

**The Minnesota Historical Society
Traveling Exhibit Program**



PROJECT MANUAL

**INVENTORY & EXHIBIT LAYOUT
ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS**

July 21, 2015 Updates 9.26.18

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RESOURCES AND CONTACTS

Traveling Exhibits Website

<http://legacy.mnhs.org/traveling-exhibits>

Traveling Exhibits Contacts

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PRESHOW MATERIALS INVENTORY

Marketing Package

Electronic files & hardcopy of posters were provided to each venue in advance. These are also available from the Fur Trade in Minnesota entry on the web site: <http://legacy.mnhs.org/traveling-exhibits>

- Postcard/Rack Card Template
- Color & B/W Quarter-page Print Ad Templates
- 11 x 17 Poster
- 30-second radio script
- Press Release
- Photograph/Digital Image release Form
- Legacy Amendment Logo Usage Guidelines

Programming and Resources Package

- Links to program and educational materials are on web site
- A print of resources information is included in the preshow information packet

EXHIBIT SHIPPING INVENTORY

CRATE MNFT - A (Hardware and Parts) 17"H x 25"W x 25"L Approx Weight: 80 lbs		
	Two-tile Carpet Tile for Crate Interactive	1
	Colored Custom-Fitted Table Drapes	5
	Four hat blanks and rabbit fur batt in jar inside one blank and associated tabletop graphics - "All for a Hat" table	LOT
	Canvas bag holding bead tiles for interactive (@ 50 each of 6 colors)	
	Fur Pelts (21) and Native Trade goods (3 birchbark winnowing baskets, 1 pair deer hide moccasins, 3 wooden hawk handles) – "Beaver Pelts for Blankets" table	LOT
	Keyboard and Mouse for troubleshooting "My First Year" Interactive (use only if needed)	1 each
CRATE MNFT - B (Banners and Retractable Graphic Panels) 19.25"H x 16"W x 53.5"L Approx Weight: 125 lbs		
	TOP <ul style="list-style-type: none"> Exhibit Manual "Exhibit Comments" (White three-ring binder) Condition Reporting Forms Portfolio (Red) [ICRF & OCRF] for each Venue 	1 Binder 1 Binder with multiple pages 1 Portfolio with Multiple CRFs
	Top: Cleaning Wipes (NOVUS Plexiglas cleaner in Crate 23)	1 Box/ 1 bottle
1	Top: Interior Advert. Fabric Banner, "Now On View", 24 inch wide, rolled separately in muslin overwrap, with 24 inch-long conduit in top pipe pocket	1 double-sided
2	Top: Exterior Advert. Vinyl Banner, "Fur Trade in Minnesota", 48" wide, rolled and secured with three bungee loops	1
3	Single-sided Retractable Graphic Panel: Title and Credits "Fur Trade in Minnesota", in its own zippered bag	1
4	Single-sided Retractable Graphic Panel: "Beaver Pelts for Blankets" in its own zippered bag	1
5	Single-sided Retractable Graphic Panel: "At the Fur Post" in its own zippered bag	1
6	Single-sided Retractable Graphic Panel: "Try to Lift This Pack" in its own zippered bag	1
7	Single-sided Retractable Graphic Panel: "Ojibwe Artists" in its own zippered bag	1
8	Single-sided Retractable Graphic Panel: "All for a Hat" in its own zippered bag	1
	Clear lexan custom brackets and hardware, packed in Ziploc bags, to secure crate lids in open position	6 exhibit crates plus 2 extra

THIS PAGE UPDATED 10.5.16

CRATE MNFT - C (Computer Interactive “My First Year”) 27”H x 29”D x 24”T Approx Weight: 114 lbs		
10	Table-top Interactive: “ <i>My First Year</i> ”	1
	Power Cord for interactive (in Crate 23)	1
	Graphic Label attached to unit	1
CRATE MNFT - D (Lift the Pack Interactive) 18”H x 18”W x 30”L Approx Weight: 45 lbs		
11	Floor-standing interactive Bale (weight @45 lbs)	1
CRATE MNFT - E (Media Interactive “All for a Hat”) 31”H x 29”D x 24”T Approx Weight: 114 lbs		
13	Table-top Interactive: “ <i>All for a Hat</i> ”	1
	Power Cord for interactive (in Crate 23)	1
CRATE MNFT - F (Snowshoes – cardboard box) 6.5”H x 14” W x 61”L Approx Weight: 9 lbs		
	Pair Snowshoes	1
CRATE MNFT - G (Crated Beaver Hat Display Vitrine) 27”H x 34”W x 19”D Approx Weight: 70 lbs		
14	Display vitrine	1
CRATE MNFT - H (Floor Sitting Rifle Crate) 14”H x 20”W x 61”L Approx Weight: 84 lbs		
17	Floor sitting display crate with rifle object	1

THIS PAGE UPDATED 9.26.18

CRATES 18 – 27 Floor Standing Trade Goods Display cases (five pairs) Pair crates in sequential order starting with Tops (18-26) and Bottoms (19-27)			
	Top crates numbers	weights	dimensions
	18	34 lbs	16”H x 24”W x 16”D
	20	36 lbs	16”H x 24”W x 16”D
	22	32 lbs	11”H x 24”W x 18”D
	24	29 lbs	14”H x 16”W x 18”D
	26	36 lbs	11”H x 24”W x 18”D
	Bottom crates numbers	weights	dimensions
	19	20 lbs	11”H x 24”W x 18”D
	21	20 lbs	11”H x 24”W x 18”D
	23	41 lbs	16”H x 24”W x 16”D (includes tool bag and floor cable covers)
	25	18 lbs	14”H x 16”W x 18”D
	27	23 lbs	16”H x 24”W x 16”D
	IN CRATE 23 Extension Cords – 10’-0” long Black. (2) Extension Cord Floor Cable Covers in boxes (2) Power cords for media interactive Bungee cords, zip ties, Novus, etc Black Tool Bag: Contents 25’ tape measure; needle nose pliers, side cutters, screwdriver, 2 extra bungee cords; 2 packs Zip ties; 1 roll black gaff tape, 1 roll blue painters tape; spare straps		
	IN CRATE 19 Two straw lidded baskets, each containing 3 colors of bead interactive tiles. Place on Beading Interactive tables with banner #7 “Ojibwe Artists”		
	FOLDING TABLES (five for interactive exhibits)		
	Furs and Native American trade goods/handmade items		30” x 72” 36 lbs
	“My First Year” Media Interactive		24” x 48” 18 lbs
	Beading Interactive (two tables)		24” x 48” 18 lbs
	” All for a Hat” Media Interactive		24” x 48” 18 lbs
	Interactive “Hat Making” & Beaver Hat Display Case		30” x 96” 46 lbs
	Ratchet Straps to secure tables together and to walls of van		7
	OTHER		
	Four-wheel dollies		4
	Padded packing blankets		5

THIS PAGE UPDATED 10.5.16

HOST SITE EXHIBIT REQUIREMENTS

	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Miscellaneous Cord, Rope, Zip-ties, or Bungee Cords to hang 48 inch wide Exterior Vinyl Advertising Banner at each Venue	Length to be determined by each Venue
	Picture Hanger Wire – or equivalent, to hang 24 inch Interior Fabric Advertising Banner & pole at each Venue	Length to be determine by each Venue
	Three-step Step Ladder (and taller ladders for advertising banners installation)	1-2
	Minimum Staff/Volunteers Required for Set-up/Take-down Note: Some of these exhibits are large and heavy and may require more than two people to move and set up.	2 required 3-4 recommended

EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT.
***Fur Trade in Minnesota* TRAVELS WITHOUT LIGHTING EQUIPMENT.**

EXHIBIT COMPONENTS INVENTORY and PAIRINGS

Item	Describe	Size	Goes with	Notes
1	"Now On View" Single-sided Exterior Advertising Vinyl Banner w/Grommets	48"W x 72"h (Vertical)		
2	"Now On View" Double-sided Interior Advertising Fabric Banner with pipe pockets	24"w X 36"h TBV		
3	"Fur Trade in Minnesota" {Intro/Credit Panel} Single-sided Retractable Graphic Panel	33"w X 80"h TBV		
4	"Beaver Pelts for Blankets" Single-sided Retractable Graphic Panel	48"w X 80"h	With 9. Tabletop Interactive pelts and native trade goods	
5	"At the Fur Post" Single-sided Retractable Graphic Panel	48"w X 80"h	With 10 Tabletop Media Interactive "My First Year"	
6	"Try To Lift This Pack" Single-sided Retractable Panel	48"w X 80"h	With 11 Crate Interactive	
7	"Ojibwe Artists" Single-sided Retractable Graphic Panel	48"w X 80"h	With 12 Tabletop Interactive Beading	
8	"All for a Hat" Single-sided Retractable Graphic Panel	48"w X 80"h	With 13 Tabletop Media and 14 Tabletop Interactive	Not adjacent to 10
9	Table-top Touch Interactive: Fur Pelts (23) and American Indian trade goods (snowshoes, baskets, moccasins, handles)	30" x 72" table	With Graphic 4	
10	Table-top Computer Interactive: "My First Year"	24" x 48" table holds 27"H x 29"W x 24"D media unit	With Graphic 5 or Standalone	Audio and video touchscreen computer interactive with graphic label
11	Lift the Bale Interactive Crate	@ 18" x 18" x 30" box, weight 45 lbs	With Graphic 6	Place carpet tile on floor to indicate crate placement
12	Table-top Interactive: "Beadwork"	48" x 48" (two 24 x 48" tables)	With Graphic 7	Includes @ 300 colored plastic tiles
13	Table-top Media Interactive: "All for a Hat"	24" x 48" table holds 31"H x 29"W x 24"D media unit	With Graphic 8 and table 14	Not adjacent to 9
14	Tabletop Interactive "Hatmaking" graphics, hat blanks and fur. Table-top Object and Case:	30" x 96" table Vitrine case 22"H x 30"W x 15"D	With Graphic 8 and Audio 13	Includes rabbit fur batt jar, four steps of making a hat felted pieces,

Item	Describe	Size	Goes with	Notes
	Beaver Fur Top Hat and Traveling Case			three graphic panels
15	Floor-stacked Cased Objects: European Trade Goods in Wooden Crates (5 with goods plus 5 bases)	Varies: see exhibit shipping inventory	With Graphic 4 or standalone	
16	Floor sitting cased object: Rifle in wood crate	14"H x 20"W x 61"L	With Graphic 4 or standalone	

TABLES INVENTORY

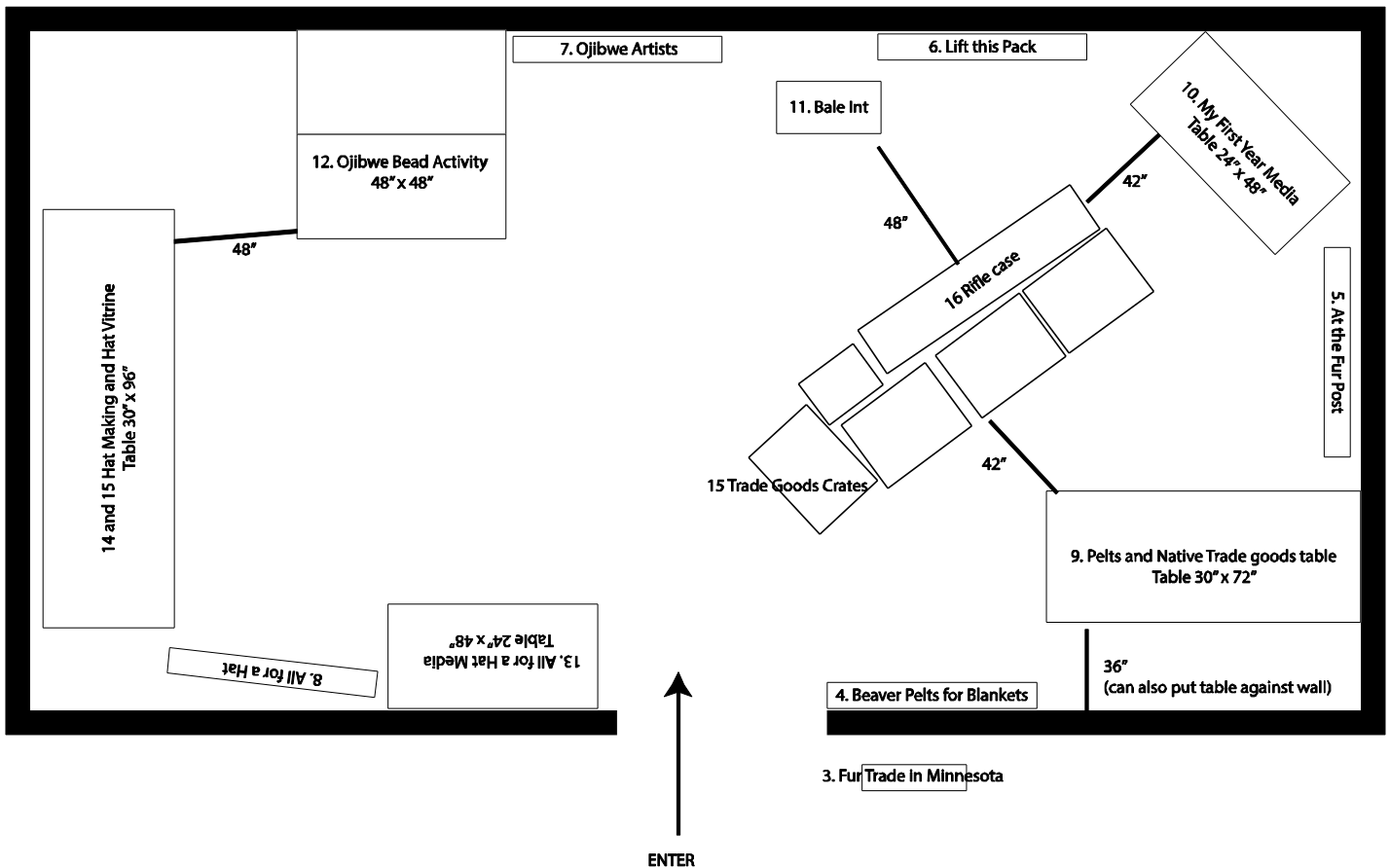
Topic	Tables for Interactives	Size	Quantity	Cover Color
9	9 Table for Furs and Native American trade goods/handmade items	30" x 72"	1	Tan
	10 Tabletop Media Interactive "My First Year"	24" x 48"	1	Gold
	12 Tabletop Interactive Beading	24" x 48"	2	Red
	13 Tabletop Media Interactive "All for a Hat"	24" x 48"	1	Gold
	14. Beaver Hat Display Case and 15 Tabletop Interactive "Hat Making"	30" x 96"	1	Green

FLOOR PLAN: RECOMMENDED EXHIBIT LAYOUT

Dimensions are Approximate
 July 16, 2015

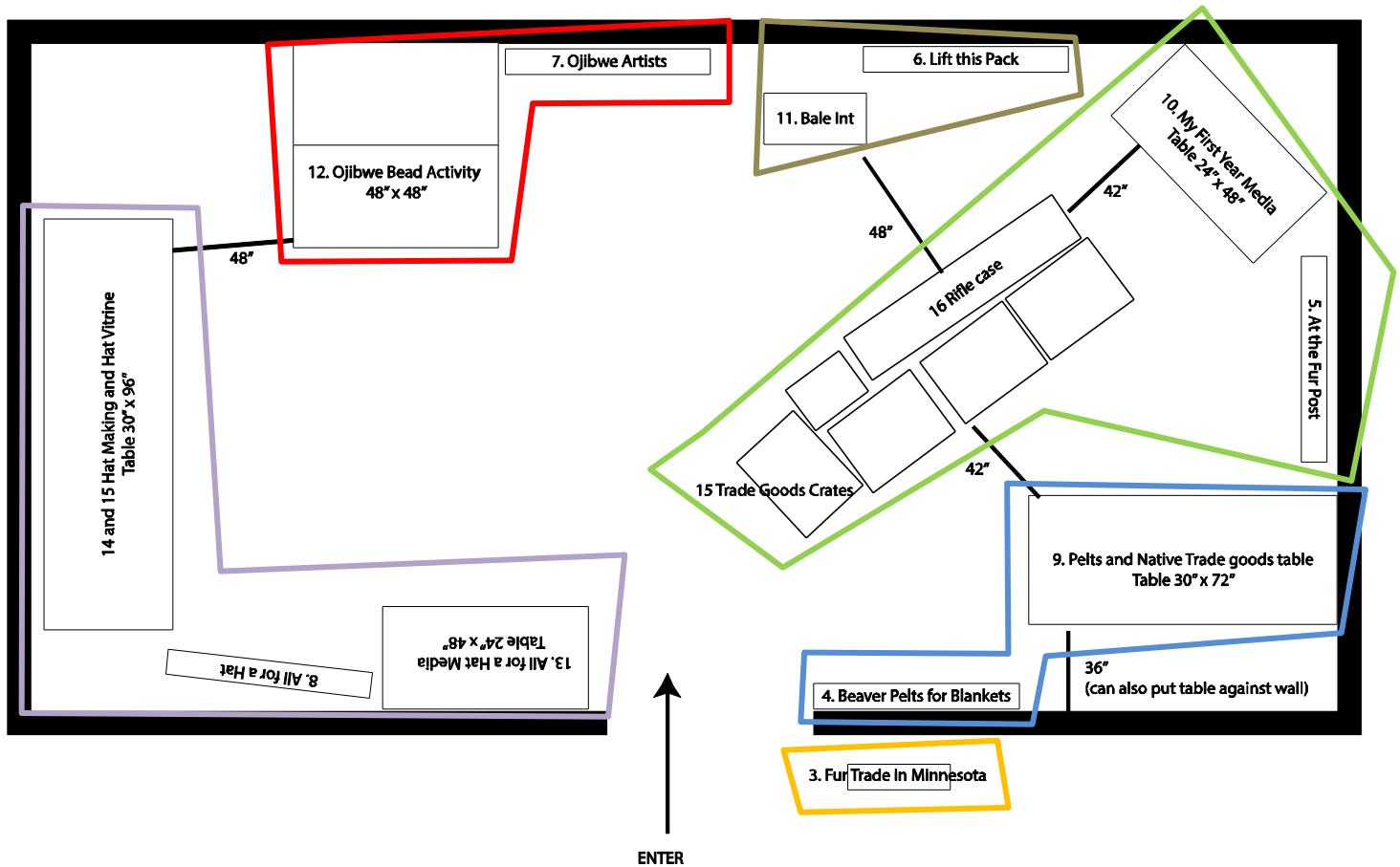
- The Fur Trade in Minnesota exhibit is designed to be flexible. Each graphic panel is paired with one or more interactive components.
- The Retractable graphic panels are single sided and ideally the backs should be facing walls.
- Tabletop Interactives, except for media elements, can be positioned to be used from multiple sides.
- Maintain at least 36" clear space between components for wheelchair/ADA access. Ideally 48" clear space should be allowed.
- Exhibits can also be grouped by topics either in one room or spread throughout several. See the alternative floor plan on the next page for more information.

PLAN VIEW Room size approx 25' x 13'



FLOOR PLAN ALTERNATIVE : Suggested Panels and Interactives Groupings

Dimensions are Approximate
 July 16, 2015



If the exhibits cannot be set up as shown on suggested floor plan, feel free to configure them as needed to fit your space and visitor flow. The colored outlines indicate the ideal pairing of retractable content panels and activities.

The crates of trade goods could also be stand-alone items (not close to panel 5 and interactive 10), or displayed in smaller groupings.

Approximate dimensions of topic areas outlined above:

- Beaver Pelts for Blankets 17' x 6' (or 9' for access on 2 sides of table as shown)
- At the Fur Post 20' x 15' (crates can be organized differently and do not all have to be grouped with graphic and media table. Graphic and table require about 12' x 12' area.)
- Lift This Pack 10' x 4'
- Ojibwe Artists 15' x 8'
- All for a Hat 17' x 17'

PROCESS SUMMARY

The exhibits are set up starting with large components (tables, crates, and media). The banners are set up last because they are white and the most delicate components.

NOTE: Two people (minimum) are required to set up the exhibits. Four are recommended.

ASSEMBLY INSTRUCTIONS

STEP 1: OPEN AND UNPACK CRATES MNFT-A, MNFT-B, and 23

OPEN GRAY CRATE MNFT – A

Flip up wings and turn counterclockwise to open latches (see page 13). Remove cover.

- Remove Tour Manual, condition reports folder, and hardware
- Unpack other items now or as you need them.

OPEN PINE DISPLAY CRATE 23

Undo the black buckles and remove yellow straps. Open crate.

- Remove Tool bag,
- Unpack cord floor covers and extensions cords for media exhibits 10 and 13; and short bungee cords for display 12 beading interactive; now or as you need them.
- Store straps in crate

OPEN GRAY CRATE MNFT – B

Flip up wings and turn counterclockwise to open latches (see page 13). Remove cover.

The Exhibit Comments Binder, the Condition Reporting Forms Portfolio, and the Cleaning Wipes, are stored in the top of Crate MNFT - B. Set these aside until you need them.

The Interior and Exterior advertising banners are stored in the top of Crate MNFT-B. The 24 inch wide Interior Fabric Banner and its top pocket hanging pole are rolled in muslin. The 48 inch wide Exterior Vinyl Banner, “*Now Showing*”, is rolled separately on its carrying tube and protected with muslin. Set these aside until you’re ready for Installation Steps #10 and 11.

STEP 2: Decide where the exhibits will go.

Start with the Suggested Layout, or determine the layout that best fits your specific space

Gather components for each topic together in the space before beginning set up. See the floor plan and inventory list for groupings.

- Retractable Panel 3 ***Fur Trade in Minnesota credits*** is a stand-alone element. The others are intended to be paired with interactive components.

- All the exhibit components can be displayed in the same room. Exhibit component groupings were designed so topics can also be located in different areas, depending on the space or interpretive opportunities available at each location.
- Locate the media units some distance apart to prevent sound bleed.
- Allow a minimum of 36" clear aisle space for ADA wheelchair passage.
- Each exhibit is shown on the plan, and components are described in the list in the table on pages 6 and 7, and pictured on pages 29 through 32. This will help you correctly place the tables and interactives together with the content banners.

PLACE THE EXHIBIT ELEMENTS IN THE SPACE.

- Lay the Retractable panels bags on the floor to determine spacing between content areas. *Set the banners up last to avoid damaging them while moving large objects around the room*
- Move the tables into position.
- Move the display crates into position.
- Move the media units and hat vitrine next to their tables.

STEP 3: TABLE AND DRAPE SET UP INSTRUCTIONS

Each table is labeled with the name of the exhibits it holds.

- Tip each table on a long edge and pull the legs open. Slip the metal catch loops into place to lock the legs.
- Stand tables up and move into position as shown on the floor plan.
- Connect the two Beading Interactive tables together using bungee cords (see step 6)
- Unpack the table drapes from Crate MNFT-A . **Observe how they are folded and rolled so you know how to repack them.** Slip the proper color table drapes over each table.
- Table drapes may be steamed to remove wrinkles

Topic Area	Size	Quant.	Drape Color
9 Table for Furs and Native American trade goods/handmade items	30" x 72"	1	Tan
10 Tabletop Media Interactive "My First Year"	24" x 48"	1	Gold
12 Tabletop Interactive Beading	24" x 48"	2	Red
13 Tabletop Media Interactive "All for a Hat"	24" x 48"	1	Gold
14. Beaver Hat Display Case and 15 Tabletop Interactive "Hat Making"	30" x 96"	1	Green



Tables 10 & 13



Table 9



Table 14/15

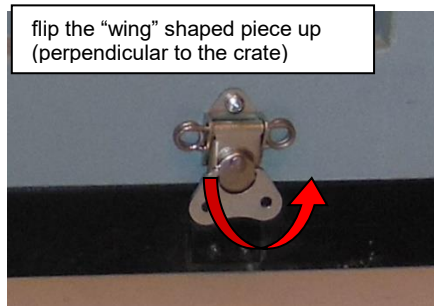


Table 12

STEP 4: MEDIA EXHIBITS SET UP INSTRUCTIONS

Each self-contained touchscreen media component houses a computer or player, speaker, and monitor. The power cord for each unit is also stored in the crate.

The media units travel in crates with removable tops. The units are very heavy, especially the covers. **Two people are required** to move, remove the covers, and lift the units onto tables.



- Complete Step 3 (position tables and put on fabric table covers).
- Move AV crate near its table and set on floor.
- To remove crate covers: Undo the latches by flipping the "wing" shaped piece up (perpendicular to the crate) and turning counter-clockwise to loosen and free the hasps.
- Undo the four latches, and carefully lift cover off media unit and base.
- There is Foam Packing on the monitors which will remain attached. **SAVE THIS PACKING AND STORE IN CRATE TOPS TO REUSE.**

carefully lift cover off media unit and base.



My First Year

- Lift media unit by the base (not the monitor) and set on table. **Slip foam covers off monitors and store in crate tops.**
- Using the 3 ft. media unit power cables packed in each case, slip the plug end over the three-prong outlet on back of unit.
- Check to make sure the monitor connections are secure.



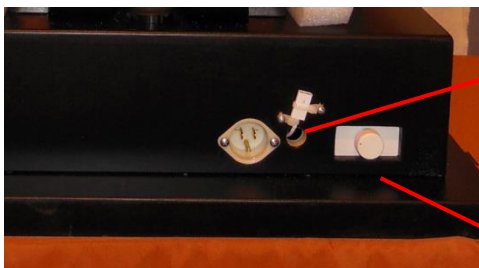
All for a Hat



Plug power cord into back of units



In Crate 23
Floor Cable Covers
10 Ft. Extension Cord
(the inside surfaces of plug are black)



- Take an extension cord and box of cord cover from Crate MNFT-A. Plug extension cord into grounded wall outlet and run across floor to unit. If the cord is exposed, roll out cord cover beside the extension cord and push the extension cord into the slot on bottom of cord cover, making sure the cover will lay flat on the ground. Hide excess under table.
- Use black gaffers tape to secure the cord cover to floor if needed. Use several zip ties to secure the cord to the table leg for clean appearance and safety. Use furnished side cutters to trim zip ties.
- Then plug the unit power cord into extension cord.
- Interactive will turn on automatically. If you see an error message, unplug and replug in the exhibit.
- Touch screen to start program and adjust volume using white knob on back.
- If needed adjust screen angle by placing one hand at bottom and one at top of monitor and pushing/pulling to adjust the vertical angle.
- **Store the cord cover boxes in Crate MNFT-B for reuse.**

USB port for keyboard (use for troubleshooting only on My First Year)

Volume

NOTES:

The media units have screen savers that come on automatically if not used for a period of time. You can leave the exhibits on overnight, but some people have reported that the motion of the screen saver has set off their alarm systems. You can unplug to shut down the units at night.

A keyboard and mouse are included in Crate MNFT-A for troubleshooting *My First Year* if the interactive has problems. Do not plug this in or set out for normal use.

If you see a “No Video” error message, unplug the power for five seconds or so and plug it back in, you may need to do this several times. Also recheck the monitor cable connections.

For help with operation or troubleshooting of the AV units, please contact:

Dan Beck, Exhibits Multimedia Producer

Dan.beck@mnhs.org 651-259-3057

The black fabric (gaffer's) tape may leave a slight sticky residue on hard floor surfaces. This can be easily removed with glass cleaner; however, make sure glass cleaner WILL NOT HARM YOUR FLOOR FINISH BEFORE USING IT

STEP 5: FURS AND NATIVE TRADE GOODS TABLE

Set up the 72" L X 30" W folding table and tan table drape in the desired exhibit location.

Unpack the fur pelts from the large Ziploc plastic bag in crate MNFT-A and lay out on the table. You will have:

- One (1) White Tail Deer
- Four (4) Beaver (suggest putting out only two, one each adult and young)
- One (1) Red Fox
- Two (2) Raccoon
- One (1) Otter
- Two (2) Fisher
- Two (2) Mink
- Eight (8) Muskrat (suggest putting out only 4)

Pelts are labeled on the inside surfaces. Documentation for the pelts is included in this binder and the crate.

Unpack the Native American trade goods. Group at one end of the table. You will have:

- Three birchbark winnowing baskets
- Three wood hawk handles
- One pair deerhide moccasins
- One pair snowshoes (may be leaned against wall or placed on floor depending on your exhibit space)

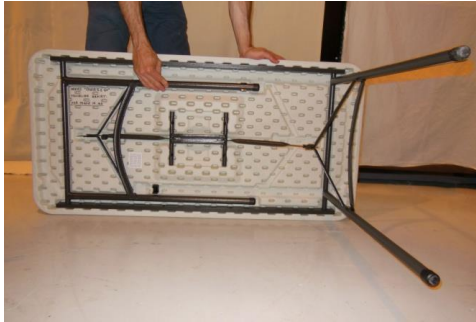
Place any packing materials back into Crate MNFT-A for storage. Also keep the cardboard snowshoe box Crate MNFT-F.



STEP 6: OJIBWE BEADING INTERACTIVE

This activity should be accessible from all four sides if possible.

The activity instructions are on Retractable Panel 07 "Ojibwe Artists." Locate this table adjacent to the panel.



Set up the two 48"L X 24"W folding tables so they make a square. Place tables in desired exhibit location and cover with the red table drape.



Use the short bungee cables from crate 23 to connect the table legs. (There are two extras in the tool kit bag).

EDITED August 17, 2015



Remove the woven reed baskets ~~striped fabric bag~~ containing activity pieces from Crate MNFT-A. There are 100+ of each rectangular plastic pieces in red, black, white, green, yellow and blue. Unpack some of the colored pieces onto the table. Use the baskets to store the rest of the tiles on the table.

Sort the bead tiles by colors in the baskets if time/labor permits. Please sort by color prior to shipping.

If available, place venue-supplied chairs or stools around the table.



PAGE EDITED AUGUST 17, 2015

STEP 7: HATMAKING TABLE AND HAT DISPLAY VITRINE

Set up 96" L x 30" W table and cover with green drape.

The table will hold items 14 Tabletop Interactive "Hat Making" and 15 Beaver Hat Display Vitrine



Photo for reference only. Two people should lift and remove crate top



SET UP THE HAT DISPLAY VITRINE

Crate MNFT-G contains the display vitrine for the Beaver top hat and traveling case.

Please handle with care and have two people move and lift this crate and vitrine case. Always lift vitrine case from the bottom.

- Set crate on floor so you can lift the cover high enough to clear the vitrine inside. Open the crate by undoing the four latches (see page 15) and folding them up. Have two people remove the crate cover by lifting straight up. The foam is tight to the vitrine and you will feel resistance.





Two people should lift vitrine case from crate



- Use the yellow straps to lift the case out of the base. Set the case on the base, then two people can lift from the bottom to transfer it onto the table.
- Unclip and lift or tip the case and slide the straps out from underneath. The vitrine is secured to the base with security screws. Keep the white foam that's under the buckles to use when you repack the crate,
- Lift and position on end of table as shown in the photo on page 21. Do not allow the edges of the vitrine overhang the table.
- Store the yellow straps and pieces of foam in the crate
- *Clean ONLY using the supplied Novus cleaner and cloths. Other cleaners and paper towels will damage and scratch the acrylic.*

Unpack the display objects from Crate MNFT-A: jar containing the rabbit fur batt, four "hat in process" blanks, and the three interpretive panels. Look at the backs of the tabletop graphics (labeled left, middle and right) and lay them on the table from left to right as indicated.

Arrange the hat blanks in order from left to right, and place the finished hat on the far right. The batt jar can be located to the left of the interpretive panels.

Pages 21-22 updated 9.26.18

STEP 8: TRADE GOODS DISPLAY CRATES SET UP INSTRUCTIONS

The Trade Goods Display Crates are constructed from unfinished pine and contain permanently mounted props. The display crates are intended to be grouped with the *Beaver Pelts for Blankets* banner panel, or may be distributed in the exhibit area as you wish and space allows.

The crates are sequentially numbered and are used in pairs. Odd numbered crates are on the bottom, and even numbered on top. The rifle case sits directly on the floor.

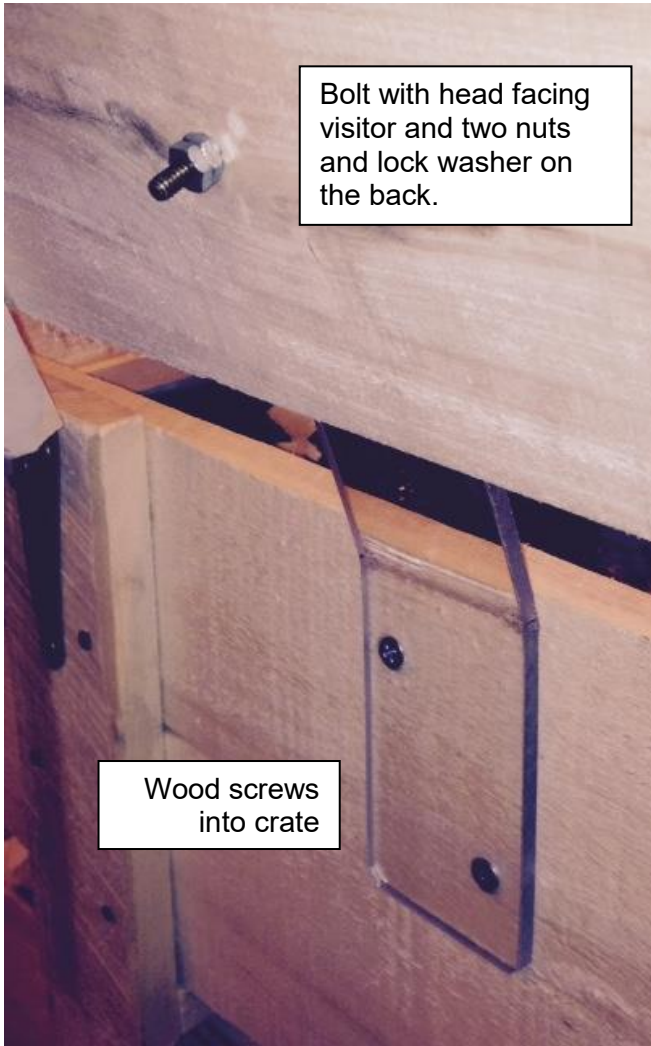
The gray shipping crates are not intended for display.

CRATES 18 – 27 Floor Standing Trade Goods Display cases (five pairs)			
Pair crates in sequential order starting with Tops (18-26) and Bottoms (19-27)			
	Top crates numbers	weights	dimensions
	18	34 lbs	16”H x 24”W x 16”D
	20	36 lbs	16”H x 24”W x 16”D
	22	32 lbs	11”H x 24”W x 18”D
	24	29 lbs	14”H x 16”W x 18”D
	26	36 lbs	11”H x 24”W x 18”D
	Bottom crates numbers	weights	dimensions
	19	20 lbs	11”H x 24”W x 18”D
	21	20 lbs	11”H x 24”W x 18”D
	23	41 lbs (includes tool bag and floor cable covers)	16”H x 24”W x 16”D
	25	18 lbs	14”H x 16”W x 18”D
	27	23 lbs	16”H x 24”W x 16”D
	Floor sitting display crate with rifle object		14”H x 20”W x 61”L
			1

Clear lexan brackets are provided to keep the lids in opened positions. These are packed in MNFT Crate-B and hardware is also provided. All are alike and can be used on any of the crates. Pliers and a screwdriver are included in the tool bag.



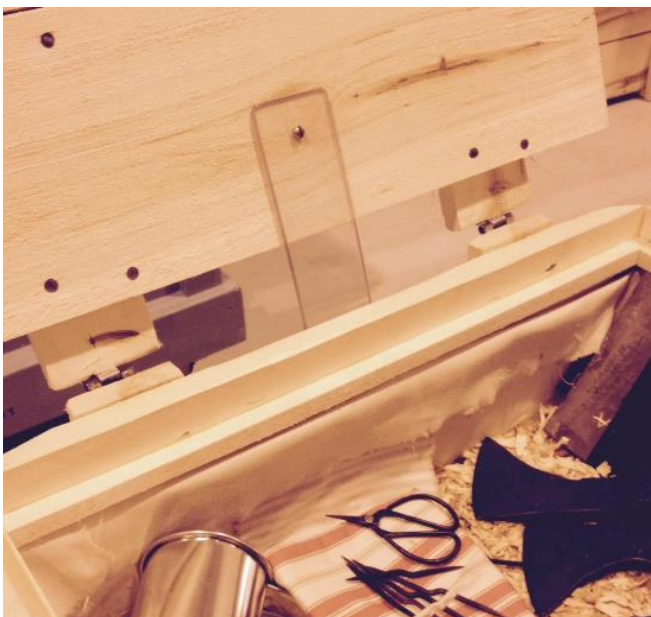
- Each bracket is attached to existing holes in the crates using two wood screws (into the back of the crate) and one bolt with two nuts and a lock washer (bolted through the lid with the bolt toward the viewer and nuts concealed behind). The bracket is visible on the front of the lid.



- Unpack the clear lexan brackets and mounting hardware from Crate MNFT-B (note there are two spare brackets). Unpack the screwdriver and pliers from the Tool Bag.
- Align the existing holes in the bracket with existing holes in the crate.
- Loosely attach the bracket to the lid using the bolt and nuts (nut, lock washer, nut).
- Next, screw the bracket into the back of the crate. Hand tighten gently to avoid stripping the holes.
- Then finish tightening the nuts and bolt.

NOTE: Crates may also be displayed with more space between them and the lids lying open. See reference photos next page.

The reason for the brackets, or having the crates far enough apart for the lids to lie open, is to prevent visitors from leaning on the lids, or from opening and closing the lids and potentially damaging the hinges or visitor fingers.



IEWS OF CRATED TRADE GOODS STACKS

Following the floor plan and these photos, position the rifle crate. Next, pair the smaller crates by numbers. Crates 18 and 19 are a pair, and so on. Odd number crates are on the floor, even crates are stacked on top. Move the crates into position and stack them. Make sure they sit securely.



Crate Lids alternative: lying open



STEP 9: RETRACTABLE PANELS SET UP INSTRUCTIONS



Remove and Distribute long black bags that contain the retractable panels and related hardware.

On the outside of each of the panels bags is a business-card-size label that identifies the banner by name. Place each bagged panel unit in its respective location on your exhibit floor to begin the assembly.



The intro/credit panel has one pole, all the others have 2 poles, which hold up the graphic panels.

Instructions assume you will unpack and set up each panel separately.

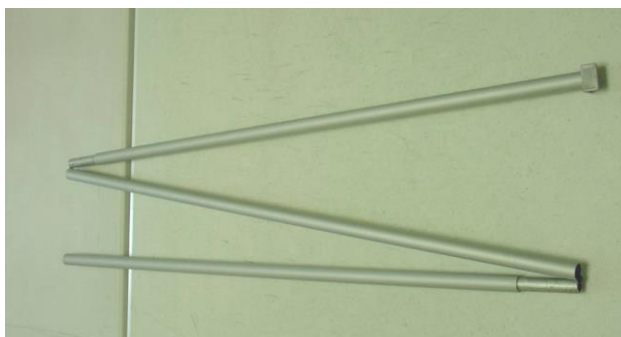
Open and Empty black banner bag

Unzip and remove the retractable banner unit and multi-section vertical brace pole(s) from bag.



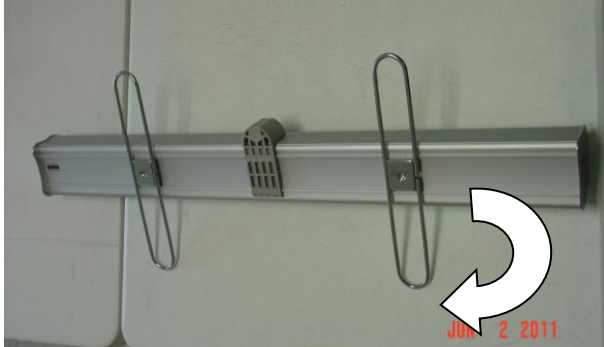
Make sure the plastic brackets are attached to one end of each pole, shake bag to dislodge if needed.

Re-zip the empty banner bags and put it back into Crate MNFT-B.



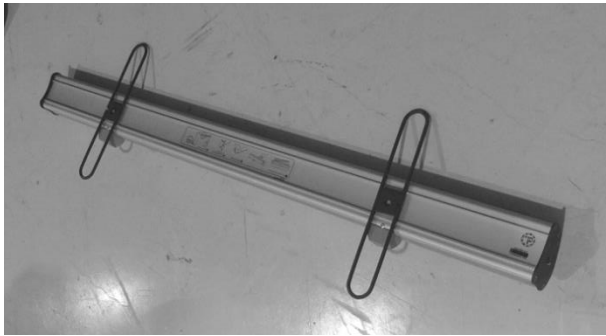
Retractable Panels Set Up (continued)

RETRACTABLE UNIT UPSIDE DOWN



On the underside of the retractable banner unit, rotate the two metal loops so they are perpendicular to the main body of the unit. These are the feet of the unit.

Note: Most of the banners use 2 poles.



RETRACTABLE UNIT RIGHT SIDE UP

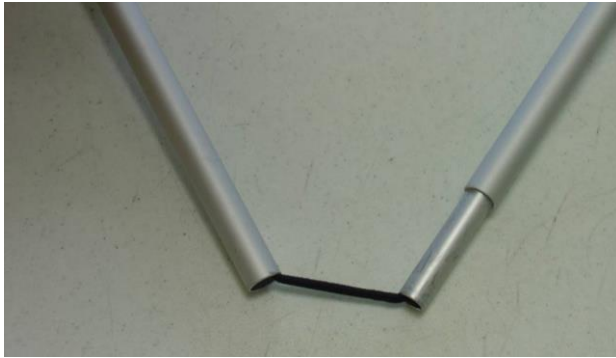


Legs not rotated (2 pole unit)

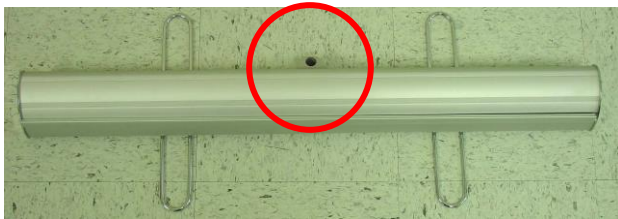


Legs rotated (one pole unit)

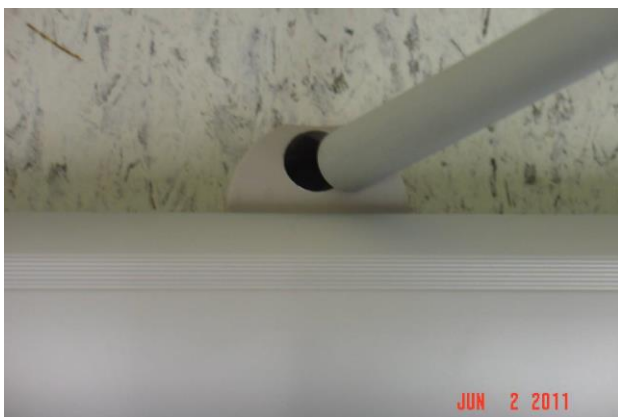
Retractable Panels Set Up (continued)



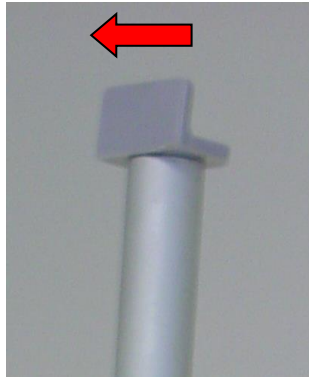
Extend the multi-section vertical brace poles by pulling gently against the internal bungee cords and sleeving the sections together. This is the same extension technique as is used on most collapsible tent poles.



Insert the extended pole(s) into the sockets of the base of the unit. The sockets are at the back of the unit.



Retractable Panels Set Up (continued)



Rotate the extended poles in the socket until the plastic tabs at the top face forward.

Structures are ready for graphics to be pulled up and secured.



Retractable Panels Set Up (continued)



This is a two-person activity if you are short. One person will use your venue-supplied stepladder to reach the upper attachment points.

Using two hands, carefully pull up on the top bar of the retractable banner, extending the banner out of the base.



With one foot on top of one of the metal loop feet, continue to extend the banner out of the base.

Extend taller than the pole, so you can hook the top channel over the top of the tab as shown in the pictures below.

See the next page for two-pole attachment



Retractable Panels Set Up (continued)



TWO POLE TIPS

Stand with your feet on both of the metal Retractable Unit feet. Use two hands to grip the top bar and carefully pull up the graphic.

Extend the graphic taller than the pole, so you can hook the top channel over the top of the tab as shown in the pictures below.

Do not let go of the top bar until both sides are connected to the tabs/ poles.

It's easiest to hook the right side and then the left.



REPEAT TO ASSEMBLE ALL UNITS

Retractable Panels Set Up (continued)



Make sure the poles are vertical and plumb, and the banner is centered. You can slide the tabs in the top channel to straighten the poles.

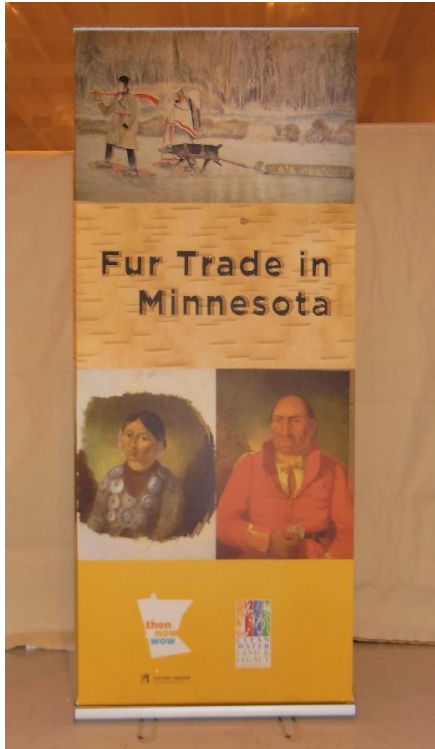
TO MOVE THE RETRACTABLE UNITS ONCE SET UP

Grasp both poles from behind, about 20" above the floor, and slide. Do not lift or the poles will come out of the sockets.

EXHIBIT COMPONENTS VISUAL REFERENCES

Also see images in Appendix A - exhibit set up at the Historical and Cultural Society of Clay County/ Hjemkomst Center

Item 3: Intro/Credit Panel



ITEMS 4 (*Beaver Pelts to Blankets* Panel) and 9 (table with furs and trade goods)



ITEMS 5 (At the Fur Post Panel) and 10 (table with *My First Year* media)



ITEMS 5 (At the Fur Post Panel) and 10 (table with *My First Year* media) and 15 Crates of Trade Goods (order of panels and media reversed)



ITEM 6 (Lift This Pack Panel) and 11 (pack interactive element)



ITEM 7 (Ojibwe Artists Panel) and 12 (beadwork tabletop interactive)



ITEM 8 (*All for a Hat* Panel) and 13 (Media interactive) and 14 (hatmaking tabletop interactive) and 15 (hat vitrine)

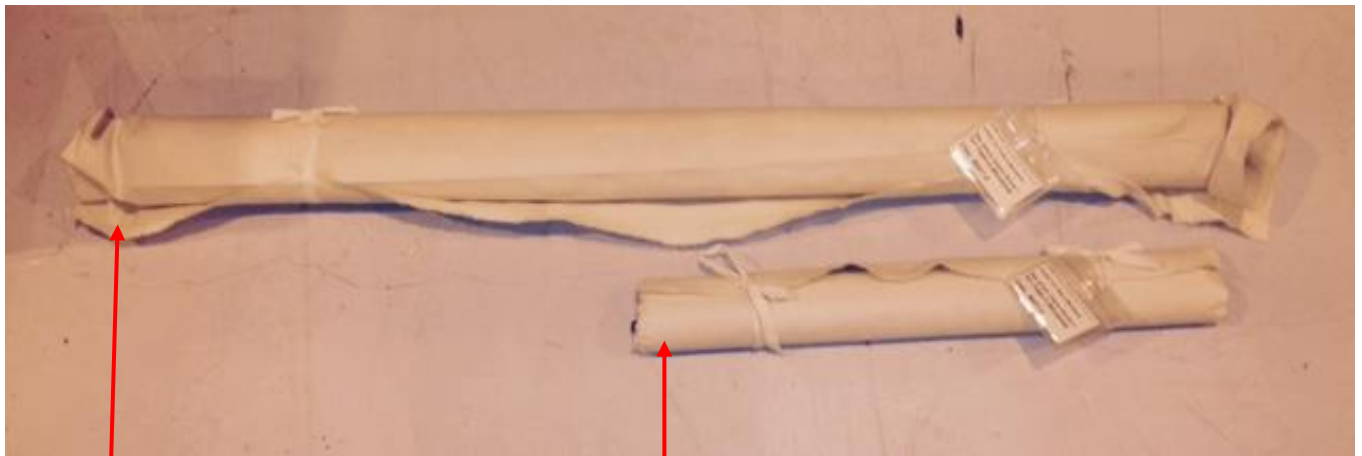
The Banner and tables can be arranged in any order. If possible the large table can be located so it can be seen from three sides. The banner and media table should be facing a wall.



15 (hat vitrine)

14 (hatmaking tabletop interactive)

SET UP AND HANGING THE ADVERTISING BANNERS



Exterior Vinyl Banner

Interior Fabric Banner



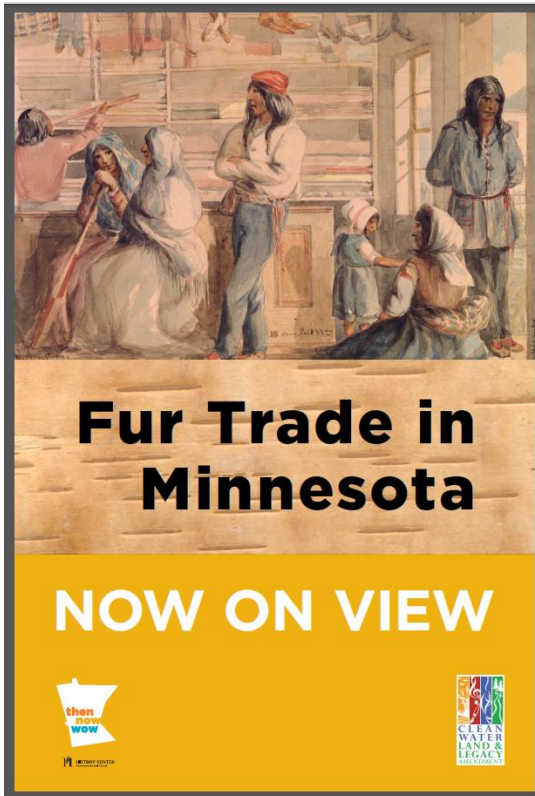
STEP #10: Set up and hang the 24" wide Fabric Interior Advertising Banner

Determine the best location within your gallery or atrium to hang the fabric interior advertising banner. Make sure the 24" long hanging pole is still sleeved into the top of the fabric ad banner.

Using the venue-provided wire, thread a length of the wire through the brackets and attach each end to your hanging points, leveling the banner as needed.

NOTE: The bottom pipe is sewn into the bottom of the fabric banner.

Store the muslin wrap and ties in Crate MNFT-B



STEP #11: Set up and hang the 48” wide Vinyl Exterior Advertising Banner

Prepare a clean, flat, and dry surface and with a partner, remove the ties from around the banner and unroll the vinyl exterior banner face up.

Determine the best location on the exterior of your building, fence, or atrium to hang the vinyl exterior ad banner. Please note that this exterior banner is approximately 72” [6’-0”] long.

Using the venue-provided cord, rope, zip-ties, or bungee cords, hang the exterior vinyl ad banner by attaching to or through each of the grommets, leveling the banner as needed.

Please make sure to secure this banner so it doesn’t get damaged by wind.

Store the muslin wrap and ties in Crate MNFT-B



CLEANING, CONDITION REPORTING & CRATE STORAGE INSTRUCTIONS

CLEANING

Once the exhibit is completely assembled and operating, please take the time to clean it.

Retractable graphic panels: gently brush off any surface dust.

Plexiglas covers on Crates; the Hat vitrine; fur batt container: Use the provided *NOVUS* Plexiglas cleaner and clean soft cloths (NOT paper towels). Lightly spray the cleaner onto the cloth and wipe the surface until clean and dry. **USE ONLY THESE CLEANING SUPPLIES!** *Paper Towels and other cleaners will mar the Plexiglas surfaces.*

Media Interactives: DO NOT use liquid cleaners. Lightly dust with a dry lint-free cloth as needed.

Beading Interactive; pieces may be cleaned with a solution of dish soap and water or mild cleanser. Dry with clean cloths or paper towels.

Exterior Vinyl Banner: From time to time the vinyl exterior advertising banner may need to be cleaned. Use water and an automotive cleaning sponge to gently scrub any grime, droppings, etc. from both the front and the back of the banner. **MAKE SURE THE BANNER IS THOROUGHLY DRY BEFORE ROLLING IT UP AND PUTTING IT IN THE CRATE FOR SHIPMENT OR STORAGE.**

CONDITION REPORTING

Inspect the exhibit and fill out the **Incoming Condition Reporting Form.**

Inspect the crates, packing materials, packing blankets and tools and fill out the **Incoming Condition Reporting Form.**

Advise MHS immediately of any broken or damaged exhibits.

CRATE STORAGE

The exhibit crates, packing materials, packing blankets, and tools all must be stored in a clean, dry, heated location free from vermin and pests.

Please keep and store any packing materials that came with the exhibits for reuse. They should fit into Crates A and B. The media monitor foam covers are best stored in their respective crate covers.

For easy access, please store the tool kit, manuals, reporting portfolio, cleaning supplies and extra packing materials in Crate A.

DISASSEMBLY INSTRUCTIONS

NOTE: STEPS #1 THROUGH 9 REQUIRE TWO (2) PEOPLE MINIMUM

OPEN CRATE MNFT-A

Unpack the tool bag, the tour manual, and red portfolio with condition reports. Also unpack stored packing materials.

STEP #1: Fill out the Outgoing Condition Reporting Form

Once the exhibit is closed, and prior to taking it down for the next venue, inspect the exhibit, crates, packing materials, packing blankets and tools, and fill out the **Outgoing Condition Reporting Form**. The form are in the red portfolio in Crate MNFT-B.

STEP 2: OPEN CRATE MNFT-B: Remove the black Retractable Panel storage bags

On the outside of each of the black bags inside Crate MNFT-B is a business-card-size label listing the banner to be placed inside the bag. Place each bag in front of its respective retractable panel to begin the disassembly.



NOTE: The fabric wraps for the 48 inch wide Exterior Advertising Vinyl Banner, “*Now Showing*”, and the 24” wide Interior Advertising Fabric Banner are stored in Crate MNFT- B. Set these aside until de-installation Steps #5 and #6.

STEP 3: RETRACTABLE PANELS DISASSEMBLY

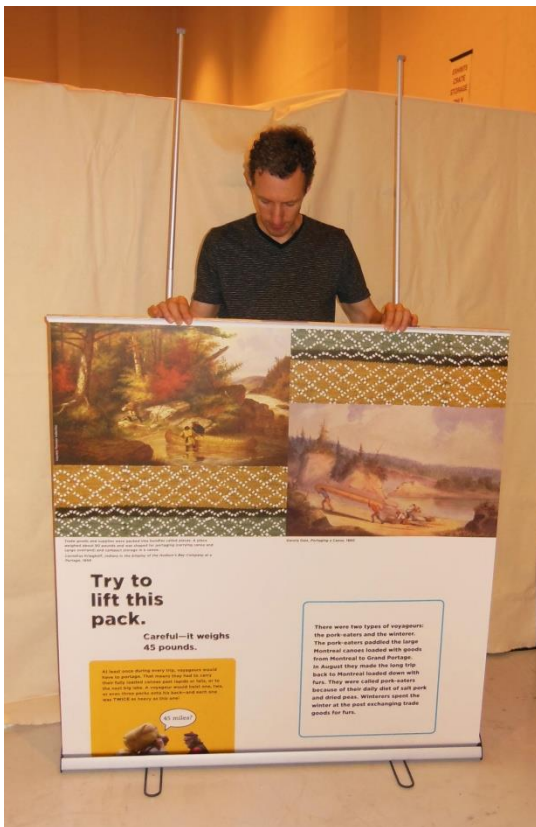


Carefully lower and disassemble the retractable graphic

Stand with your feet on the metal Retractable Panel feet. With both hands, lift the top bar of the retractable banner up and off of the plastic clips on the top of each pole. Use your stepladder as needed to reach this upper attachment point, and have your helper stand on the metal feet to keep the panel from moving if needed.

Slowly and carefully lower the fabric graphic back into the base as shown in the pictures.

Watch carefully to ensure the banner is going straight into the carrier and the fabric is not hanging up or folding along the edges. If the panel is not retracting correctly, pull the panel up a few inches, adjust the angle of descent slightly left or right, and lower again. The top aluminum bar does slide and you may need to adjust it once the graphic has retracted completely into the bottom carrier.



NOTE: Do not let go of the retractable banner while lowering into the base. This will damage the spring mechanism, and may also damage the graphic.



Retractable Panels Disassembly (continued)



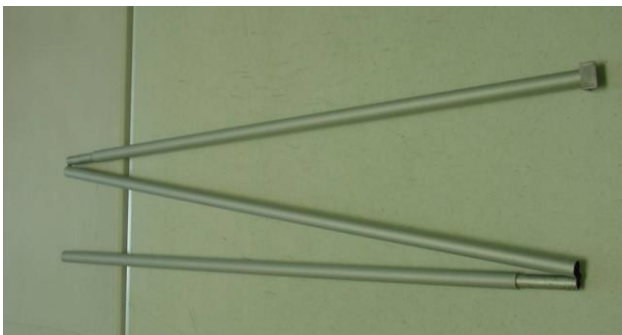
Remove the extended poles from the sockets at the base of the unit.

Un-extend the multi-section vertical brace poles by pulling the sections of the poles gently against the internal bungee cords and then un-sleeving the sections. This is the same extension technique as is used on most collapsible tent poles.

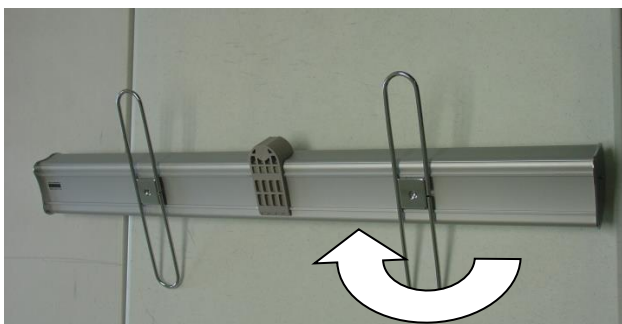
Fold the supports as shown on the left.



Unzip and open the storage bag. Slide the folded poles into the pocket in the black bag, with top tabs at the open end.



RETRACTABLE UNIT UPSIDE DOWN



On the underside of the retractable banner unit, rotate the two metal loops (feet) so they are parallel to the main body of the unit, and are tucked into the underside body of the unit.

Retractable Panels Disassembly (continued)



Carefully slide the retractable banner unit into its bag. Zip the bag closed.

Repeat until all Retractable Panel Units are disassembled and in their proper bags.



STEP 4: PACK CRATE MNFT-B

Carefully place the six (6) long bagged retractable banners into Crate MNFT-B, stacking them snugly next to each other.

Set this crate aside until the Interior Banner, the Exterior Banner, the Exhibit Comments Binder, the Condition Reporting Forms Portfolio, the Cleaning Wipes and Novus can be packed in the top.

NOTE: See Step #13 for finally packing of Crate MNFT-B.



Disassembly Instructions (continued)

STEP 5: PACK THE 24" WIDE FABRIC BANNER

Retrieve the 24" wide interior fabric graphic ad banner, remove any/all of the Venue's hanging hardware, and make sure the top hanging pole with endcaps is still sleeved into the top of the banner.



Lay the loose piece of muslin wrapping which you stored in Crate MNFT-A, on one 8'-0"L x 2'-6"w folding table, and lay the fabric ad banner on top, making sure that it is centered from side to side, and that the top of the banner is at one edge of the muslin.

Carefully roll the fabric graphic panel up inside the muslin, smoothing the wrinkles towards the bottom of the roll. Keep the roll smooth and snug so it will fit into the crate. Continue to roll the excess muslin overwrap onto itself.

Place the rolled bundle of the 24" wide fabric ad banner (including the 24" long hanging rod) into the TOP of Crate MNFT-B.

STEP 6: PACK THE 48" WIDE VINYL EXTERIOR BANNER

Remove the venue-provided cord, rope, zip-ties, or bungee cords, which were used to hang the exterior vinyl ad banner. Clean the banner if needed and allow to dry completely before packing.

Prepare a clean, flat, and dry surface and roll the vinyl exterior ad banner, FACE IN on its carrier tube. Roll in muslin and tie at four points along the length of the banner.

Place the rolled and secured bundle in the TOP of Crate MNFT-B.



Disassembly Instructions (continued)

STEP #7: UNPLUG AND CRATE THE MEDIA UNITS

For Each Media Unit:

- Unplug the extension cord from the source outlet. This will shut down the unit. Unplug the extension cord from the media player power cord.
- Remove any black fabric (gaffer's) tape that was used to secure the cord covers to the floor, and discard it. Remove the extension cord from inside the cord floor covers that were used. Roll and put the cord floor covers back in their boxes.
- Using the side-cutter from the Accessories/Tool Bag, carefully cut any zip-ties you used to secure the power and extension cord to the table legs and discard. Coil and secure the extension cords with the Velcro straps and place with Crate 23

NOTE: Make sure not to cut the power cord! Notify MHS contact person immediately if power or extension cords become damaged.



Unplug the media unit power cord from the media unit. Coil the power cord, secure with Velcro straps, and set on the media unit.

Move media unit crate covers near the units. Pull foam protective covers out and replace them on the monitors, follow guides written on the foam.



If needed, place your hands at the top and bottom of each monitor and press it back to original vertical position.

Note the crate covers are different sizes. Ensure you are placing the correct crate on the media units.



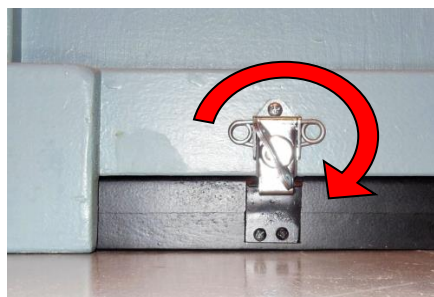
The next steps require two people:



Lift media unit onto the floor. Look at crate cover and align front of crate and front of unit. Carefully lift the crate over the media unit and slide down until it seats on the base.



Flip down the latches. Flip the wing tabs out and turn clockwise to tighten and secure the latches over the tabs. They will stop turning and be parallel to the floor when tight. Look to observe that the curved lips of the latch and catch are properly joined.



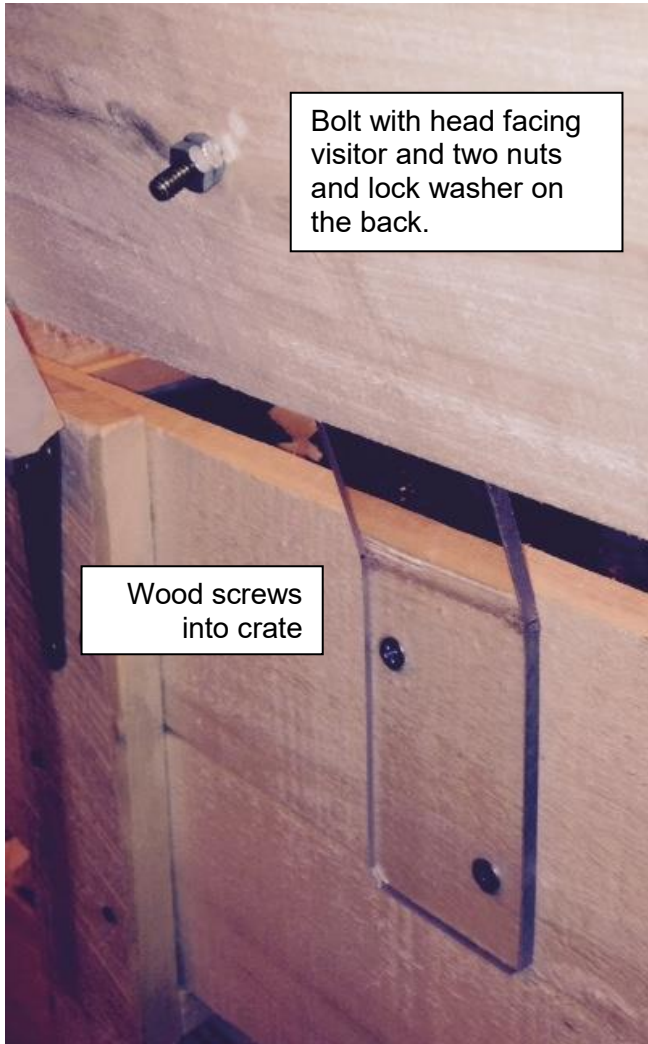
Flip the wings down when locked.



- Remove table cover and fold (along fold lines and as they were when received) into about 18" squares. Roll to use as packing material as shown in instruction for repacking crate MNFT-A.

Disassembly Instructions (continued)

STEP #8: REMOVE THE LEXAN BRACKETS FROM THE TRADING GOODS CRATES



- Remove the pliers and screwdriver from the tool bag.
- Carefully unscrew the two wood screws from the back of the crate. Hold the lid to prevent it from flopping closed.
- Loosen and remove the nuts, washer and bolt that secure the bracket to the lid.
- Remove the brackets, Close the crate lids. Repackage the hardware and brackets in their Ziploc bags and place near crate MNFT-B.
- Repeat until all brackets are removed and crate lids are closed.

Disassembly Instructions (continued)

STEP #9: CRATE THE BEAVER HAT VITRINE



Always have two people lift vitrine case and crate top



Crate MNFT-G holds the display case vitrine for the Beaver top hat and traveling case.

Please handle with care and have two people move and lift this vitrine. Always lift from the bottom, never by the sides or straps.

Move the graphics, rabbit fur batt jar and hats to the other end of the table.

Place crate on floor near the table and open the crate.

- Lift or tip the case and slide the straps underneath the vitrine case. Position so the buckles will connect at the top of the case. Secure straps snugly and slip protective foam under the buckles to prevent scratching the acrylic
- Two people lift the case from the bottom. Place it on the base of the crate on the floor.
- Use the yellow straps to hold the case and lower it into the crate base.
- Two people lower the crate top over the acrylic. **Note the circle and diamond shapes on the crate top and base for alignment**
- Secure the latches, see page 46
- Remove from table and place in a protected location.
- Remove table cover and fold (along fold lines and as they were when received) into about 18" squares. Roll to use as packing material as shown in instruction for repacking crate MNFT-A.

Page updated 9.26.18

Disassembly Instructions (continued)

STEP #10: REPACK PROPS INTO CRATE MNFT-A

Move crate MNFT-A to near the Ojibwe Beadwork / All for a Hat interactive tables.

Remove anything stored in the crate

Use the stripped canvas bag from Crate MNFT-A and package the Beading interactive colored tiles in it. Remove and roll the red table cover, and remove the bungee cables from the table legs.

Use these tables to hold other props in preparation to repack crate MNFT-A

Bring the table cover, fur pelts and Native trade goods from interactive 9 (Beaver Pelts for Blankets) over.

Remove table cover and fold (along fold lines and as they were when received) into about 18" squares. Roll to use as packing material as shown in instruction for repacking crate MNFT-A.



To pack Crate MNFT-A

1. Place carpet tiles from Lift the Pack interactive in the bottom of crate MNFT-A.
2. Stand the three "Hatmaking" graphic panels against one side of crate, on top of carpet squares.
3. Place keyboard and mouse next to graphics.
4. Pack the rolled tan and two orange table covers against two edges of the crate
5. Fold the deer hide, slip into large Ziploc plastic bag, add other pelts, squeeze out air, and place on top of carpet squares.





6. Place rabbit fur batt jar inside the most complete of the hat process blanks. Turn over so jar is resting on deer hide.
7. Place red and green table covers around hat and over brim. Set birch baskets and moccasins in corner on top of hat. Set hawk handles on red table cover.



8. Place bag of tiles and other hat blanks into crate.

August 17, 2015: NOTE: Colored plastic tiles for Ojibwe Beading Interactive are now stored in two woven reed baskets that ship in bottom Crate # _____

Repackage snowshoes in cardboard box Crate MNFT-F



Page Modified August 17, 2015

Disassembly Instructions (continued)

STEP #11: FOLD THE TABLES

STEP #12: PACK CRATE MNFT-23 and MNFT 19

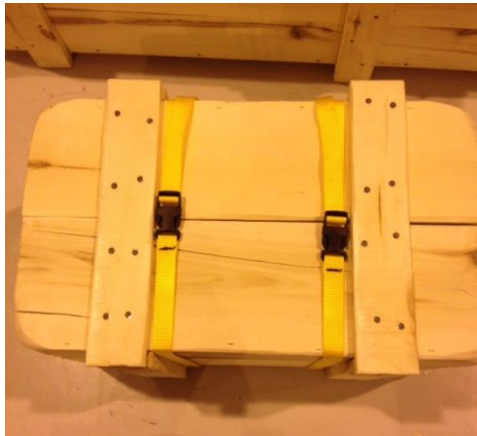
Crates 23 and 19 are unfinished pine display crates. They do double duty as a packing crate.



Remove crate 22 and open crate 23

Make sure everything has been put back into the Tool Bag. Please refer to the packing inventories at the beginning of the manual.

Pack the two boxes of cord floor covers, the two extension cords, any extra parts, and the tool bag into crate 23. Secure the crate with the two yellow straps.



Crate 19

Pack the woven reed baskets containing activity pieces into Crate MNFT 19.

Please sort the tiles by color prior to shipping.



Page Modified October 5, 2016

STEP #13: FINISH PACKING CRATE MNFT-B

NOTE: Take your time at this point to make sure there's no loose hardware for the exhibit lying around. Pack as needed.

Pack the Interior Banner, the Exterior Banner, the Lexan crate brackets and hardware, cleaning wipes and Novus cleaner, and other parts into crate MNFT-B.



Add the Exhibit Comments Binder, and Tour Manual.



Gather the rolling furniture dollies, blankets, ratchet straps, etc. and check the Exhibit Shipping Inventory to verify everything is present and accounted for.

Finally, complete and copy the Outgoing Condition Report Form (OCRF) and add to the red Condition Reporting Forms Portfolio. Place folder in Crate MNFT-B. Close Crate MNFT- B

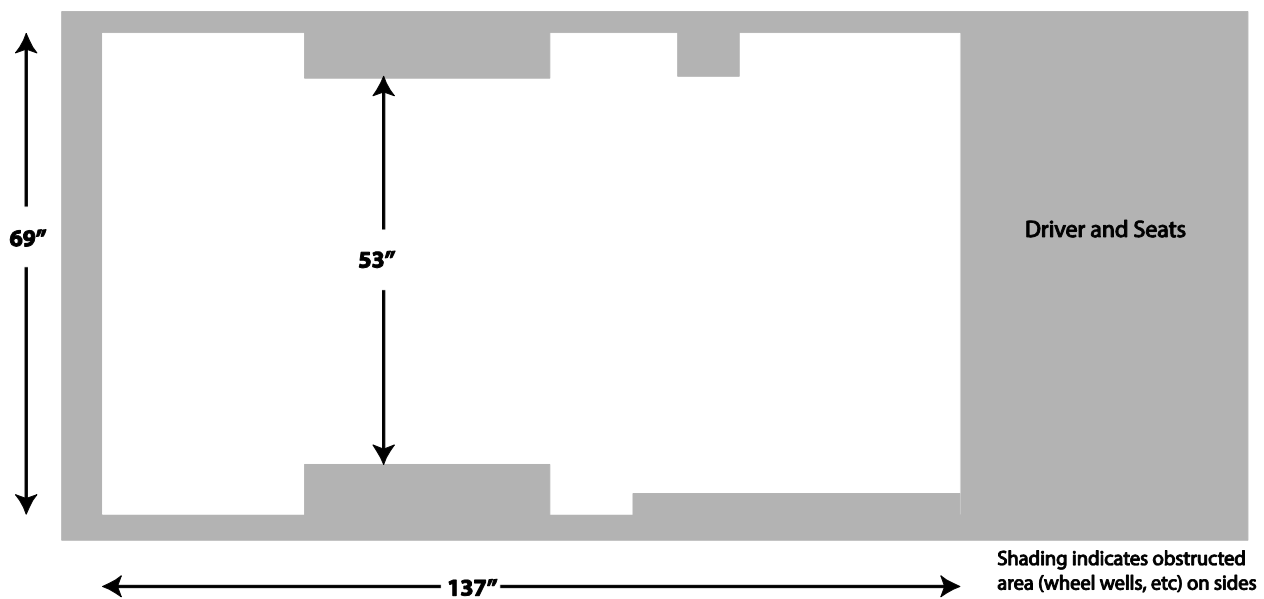
Make and keep a copy of the van packing diagram to use when packing the exhibits into the van for the next venue.

PACKING THE VAN

An extended length cargo van is the minimum size vehicle required to transport “Fur Trade in Minnesota. MNHS uses a 2012 Ford F250 Extended Length Cargo Van. The cargo area overall is approximately 69”W x 137”L x 5’ T. Because of wheel wells and other obstructions, the available flat floor space is approx 53” x 132”

Exhibits must be transported in a covered, watertight and clean vehicle. For example, a pickup truck with a hard sealed topper is acceptable. A pickup truck with a tarp is not. (Note Fur Trade in Minnesota will not fit in a pickup truck).

This plan shows the approximate cargo dimensions of the Ford F250 Extended Length Cargo Van. The gray areas indicate wheel wells, the door and other interior obstructions.



Please cover the floor of the vehicle with Masonite, plywood, or clean cardboard to protect the exhibits.

See the information on the following pages for how to pack and stack the exhibit crates.

Packing blankets and ratchet straps are provided and shown in the photos. Please use packing blankets to protect the exhibits, especially the pine display crates, from excessive wear. The floor of the vehicle should be covered with Masonite, plywood, or clean cardboard to protect the exhibits.

Loading Order

- Start with the crates behind the seats
- Add the crates along the left wall
- Add the tables
- Blanket the crates as you place them
- Add remaining crates on first tier
- Move onto second tier

Diagram 1: Crates packed on the floor of the van.

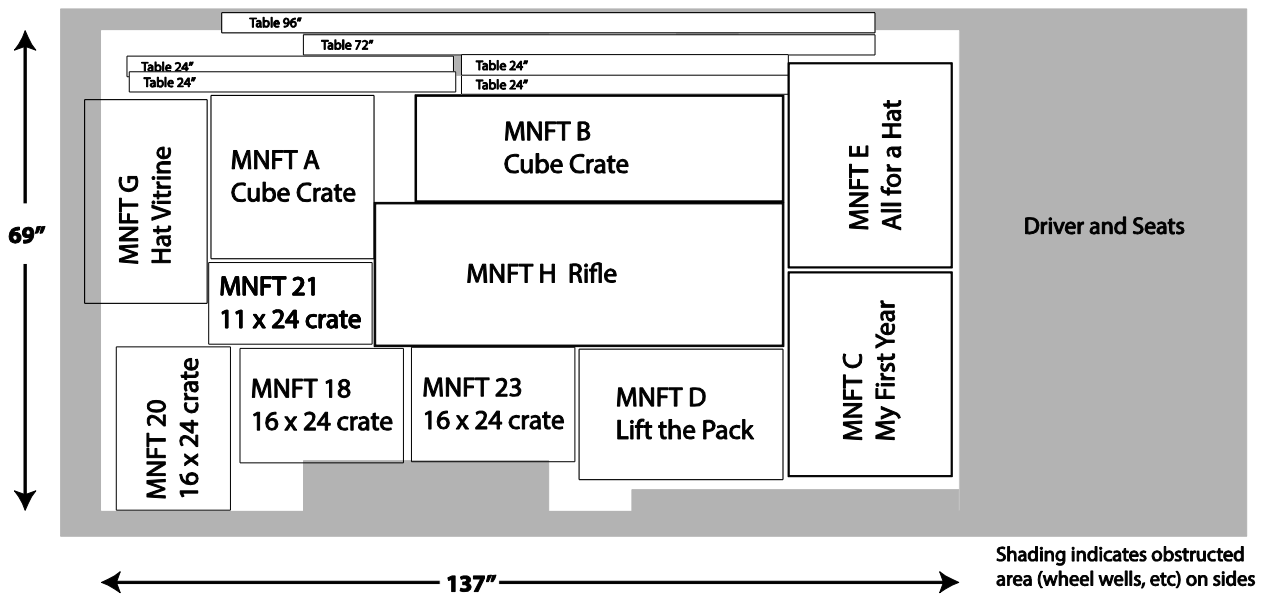
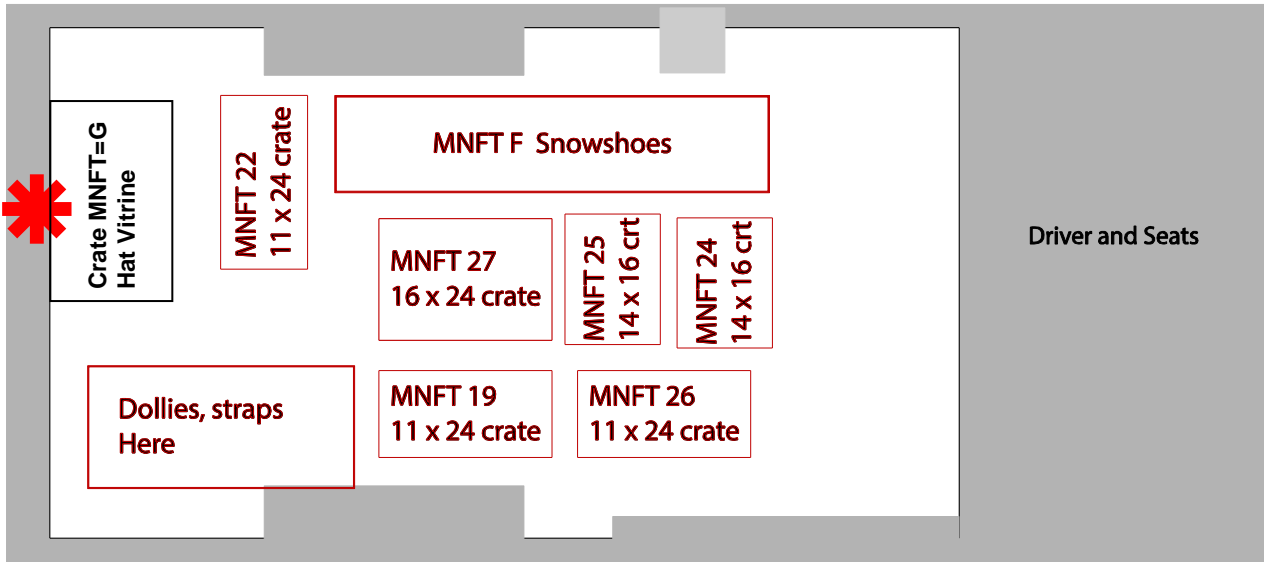


Diagram 2: Second layer of crates and materials, with packing blankets

*** Crate MNFT=G, The Beaver Hat Vitrine, is fragile.** Please ensure the beaver hat vitrine is well positioned, padded, and protected from things falling on it, the door slamming on it, etc. Do not kneel on the crate or set things on top. Please identify as FRAGILE (write on the blanket or add a sign) so the unloaders are aware.

Shading indicates obstructed area on sides



APPENDIX A: Exhibits at the Historical and Cultural Society of Clay County / Hjemkomst Center July 2015. This large gallery is @ 35' x 30'.





All for a Hat Option 1



All for a Hat Option 2 – banner in between tables

All For a Hat Display Table detail



Lift the Pack panel and Interactive



Ojibwe Artists panel and interactive detail



At the Fur Post (left)

Beaver Pelts for Blankets (right)

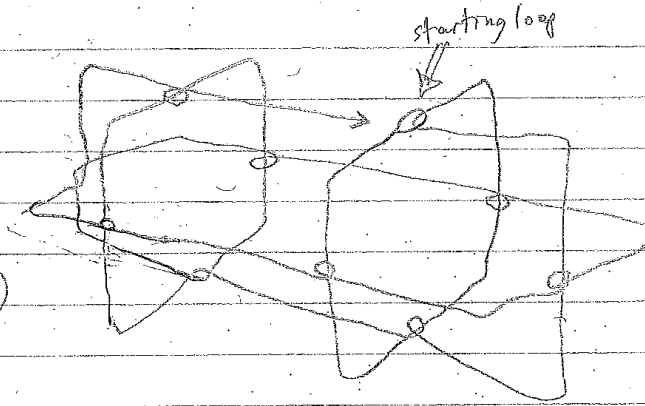


Beaver Pelts for Blankets

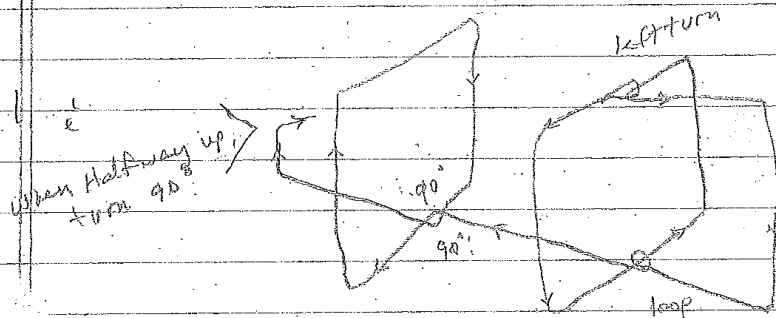


tying a bale = use 30 lineal feet of rope:

(complete!)

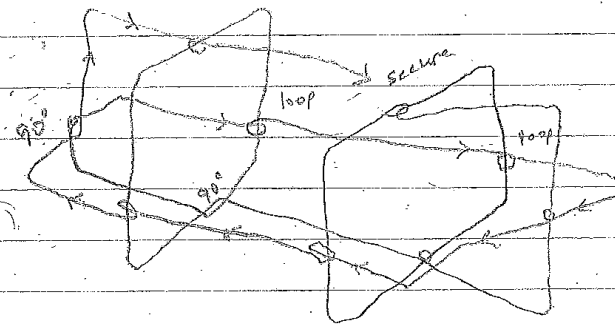


Step 1



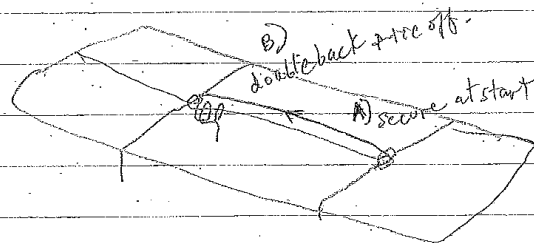
- around
- left
- loop
- 90° turn
- around
- 90° turn
- Half way up, turn 90°

Step 2



- 50 around and
- loop
- loop
- loop
- loop
- loop
- wait each straight rope
- 90° turn

Step 3:



- loop
- A) - secure @ "start"
- B) - double back + tie off