

How to Set Up your Exhibition

NOTE: Exhibitions should never be taped, stapled, or otherwise attached to any surfaces.

1. Unpack your shipping case 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



3. Flip the panel base upside down and turn the foot so it is perpendicular to the base; flip back over.



4. Place the bottom end of the pole into the circular indent on the foot



Take Down Instructions

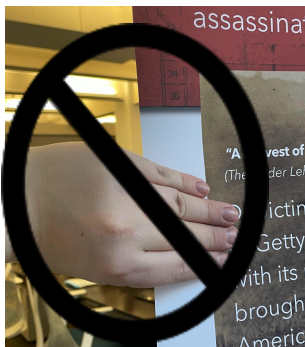
5. Expand the panel by pulling on the black top to the retractable panel. Once the panel has been expanded to a height that meets the tab on the pole, insert the tab into the groove at the top of the panel



6. 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. Extend until the silver mark is above the clip, as shown below.



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.



Take Down Instructions

To take down the exhibition, reverse these instructions, keeping the following pointers in mind

1. When undoing the clip that holds the extended pole, make sure you are holding the top half of the pole, as the pole will automatically retract if not secured. Guide the pole extension back down, rather than allowing it to snap shut. Then re-secure the clip
2. When retracting the panel itself into the base, please guide the panel into the base by holding on to the top of the panel, rather than allowing it to automatically retract. This will ensure that the panel retracts evenly and in the correct position.