

Journey Stories Deinstallation Instructions

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
- Crate list, found in condition report book

Helpful Hints

- De-installation is just the reverse of assembly
- **Most damage occurs during deinstallation. Please take your time.**
- Condition report before you disassemble the exhibition
- Dust off or clean the exhibition before you de-install
- Please read all instructions carefully before beginning to 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

Pack crates 12, 13, and 14

1. Pull out Crates 12, 13, and 14 and open them in an area away from traffic, but close enough that you will not have to walk too far.
2. Remove all the trays in each crate and starting from the bottom of each crate pack all of the popoff panels, objects, headers, and banners.
3. Note that there are a few items that are attached between the panels that will have to be packed after you have taken down the panels (Flipbooks, Interactive Map, Sec.6 Audio Box.)
4. Some popoffs in sections 1, 3, and 5 are packed in the section panel crates. Set these objects aside on a clean table out of the way for now.
5. Disconnect the power for the Section 5 Digital Picture Frame before packing and remember to pack the key, extra battery and charger when you pack the Frame.

Pack Crate 10

1. Pack figures for Sections 2, 4, and 6. Crate 10 can now be closed up and moved out of the way.

Pack Crate 11

1. Take intro section apart by disconnecting panels IN-2 Top and Bot from IN-1 Top and Bot and IN-3 Top and Bot from IN-4 Top and Bot.
2. Pack all Intro section pieces **upside down** in crate 11.
3. Crate 11 should now be fully packed and can be closed up and moved out of the way.

Take down sections 1 – 6

1. Before taking down any panels check to make sure there are no other objects that can be removed without removing panels.
2. 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 Crate 3. Section 3 is packed in Crates 4 and 5. Section 4 is packed in Crate 6. Section 5 is packed in Crates 7 and 8 and Section 6 is packed in crate 9.
3. 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.**
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. **Pay particular attention when removing the shelves from section 1 and 3.** Make sure someone is holding them before removing any connectors. They drop very easily and get damaged.
7. Continue around the section removing panels and packing them in the crates. Make sure one person is always holding onto the remaining panels and connectors when panels are removed.

8. **Make sure every connector goes back into its appropriate slot in the connector tray and bag.** Do not close up the crate until the connectors have been matched with the list of connectors in the tray.
9. Pack the remaining objects for Sections 1, 3, and 5 in their appropriate trays in the panel crates.
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 the condition report book has been packed in crate 14 and that the exterior banner has been returned to crate 14 before the exhibition is shipped.