

# Museum on Main Street

## DEINSTALLATION GUIDE

### *Between Fences*

#### **What You Will Need:**

- Exhibition drawings for reference
- A minimum of three people
- Small ladder or step stool
- A table, if you found it useful during assembly

#### **Helpful Hints**

- De-installation is just the reverse of assembly
- Condition report before you disassemble the exhibition
- Dust off or clean the exhibition before you de-install
- Please wash your hands after opening a crate and before taking down a kiosk to reduce smudges on the panels.
- Please have a minimum of three people working together to take down the exhibition (one to support panels, and two others to remove panels and place them in the crates)

#### **Begin De-installation**

##### Remove Tree from Section 4

1. Pull out Crates 9 and 15 and open them in an area away from traffic, but close enough that you will not have to walk too far.
2. Open crate 9 and remove the screwdriver and wrench. Open Crate 15.
3. Lift the tree canopy off of the top of the tree. Use the wrench to remove the four green bolts connecting the tree canopy pieces together. Pack tree canopy sections in Crate 15 and place the 4 green bolts in the block in the side of Crate 15.
4. Use the screwdriver to remove the four screws attaching the tree trunk to the fence. Refer to installation instructions for images if necessary. Pack the four screws (three short and one long) in the block in the side of Crate 15.
5. Lay the tree trunk flat and use the wrench to separate the two parts of the tree trunk. Pack the four bolts with their washers and nuts attached in the block in the side of Crate 15. Pack the two sections of the tree trunk in Crate 15. Close Crate 15 and roll it out of the way.

##### Remove the peep holes:

1. Unplug the power supply for the peep holes and unhook it from the fence.
2. Use the screwdriver with the long bit to unscrew the peep holes.
3. Pack the peep holes and the two pieces of the power supply in their appropriate slots in Tray A of Crate 9

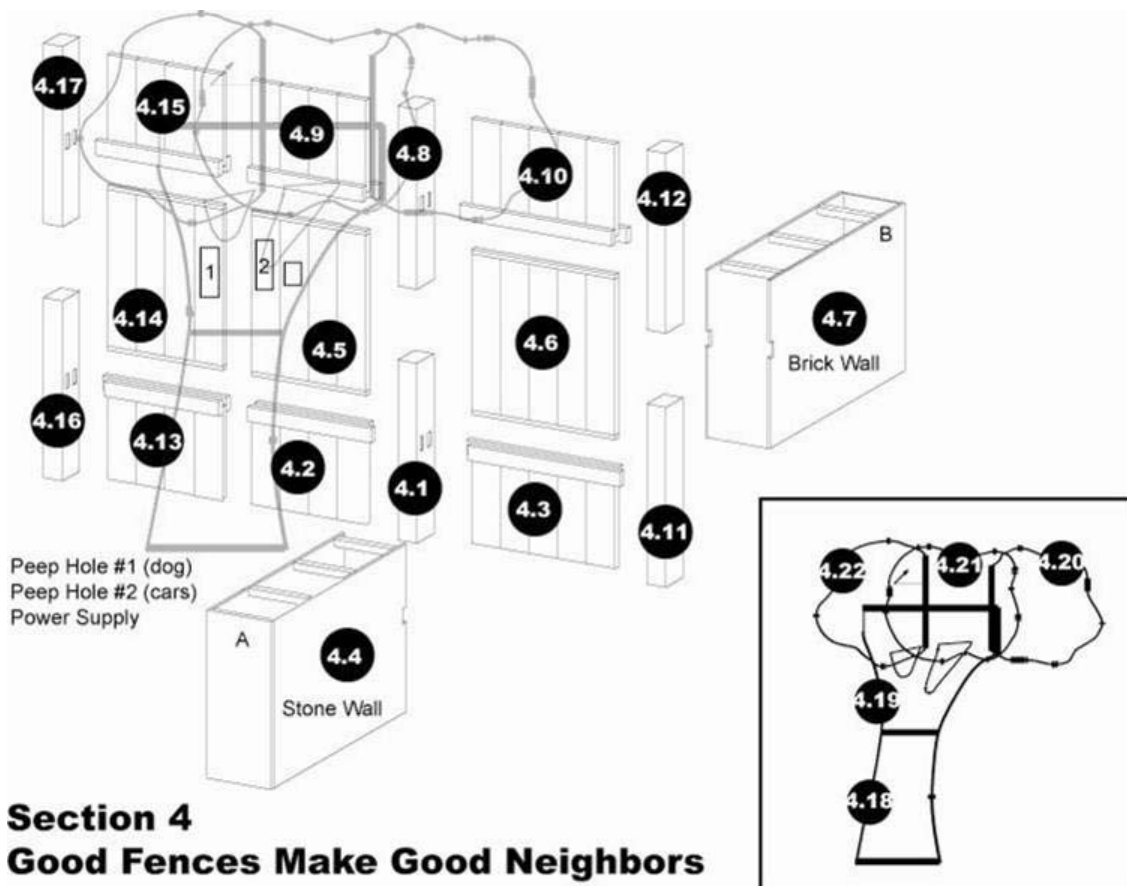
#### Pack crate 10:

1. Pull out Crate 10 and open it in an area away from traffic, but close enough that you will not have to walk too far. Lift all of the trays out of Crate 10.
2. Remove the two low wall tops from the low walls of section 4. Use the screwdriver to unscrew the two screws on each low wall. After you have removed the tops, replace the screws in the low walls. They travel in the low walls.
3. Use the wrench to remove the apple from the Stone Wall Top. Replace the nut and pack the apple in Tray A of Crate 9.
4. Pack the two low wall tops in Trays D and E of Crate 10.
5. Remove Object 14 (worm fence model) from section 2 and Object 13 (fence slider) from section 1 and pack both in Tray C of Crate 10.
6. Remove Object 2 (credit panel) from the intro and pack it with its hooks in Tray B of Crate 10. Remove Object 12 (quote slider) from section 1 and pack it in Tray B of crate 10.
7. Place Tray A back in Crate 10 and set aside until you can take down the small obelisk, soil jars, and mailbox.

#### Take down Section 4:

1. Pull out Crates 13 and 14 and open them in an area away from traffic, but close enough that you will not have to walk too far. Remove the trays from Crate 13.
2. Using the attached diagram, take down the fence pieces from Section 4 in reverse order. Use the large allen wrench to disassemble the fence.
3. Remove posts 4.17 and 4.16 together and separate them after they have been removed from the fence. Set posts aside to be packed later.
4. Remove panel 4.15 and pack in Tray I of Crate 13.
5. Remove panel 4.14 and set aside.
6. Remove panel 4.13 and pack in Tray H of Crate 13.
7. Remove posts 4.12 and 4.11 together and separate them after they have been removed from the fence. Set posts aside to be packed later.
8. Remove Pop-Off #2 (Border Marker) from Section 5 and pack in Tray G of Crate 13.
9. Remove panel 4.10 and pack in Tray G of Crate 13.
10. Remove panel 4.9 and pack in Tray F of Crate 13.
11. Remove post 4.8 and set aside to be packed later.
12. Remove Brick Wall and pack in Crate 14.

13. Remove panel 4.6 and set aside to be packed later.
14. Remove panel 4.5 and set aside.
15. Remove Stone Wall and pack in Crate 14. Crate 14 can now be closed and rolled out of the way.
16. Remove Pop-Off 1 (six images) from section 3 and pack in Tray E of Crate 13.
17. Remove panel 4.3 and pack in Tray E of Crate 13.
18. Remove panel 4.2 and pack in Tray D of Crate 13.
19. Remove post 4.1 and set aside to be packed later.

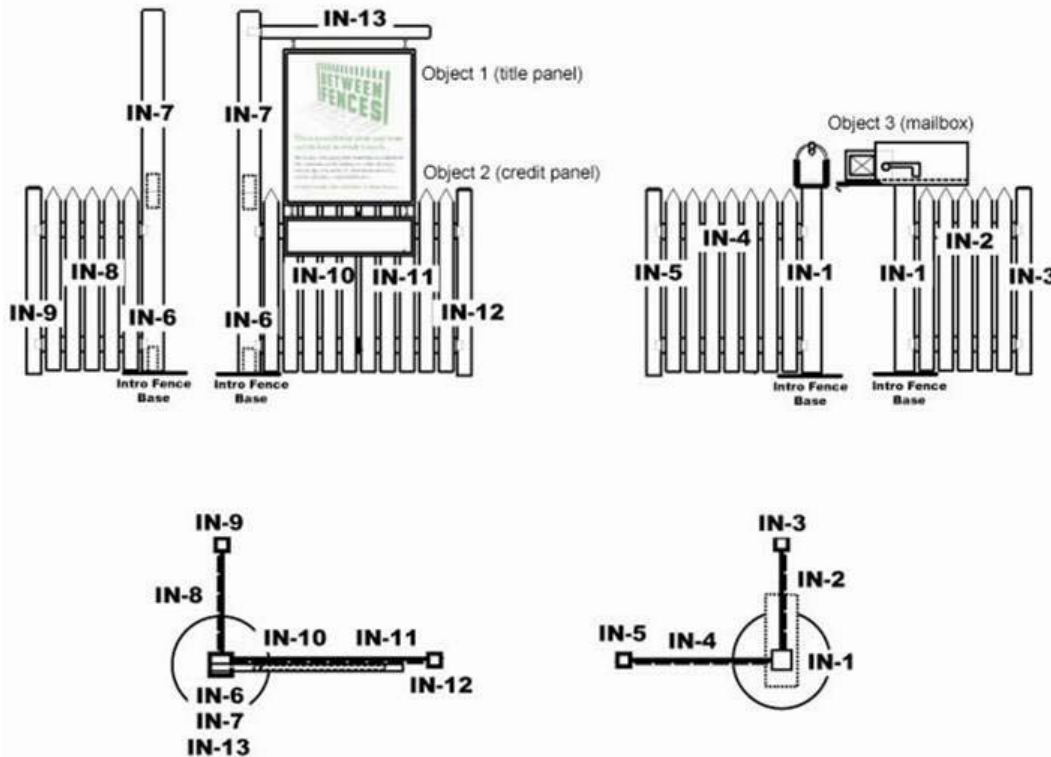


Take down Intro Fence:

1. Pull out Crates 9 and 12 and open them in an area away from traffic, but close enough that you will not have to walk too far. Remove the trays from Crate 9.
2. Pack panel 4.6 in Crate 12.
3. Pack posts 4.1, 4.11, and 4.16 in Tray F of Crate 9.
4. Remove Object 11 (bottom right palisade) from section 1 and pack in Tray F of Crate 9.
5. Remove Objects 7 – 10 (bottom left palisade, top middle palisade, bottom middle palisade, and top right palisade) from section 1 and pack in Tray E of Crate 9.
6. Pack posts 4.12, 4.17, and 4.8 in Tray D of Crate 9.
7. Using the attached diagram, take down the fence pieces from Intro Fence in reverse order. Use the screwdriver to disassemble the fence.
8. Remove Object 1 (title panel) and pack in Crate 12. Leave the hooks attached to the intro fence arm.
9. Remove Object 3 (mailbox) and pack in Tray A of Crate 10.
- 10. When disassembling the Intro Fence return all screws to their posts. They travel in place.**
11. Remove arm IN-13 and pack in Tray C of Crate 13.
12. Remove panel IN-10 from post IN-6. Lay panels IN-10, IN-11, and post IN-12 down on a clean flat surface. Remove post IN-12 and set aside. Using the long screwdriver bit remove two screws each from the top and bottom of panels IN-10 and IN-11. Replace the screws. Pack panels IN-10 and IN-11 in Crate 12.
13. Remove panel IN-8 from post IN-6. Lay panel IN-8 and post IN-9 down on a clean flat surface. Remove post IN-9 and pack in Tray C of Crate 13. Pack panel IN-8 in Crate 12.
14. Remove post IN-7 from post IN-6 and set aside.
15. Remove post IN-6 from the Intro Fence Base and set aside.
16. Remove panel IN-4 from post IN-1. Lay panel IN-4 and post IN-5 down on a clean flat surface. Remove post IN-5 and pack in Tray C of Crate 13. Pack panel IN-4 in Crate 12.
17. Remove panel IN-2 from post IN-1. Lay panel IN-2 and post IN-3 down on a clean flat surface. Remove post IN-3 and pack in Tray C of Crate 13. Pack panel IN-2 in Crate 12.
18. Remove post IN-1 from Intro Fence Base and pack in Tray D of Crate 9.

19. Pack posts IN-6 and IN-7 in Tray C of Crate 9.
20. Remove Object 6 (top left palisade) from section 1 and pack in Tray C of Crate 9.
21. Remove Pop Off 4 (palisade) from section 1 and pack in Tray B of Crate 9.
22. Pack panel 4.14 in Tray B of Crate 13.
23. Pack panel 4.5 in Tray A of Crate 13.
24. Pack post IN-12, the exterior banner, and the condition report book in the Top Tray of Crate 13 and close Crate 13. Crate 13 can now be rolled out of the way.
25. Remove Pop-Off 3 (newspaper article) from section 5 and pack it in Crate 12. Crate 12 can now be closed and rolled out of the way.

## Intro Fence



### Pack Crate 11:

1. Pull out Crates 11 and open it in an area away from traffic, but close enough that you will not have to walk too far.
2. Using the large allen wrench, remove the top of the large obelisk from the base. Pack the base in the bottom of Crate 11.
3. Pack the two Intro Fence Bases in Crate 11.
4. Using two people, lift the large obelisk into place in Crate 11.
5. Crate 11 can now be closed and rolled out of the way.

### Take down section 1, 2, 3, and 5:

1. Before you start to take down a section make sure that you have the crates for that section ready and open. Section 1 is packed in Crates 1 and 2. Section 2 is packed in Crates 3 and 4. Section 3 is packed in Crates 5 and 6. Section 5 is packed in Crates 7 and 8.
2. Make sure that you have at least 3 people to take down the panels and pack them into the crates. **Take your time removing and packing the panels. Most damage occurs during deinstallation.**
3. Use the small allen wrench to disconnect the cam-lock between header panels 1.1 Head and 1.2 Head in Section 1.
4. Always start by removing all of the top panels before removing any bottom panels. Start on one end of the section and have one person hold the panel while another removes the top connectors. **One person must hold the bottom connectors down while another person removes the panel.**
5. Use two people to turn the panel on its side and insert it into its numbered slot in the crates.
6. As you get to Objects 4, 5, 15, 16, and 19 (soil jars, shovel, fence pliers, and fence stretcher, small obelisk) remove them and pack them in their appropriate slots in Tray A of Crates 9 and 10.
7. Pay particular attention when removing the shelves from section 3 and 5. Make sure someone is holding them before removing any connectors. They drop very easily and get damaged. Pack them in Tray B of Crate 9.
8. Continue around the section removing panels and packing them in the crates. Make sure one person is always holding on to the remaining panels and connectors when panels are removed.
9. **Make sure every connector goes back into its appropriate slot in the connector tray.** Do not close up the crate until the connectors have been matched with the list of connectors in the tray.

10. Make sure all packing materials are replaced in their proper order in the crates before the crates are closed.
11. Once you have secured the lid to the crate, remove the old shipping label and place the label for the next exhibitor in the sleeve.

**Be sure that all of the tools have been returned to their tray in Crate 9, that the condition report book and exterior banner have been returned to crate 13 before the exhibition is shipped.**