Instructions + Ideas

Traveling Exhibit Manual
ATTENTION!
The Shared History Project Traveling Exhibition is packed into a singular crate. The crate itself is very heavy and it is highly advisable to have at least 4 people present to assist with the unpacking and set-up as well as the strike and re-packing process. DO NOT attempt to do this alone!
CRITICAL STEPS

LOCK WHEELS IN PLACE BEFORE OPENING LID
Otherwise crate will slide around due to its weight.

LIFT LID TO FULL EXTENSION TO OPEN OR CLOSE
The lid of the crate stays open via two hinges. These hinges are locked by lifting the lid all the way up – this engages the locks and the lid will stay open. To close, you do the same: lift all the way up again, which disengages the lock. Push the lid all the way up to its fullest extension to open or close. You can “bang it” a bit to the top extension to get it to lock.

ONLY HAND-TIGHTEN ALL SCREWS
Both the exhibit legs and side bars should be lightly tightened. Do not use a wrench to tighten them. They only need to be tightened enough to not feel loose. Tightening them too hard will crack the legs and frame.

SIDE ARMS SLIDE ONTO THREAD
Loosen the top and bottom screws and then slide the white arm onto the lower screw thread, then hand-tighten top and bottom screws. The arm goes onto the thread, not the gold plate or white bolt, but onto the middle bolt and is held in place by hand-tightening the screw.
Carefully push the crate on its wheels to the area of the exhibition. The wheels have full range of motion and can be agile, but be careful as the weight of the crate can gain momentum quickly. Three people can maneuver this well.

Once in place use the latches at the wheels below the crate to lock it into position so that it does not roll away.

The front of the crate has two latches, unlock these and lift the lid of the crate until you feel the hinges on either side lock into place.

Once you hear this, the lid will not close until it is extended beyond that point to disengage the lock and slide back down.

• **CRATE x1** - 4’3” W x 4’3” D x 2’4” H
  1.22meter W x 1.22meter D x .61meter H
Setup Part 1 - Unpacking

- **PANEL PACKS x3** - 4 Panels Per Pack
- **PANEL FRAMES x12** - Folded in Half and Stacked Interlocking 2x2 top to bottom in sets.

First, carefully take the 3 panel packs out of the center of the crate and leave them to the side, out of the way. These are the artwork for the exhibit.

Next, with two people on the left and right sides of the crate, begin to remove the Frames starting with Frame #1 by lifting upward. The person holding the edge with the white parts is holding the “feet”, the partner will lift the other end which does no connect across the top, this is the middle hinge of the frame.

Take the first Frame out of the crate, watch your head, and place it gently on the floor with the feet on the ground in a slightly open triangle.
As you begin removing all of the frames from the crate, think of the final arrangement you would like to have for the Final Exhibition Presentation.

The Frames can be assembled in many configurations and it is best to begin laying them out in this position before continuing any further.

See the CONFIGURATIONS portion of the manual to decide on the format you would like.
Setup Part 2 - Framing

- **FRAMES x12 - 43” W x 84” H**

Once in position, loosen the legs using the white dial and twirl the legs forward with about 20% of each leg sitting on the backside of the frame and 80% pointing forward. Then tighten the white dials so the legs are secured in this position.

Lift the back half without legs until upright and magnets embedded in frame will securely latch together. You will now expose the hinges that confirm the back side of the frame.
Return to the 3 foam wrapped Panel Packages (Panels 1-4, Panels 5-8, Panels 9-12). Unwrap these and lay them flat on a clean surface making sure not bend or fold them in any way.

Each Panel is printed on the front and back, the front side is the main exhibit artwork and the back is an expansion of the logo design, for areas where both sides might be visible.

Starting with Panel #1, hold the panel so that the text is upright. There should be two rods on the top and bottom of each panel that rest inside of a pocket.

Begin with the top rod in the panel and locate the two small grooves on the backside of the top part of the panel. The rod should easily slide into these grooves.

Take a moment to make sure the panel is sitting evenly in the middle of the frame (there should be about 1 inch of space between the panel and the frame) then pull the bottom rod down and locate the grooves at the bottom. Give a slight pull and let the rod slide into place, securing the panel. You've completed your first full Panel.

Continue this for all 12 panels.
1. Moses Mendelssohn's Eyeglasses

2. Salvarsan Ampules

3. Timeline

4. Migration

5. Daily Life

6. Inclusion

7. Acculturation

8. Achievement

9. Persecution

10. Exile

11. Resilience

12. Summary / Credits
Configurations
Flat Layout

- TOTAL WIDTH 43 feet | 13.11 meters
- Good for a very long single wall
Accordion Layout

- TOTAL WIDTH approx 30.5 feet | 9.3 meters
- TOTAL DEPTH approx 2.5 feet | 0.76 meters
- A design for a central area where guests can move freely on both sides of the exhibit
- For more compact areas provides a reduction in space
Double V Layout

- TOTAL WIDTH approx 30 feet | 9.14 meters
- TOTAL DEPTH approx 7.5 feet | 2.29 meters
- A design for a central area where guests can move freely on both sides of the exhibit
- The added depth of this layout allows more guests to gather near the panels and view more at once.
- Perfect for larger and more open spaces with larger visitors expected.
Entry / Hallway Layout

- TOTAL WIDTH approx 21.5 feet | 6.55 meters
- TOTAL DEPTH approx 21.5 feet | 6.55 meters
- This layout could be used in the entry way or a hallway where the panels are used against the wall and form a passage to guide guests through the exhibit.
- Completely modular, the corners can occur according to the dimensions of the building.
Wall Corner Layout

- Like the hallway layout, this can be used in spaces where only space exists along the wall.
- The angle can be placed anywhere along the exhibit to accommodate the space.
C Shell Layout

- One of the more expansive layouts.
- TOTAL WIDTH approx 35 feet | 10.67 meters
  TOTAL DEPTH approx 8 feet | 2.5 meters
  (depending on angle)
- This layout allows for the maximum amount of guests to view the exhibit at once and see the entire scope.
Semicircle Layout

- TOTAL WIDTH approx 27 feet | 8.23 meters
- TOTAL DEPTH approx 13.5 feet | 4.11 meters (depending on angle)
Back to Back Layout

- TOTAL WIDTH ~21.5 feet | 6.55 meters
- For smaller spaces, this layout connects back to back leaving only the informative sides of the exhibit on display. For this arrangement both feet of each panel point outward, leaving a slight gap between the two rows of panels where the back edges of the feet touch.
Strike + Pack
Strike Step 1 - Rolling the Panels

IMPORTANT!
Before collapsing any of the frames the panels must first be removed, not doing so will cause damage to artwork.

Be sure the panels are clean of any dirt or objects that might damage the artwork when preparing to pack. They can be dusted or lightly cleaned with soap and water if necessary.

Layer 4 Panels flat on top of one another on a clean, flat surface being sure not to bend or fold. Please keep them in the same order that you received them in — grouped Panels 1-4, Panels 5-8, Panels 9-12. Roll them up together and wrap in the same foam covering from setup.

Set these to the side for packing later.
Strike Step 2 - Collapsing the Frames

As in set-up, begin by unhinging each of the Frames from one another. Simply lift one frame while another person holds the other in place and they will easily become detached.

Gently pull the tops part of each frame to break the magnetic seal and fold the top half gently down to rest on the floor.

Loosen the legs by using the dial and tuck them back into place neatly under the bottom of the frame.

You are now ready to pack into the crate.
Strike Step 3 - Packing the Crate

Beginning with Frame #12 use two people to bring the collapsed frame to the crate and lower it down with the white “feet” facing up and toward either the right or left of the crate (it does not matter which to start). Once Frame #12 is resting at the bottom sure to push the frame so that it is tightly pressed to the back of the crate and the front edge of the center console.

Now take Frame #11 and with “feet” facing up and to the opposite side of Frame #12 lower it into the crate keeping it pushed forward to the front of the crate. There should be room for the edges on the front and back of the crate for Frame #11 to sit and lock into place with Frame #12 forming a locked and secure set.

Repeat this for each set of Frames.
Now that all frames are in place and the panels are wrapped, labeled and resting in the center console, the crate is ready to be sealed and sent to its next destination.

First, lift the lid up until you hear the hinges disengage and then slowly lower until the lid is completely flush with the top edge. Use the claps on the front of the crate to secure the lid. Once ready for transport, the wheels can be unlocked and the crate can be moved.
Thank you for taking great care of this exhibit!

If you have any questions or concerns during any part of this process please reach out.