

# NLM TRAVELING EXHIBITIONS

## INSTALLATION GUIDE

National Library of Medicine (NLM) makes available roll-up, graphic exhibitions that travel in one or two wheeled shipping containers. This guide offers information for preparing for the installation, display, and shipping of the exhibition.

### Table of Contents

I.	NLM Traveling Exhibition .....	1
II.	Exhibition Display .....	1
III.	Exhibition Installation .....	2
	A. Unpacking a Container	
	B. Installing Banners	
IV.	Exhibition Deinstallation & Packing .....	7
	A. Deinstalling Banners	
	B. Packing a Container	
V.	Shipping Information .....	11

- I. **NLM Traveling Exhibition** ships in two wheeled plastic containers holding:
  - Twelve roll-up banners [each banner measures 7' (H) x 3' (W)]
  - Twelve collapsible poles and twelve metal bases
  - A copy of this "Installation Guide"
  - A package with shipping label holders and plastic ties
  
- II. **Exhibition Display** requires:
  - minimum of 500 sq. ft
  - a safe, secure environment out of direct sunlight
  - free public access to the display

III. **Exhibition Installation** generally takes **2 people and 1 hour** to complete.

A. Unpacking a Container

1. With the shipping container in an upright position, loosen the metal latches on **both** sides of the top. **Remove the top of the container only when both metal latches are released.**



Shipping Container

2. Lift latch toward you, turn latch to left, and unhook latch.



3. Lift to remove the container lid.



4. Unpack cylindrical cloth bags with rolled-up banners, collapsible poles, and metal bases from the shipping container.



Large and small cylindrical bags

#### B. Installing Banners

1. Prepare a clean surface large enough to unroll the banner.
2. Take out and set aside one pole and one metal base.



One pole and one base

Open one bag and remove the banner. Rolling it tighter while it's still in the bag can ease removal.



Roll banner tighter while still inside bag and carefully pull it out.

3. With one person on each end of the rolled banner, carefully unroll it. Then place the banner on a clean, flat surface with the graphic side down



Carefully unroll banner and turn it over with graphic side down.

4. Hold the metal base with the logo facing up. Center the base between the two plastic clips in the bottom edge of the banner. Clip the base into the metal edge.



Insert metal base in bottom edge of graphic.



5. Unfold and assemble the pole by inserting each section into the adjoining section.



Pole sections are attached with elastic cord.

6. With the graphic in an upright position, attach the pole to the top of the banner.



Hold banner in upright position and insert rod into banner top.

7. With your foot on the metal base, hold the pole perpendicular to the base then carefully insert the pole fully into the base. **If the pole is not inserted completely, the banner will not stand fully upright.**



Place foot on metal base and insert pole.

If the banners do not stand up properly, check that the pole is inserted completely into the base. Remove the pole and re-insert it while making sure that the pole is perpendicular to the base. Also, check that poles are not bent as this will cause the banners to torque and twist when standing.

If there are any problems with the hardware or banners, please contact Jane Markowitz, Traveling Exhibitions Coordinator at the National Library of Medicine, immediately at 301-827-5276 or [jane.markowitz@nih.gov](mailto:jane.markowitz@nih.gov).

Repeat the steps 2-7 for all remaining banners and hardware.



Installation rear and side views

8. If the banners need to be stabilized, place a small weight, bag of books, or sandbag on the base. **DO NOT USE DUCT TAPE TO SECURE THE METAL BASES TO THE FLOOR.** This will damage the surface of the metal base. If tape is the only option, only use black gaffers tape.
9. If cleaning is necessary, use a clean, soft cloth slightly dampened with a mild soap and water solution. Gently wipe soiled area. **DO NOT USE ANY ABRASIVE CLEANING MATERIALS.**
10. Place the cloth bags back into shipping containers and store them in a cool, secure location.
11. Complete and submit the condition report within 1 week of receiving the shipment.

IV. **Exhibition Deinstallation and Packing** also takes **2 people and about 1 hour**.

1. Retrieve shipping container(s) from storage and set out the cloth bags that hold banners and hardware.
2. Place one foot on the metal base and carefully pull the pole out of the metal base.



Place foot on base and pull out pole.

3. With one person holding the top of banner and the other holding the pole, remove the pole carefully from the top of the banner.



Remove pole from top of banner.

4. Place the banner graphic side down on a clean, flat surface while holding onto the metal base to prevent it from flipping over.



Banner face down

5. Remove the metal base from the banner by carefully lifting the base.



Remove by lifting up.



6. Collapse the pole by pulling it slightly apart and folding it onto itself.



Collapse the pole.

7. Pack 3 poles and 3 bases in one large cylindrical bag



Three poles and three bases packed in large cylindrical bag

8. With graphics side down, roll the banner from the bottom edge. The graphics should be on the outside of the roll.



Roll banner from bottom with graphics on the outside of the roll.

9. Place the rolled banner into an empty small cylindrical bag. Keep a secure hold on the rolled graphic as it tends to unroll. Zip the bag closed.



Banner held in tight roll is placed in cylindrical bag.

10. Repeat steps 2-9 for remaining banners and hardware.
11. Place all bags in one shipping container.

13. Find the large white packet and take out one shipping label hang tag and one plastic tie for each shipping container. Place the packet back into the container.
14. Replace the plastic container lid and secure the latches on both sides.
15. Use a plastic tie to attach a hang tag with shipping label on the lid or the side of each container. The exhibition container is now ready to ship.



Attach hang tag with plastic tie on side of container.

## V. Shipping Instructions

1. Each host venue arranges and pays for shipping the exhibition to the next venue.
2. Allow 1 day for de-installation and packing.
3. Allow at least 3 days for delivery to the next venue and ship using a **trackable service** with a shipper such as FedEx, UPS, or DHL for delivery by a specified date, 10 days after the booking end date.
4. Share the shipment details, including the tracking numbers, with the next venue and NLM.  
NLM CONTACT INFORMATION  
Please contact Jane Markowitz, Traveling Exhibitions Coordinator, [jane.markowitz@nih.gov](mailto:jane.markowitz@nih.gov) or 301-827-5276 if you have any questions.