

■ EXHIBIT

Pop-Up Exhibit Care & Set-Up

Exhibit Set-Up

Please read through all this information before you begin. Note exactly how the exhibit is packaged so you can repack it in the same way. This will protect the contents during transport and storage. Each graphic panel has been placed in a plastic sleeve to protect the surface and make the panels easier to handle. Store the plastic sleeves in the case at the show so you will have them for repacking.

Frame

Remove the collapsed frame from the exhibit case and expand it to full size. Connect the plastic fittings to stabilize the frame. Attach five sets of the flat metal struts to the plastic hubs on the front of the frame. Also attach a set of metal struts to each end of the back of the frame. The struts on the back are used to hold the end caps in place.

Center Graphic Panels

Handle the panels with care to keep them looking great. Remove them one at a time from the exhibit case, put the panel on a clean surface and identify the top edge of the panel. Roll the panel up from the bottom as you remove it from the plastic sleeve. This will give you good control of the oversized piece and make it easier to handle. Attach the notched top of the panel to the pins at the top of the struts, unroll the panel and secure each magnetic strip to its half of the strut. The panels will touch one another and the image will align.

End Cap Graphic Panels

The end cap panel requires attaching that panel to the top of the front and back struts and then using two hands to gently and simultaneously glide it all the way down both the front and back edges of the panel to secure the magnets to the struts.

Repacking

Place each graphic panel in a sleeve, roll the panel so the GRAPHIC IMAGE is on the OUTSIDE of the roll, and put it back in the case. Panels will be damaged and cannot be repaired if they are rolled and stored with the graphic image on the inside of the roll. Be sure to put just one panel back in the case at a time so it will be easy to unpack for your next show.