

Out on Campus Exhibit Assembly Instructions

The exhibit frames are in the six black bags labeled with the exhibit panels. Assemble each frame matching the numbers printed on the ends of the pieces with the corresponding pieces (all pieces snap together without tools).

For the bottom feet, keep the feet parallel in line with the bottom bar while assembling and while sliding the printed fabric over the frames so as not to risk bending/damaging the feet.

The printed fabric sleeves are in the clear bags. Wearing the white gloves provided to avoid getting the fabric dirty, slide each fabric sleeve over a frame, keeping the seams straight along the outer edges of the frames. Work to smooth the fabric down to the bottom to eliminate any wrinkles. It is helpful to have a table (with a clean surface) to open and unfold the fabric sleeves.

Once the fabric sleeve is installed over the frame, turn the feet to be perpendicular to the bottom bar of the frame and tighten with a quarter or a screw driver so that they are stable. Stand the frame up on its feet.

Position the panels in your exhibit space in the following order:

1. Introduction
2. Acknowledgements
3. Bryn Mawr College
4. HBCUs (Lincoln and Cheyney)
5. Lafayette College
6. Bucks County Community College
7. University of Pennsylvania
8. Penn State
9. University of Pittsburgh
10. Lehigh University
11. Shippensburg University
12. Harrisburg Area Community College

Return the black bags and packaging material to the shipping containers (if provided), and store in a safe, secure location.

When the showing has ended, reverse the process of assembly to disassemble and make sure to put the pieces of each exhibit frame in its own black bag and don't mix pieces between bags. Carefully, loosely fold the fabric panels so as to reduce the potential for creasing. Avoid having them touch the floor or other surfaces that may not be clean. It helps to have two people or a large pre-cleaned table available. Place the folded fabric panels and white gloves in the clear plastic bags provided and return them to the appropriate labeled black bag. Return the black bags to one of the shipping cases (if provided). Put the covers back on the two shipping cases and fasten/slide the hardware at the bottom to hold in place.