day service with a tracking system** with a shipper such as FedEx, UPS, or DHL.
4. Share the shipment details, including the tracking numbers, with the next venue and NLM.

NLM CONTACT INFORMATION
Please contact Jane Markowitz, Traveling Exhibitions Coordinator, jane.markowitz@nih.gov or 301-827-5276 if you have any questions.