

Museum on Main Street

DEINSTALLATION GUIDE

Key Ingredients

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 cases, pop off panels, and tidbits

1. Pull out crates 16, 17, 18, and 19, and open them in an area away from traffic, but close enough that you will not have to walk too far.
2. Take the trays out of the crates and start to pack to the crates from the bottom tray and move up. Pack all of the cases, pop off panels, tidbits, and objects before you start to pack any panels. It will make packing the panels easier.
3. To remove the tidbits, you will need the screwdriver from the tool kit in Crate #2. Unscrew the tidbits and **return the screws back to the tidbits before they are packed.**
4. Remove each case carefully. You may want to have a spotter for some of the larger cases. You will need 2 people to remove Case #1 (Image and Identity). To remove the cases, place your hands on the sides close to the wooden back support. Lift straight up and when it's clear, straight out. The idea is to lift the case so the wooden bracket on the back clears its mirror bracket on the panel.
5. Confirm the placement of the case in the correct crate by reading the crate list in the condition report book. The list identifies which cases go in what crates.
6. Be sure to place the case in the crate, plexi side up. Make sure Case #1 (Image and Identity) is placed so that it will ride vertically when the crate is on its wheels. The case should rest soundly on the foam edging just below and flush with the top of the foam. The foam on the crate lid will hold it in place during transport.
7. Pack the objects that are in the intro case and the Dynamic Delivery as you can get to them when you are removing panels.

Pack the banners and banner bars:

1. Before you start to take down a section make sure that you have the crates for that section ready and open.
2. The first panel that should be removed in each section is the header panel. You will need to stand on a step-stool to remove this panel. Carry the panel to a table and remove the banner and banner bar.
3. Place the banner connectors in the connector tray for that section. The banners get rolled up around the tubes in crate 19 and then tied down to the tray with the ties.
4. Using the small allen wrench unscrew one end of the banner bar. Return the screws to the banner bar after you have separated the two sections. The banner bar is packed in the slots in Tray C in Crate 18.

Take down the panels:

1. Make sure that you have at least 3 people to take down the panels and pack them into the crates.
2. 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.
3. Use two people to turn the panel on its side and insert it into its numbered slot in the crates. If the panel has a metal bracket for a tidbit make sure that bracket faces towards the outside edges of the crate and not towards another panel.
4. 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.
5. **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.
6. Make sure all packing materials are replaced in their proper order in the crates before the crates are closed.
7. 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 2, that the condition report book has been returned to crate 17, and that the exterior banners have been returned to crate 7 before exhibition is shipped.