

How to Set Up your Exhibition

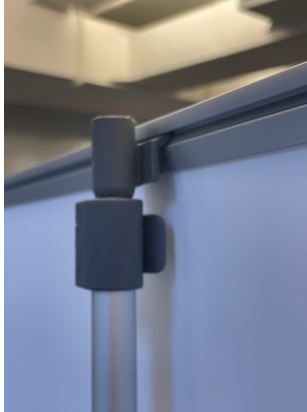
1. Unpack your shipping crate and confirm that all panels have arrived. If you are missing panels, please let us know as soon as possible by emailing us at exhibitions@gilderlehrman.org
2. Open your panel case and confirm that both the panel base and poles are included. Poles might be stored inside the base as shown below (right)



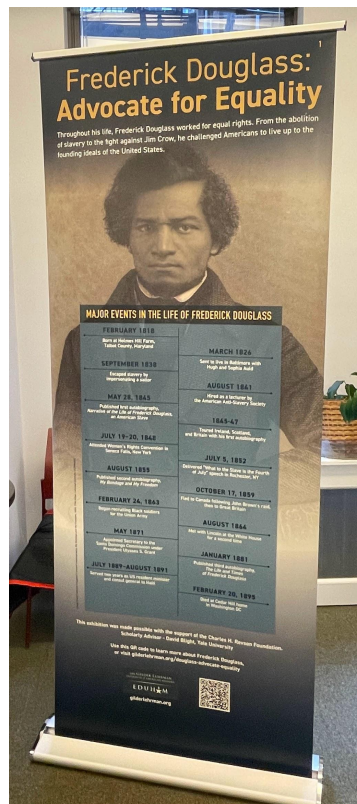
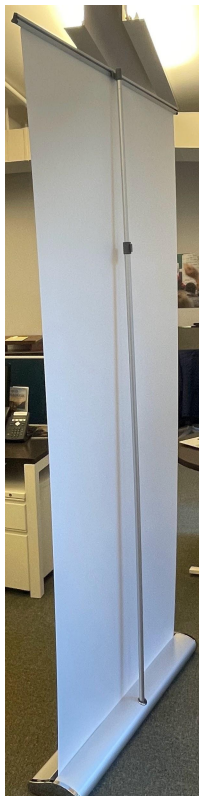
3. Place the bottom end of the pole into the circular indent on the base



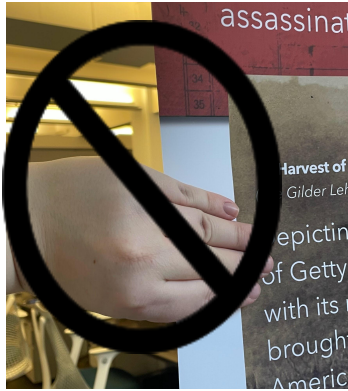
- Expand the panel by pulling on the black top to the retractable panel. Once the panel has been expanded to a height that meets the tab on the pole, insert the tab into the groove at the top of the panel



- Extend the panel to its full height by unfastening the clip at the center of the pole and expand the panel *only* by further extending the pole. Only extend until you feel resistance, then secure the clip.

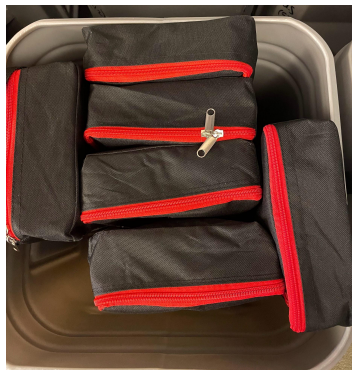


Note: Please *never* attempt to move or extend the panels by grabbing on to the vinyl of the panel itself. All adjustments should be made using the pole or the black plastic top of the panels.



To take down the exhibition, reverse these instructions. **It is recommended that you hold on to the top of the panel to guide it securely and evenly back into the base.**

When packing your exhibition, we find that the set up pictured below is the best way to fit the panels back inside your case. Please ensure that the lid is on securely and the belt is pulled tight



Exhibition Tension: Troubleshooting

If any of your panels are not staying extended or will not retract smoothly, the following instructions should help you adjust the tension in the base of the exhibition.

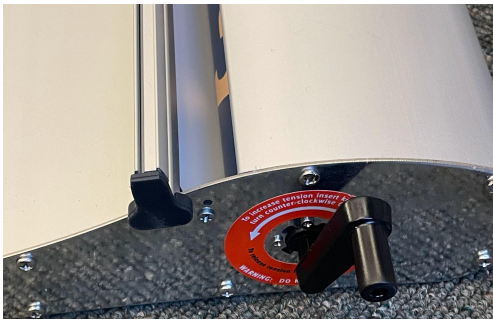
1. Find the small black plastic crank included in your panel sleeve



2. Remove the magnetic ends of the panel base



3. Insert the crank into the slot within the red circle and turn counterclockwise until the banner has been re-wound into the base. Replace the metal end of the panel base and follow set up instructions as normal.



If you have any other questions about or trouble with your panels, please reach out via email to exhibitions@gilderlehrman.org