

## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### Table of Contents

Contacts   Reference photos	2
Exhibit Shipping Inventory	3
Host Site Requirements	5
Exhibit Components Inventory	6
Marketing and Educational Materials Links	6
Floor Plan: Suggested Layout	7
<b>SET UP INSTRUCTIONS</b>	8
Steps 1 Open crates, determine floor plan	9
Step 2: Banner Crate COA #1	9
Step 3-4: 1968 Interactive Crates COA #3 & 4	15
Step 5: Record Flip Interactive Crate COA #5	17
Step 6-8: Media Interactive Unpack and Set Up	18
Condition Reporting, Cleaning, Crate Storage	21
<b>DISASSEMBLY INSTRUCTIONS</b>	22
Step 1: Open crates, get out tools and materials	22
Step 1: Complete Outgoing Condition Report	22
Step 2-4: Retractable Panels Crate COA #2	22
Step 5: Video Kiosk Pack	27
Step 6: Record Flip Interactive Crate COA #5	30
Step 7: 1968 Interactive Crates COA #3 & 4	31
Step 8: Repack Tools, Binders, Etc.	33
<b>Crates and Weight</b>	34
<b>Quiz and Answer sheet Originals (please make copies)</b>	
<b>Original for Interactive Pages</b>	
<b>Graphic panels</b>	

## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

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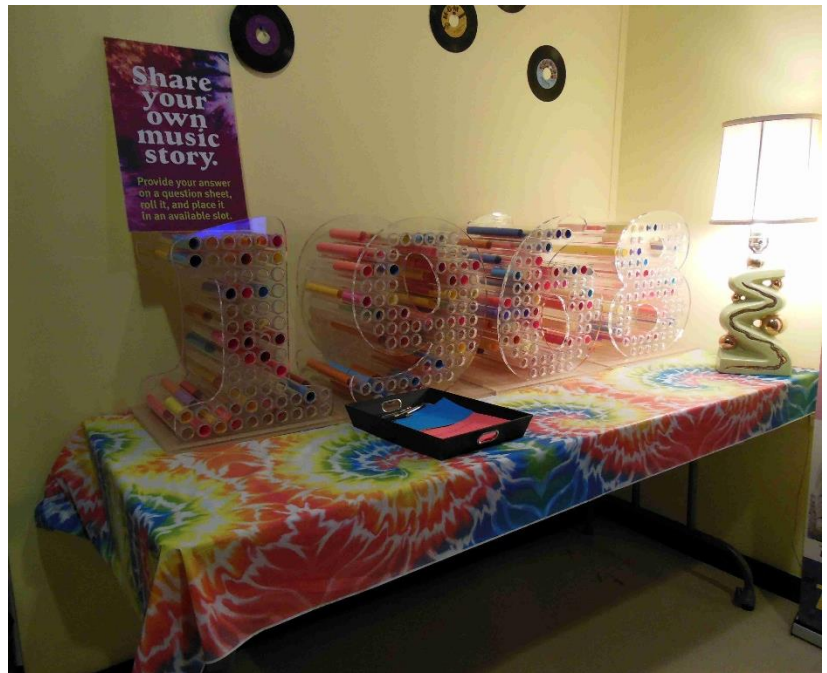
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## COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,  
DISASSEMBLY, PACKING INSTRUCTIONS

### EXHIBIT SHIPPING INVENTORY:

<b>CRATE – COA #1 (HARDWARE CRATE)</b>		
22"W x 22"L x 14"D    Approx. weight 45 lbs.		
	Extension Cords – 10'-0" long (Black)	1
	Extension Cords – 6'-0" long (Black)	2
	Roll of Black Gaff Tape	1 Roll
	Video Kiosk Carpet Pad for Hard-surface Floors	1
	Blue Painter's Tape (one roll allowed for each venue) (in managers bag)	1-2 Rolls
	Accessories / Tool Bag (see below for inventory of this bag)	1
	Visitor Comment 3-ring binder ( <i>In crate 1 or 2 as space permits</i> )	1
	Tour Manual 3-ring binder installation instructions ( <i>In crate 1 or 2s</i> )	1
	Red folder – Ingoing and Outgoing reports ( <i>In crate 1 or 2</i> )	1
	Accessories bag (see inventory below)	1
	Paper & Pencils, Supplies: "1968 Memories"	1
<b>CRATE – COA #2 (RETRACTABLES CUBE)</b>		
16"H x 51"L x 13"D    Approx. weight 80 lbs.		
	<b>Top:</b> Cleaning Wipes	1 Box
	<b>Top:</b> Extension Cord Cover (Black)	1
	Single-sided Retractable Graphic Panel: "Coming of Age: The 1968 Generation", in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: "Glimpses into Everyday Life", in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: "Dress Codes to Self-expression", in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: "Upheaval and Change", in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: "That 60s Sound", in its own zippered banner bag	1
	Single-sided Retractable Graphic Panel: "The War in Vietnam", in its own zippered banner bag	1

## ***COMING OF AGE: THE 1968 GENERATION***

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

<b>CRATE – COA #3 (1968 MEMORIES INTERACTIVE [numbers “6” &amp; “8” &amp; Labels])</b> 23”H x 42”L x 17”D Approx. weight 80 lbs.		
	Table-top Interactive: “1968 Memories” Numbers “6” & “8”	1 Each
	Instructional Graphic Panel: “1968 Memories”	1
	Paper & Pencils, Supplies: “1968 Memories”	In Crate 1
<b>CRATE – COA #4 (1968 MEMORIES INTERACTIVE [numbers “1” &amp; “9”])</b> 23”H x 42”L x 17”D Approx. weight 80 lbs.		
	Table-top Interactive: “1968 Memories” Numbers “1” & “9”	1 Each
<b>CRATE – COA #5 (1968 RECORD ALBUM FLIP INTERACTIVE) – LID ONLY LABELED</b> 14”H x 18”L x 14”D Approx. weight 20 lbs.		
	Table-top Interactive: “1968 Record Album Flip”	1
	Removable Anti-slip Pad for base	1
<b>CASEWORK – VIDEO MONITOR/KIOSK</b> Approx. weight 110 lbs.		
	Kiosk Unit with built-in Monitor	1
	Padded Blanket Cover	2
	Straps for Padded Blanket Cover	4
	Padded & Velcro Screen Transport Cover	1
	Padded & Velcro Volume Control Knob Transport Cover	1

## ***COMING OF AGE: THE 1968 GENERATION***

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

<b>ACCESSORIES/TOOL BAG – PACKED IN CRATE – COA #1</b>		
	Tour Manual (three-ring binder)	1 Manual
	Plexi Cleaner	1 Bottle
	16 Foot Tape Measure	1
	25 Foot Tape Measure	1
	Extra Zip-ties for Kiosk Power Cord(s) – small, black	1 bag of 100
	Extra Zip-ties for Kiosk Power Cord(s) – medium, black	1 bag of 100
	Side-cutter to remove Zip-ties	1
	Slip-joint Pliers	1
	Multi-tipped Screwdriver	1
	Plastic Accessory Box with Video Monitor/Kiosk Equipment, including: <ul style="list-style-type: none"> <li>One (1) Flashlight</li> <li>One (1) Key – to open Monitor</li> <li>Many Small Black Zip-ties</li> <li>Twelve (12) Allen-head Socket Screws</li> <li>One (1) Multi-tipped Screwdriver</li> <li>Two (2) Allen Wrenches</li> </ul>	1
<b>MISCELLANEOUS</b>		
	Four-wheel Furniture Dollies @ 30 lbs each	4

<b>HOST SITE EXHIBIT REQUIREMENTS</b>		
	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Three-step Step Ladder	1
	Folding Tables, 72”l X 30”w	2
	Folding Table, 96”l X 30”w	1
	Chairs – for Interactive tables	
	<b>Minimum Staff / Volunteers Required for Set-up/Take-down</b>	<b>2</b>

**NOTE: EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT.  
*COMING OF AGE: THE 1968 GENERATION* TRAVELS WITHOUT LIGHTING  
EQUIPMENT.**

## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **EXHIBIT INVENTORY**

#### **Overall Inventory of crated and packaged exhibit elements**

- “Coming of Age: The 1968 Generation” Single-sided Retractable Panel (47”w X 79”h)
- “Glimpses into Everyday Life” Single-sided Retractable Panel (47”w X 79”h)
- “Dress Codes to Self-expression” Single-sided Retractable Panel (47”w X 79”h)
- “Upheavals and Change” Single-sided Retractable Panel (47”w X 79”h)
- “That 60s Sound” Single-sided Retractable Panel (47”w X 79”h)
- “The War in Vietnam” Single-sided Retractable Panel (47”w X 79”h)
- Table-top “1968 Memories” Interactive & Instruction Table-top Writing Interactive (62”w X 18”h)
- Table-top “1968 Record Album Flip” Interactive Table-top Flip Interactive (18”w X 12”h)
- Free-standing Touch Screen Media Kiosk
- Exhibit Comments Binder – three-ring binder with multiple blank sheets
- Tour manual, managers tool bag, incoming and outgoing forms

### **MARKETING MATERIALS**

<https://www.mnhs.org/exhibits-to-go/1968-generation/marketing-materials>

Marketing materials are provided as electronic files. Each venue is responsible for their own printing.

[Postcard template \(.docx 1.38 MB\)](#)

[Poster \(PDF 2.93 MB\)](#)

#### **Advertising tools:**

- [Print ad template, black-and-white \(.docx 417.45 KB\)](#)
- [Print ad template, color \(.docx 478.01 KB\)](#)
- [To-go ads \(PDF 495.2 KB\)](#)

#### **Publicity tools:**

- [30-second radio script \(.docx 89.42 KB\)](#)
- [Press release \(.docx 12.13 KB\)](#)
- [Photographic/digital image release form \(PDF 27.87 KB\)](#)
- [Legacy Amendment logo usage guidelines \(PDF 228.99 KB\)](#)

### **EDUCATION RESOURCES**

- Feel free to copy and use the quiz included at the end of this manual



## COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,  
DISASSEMBLY, PACKING INSTRUCTIONS

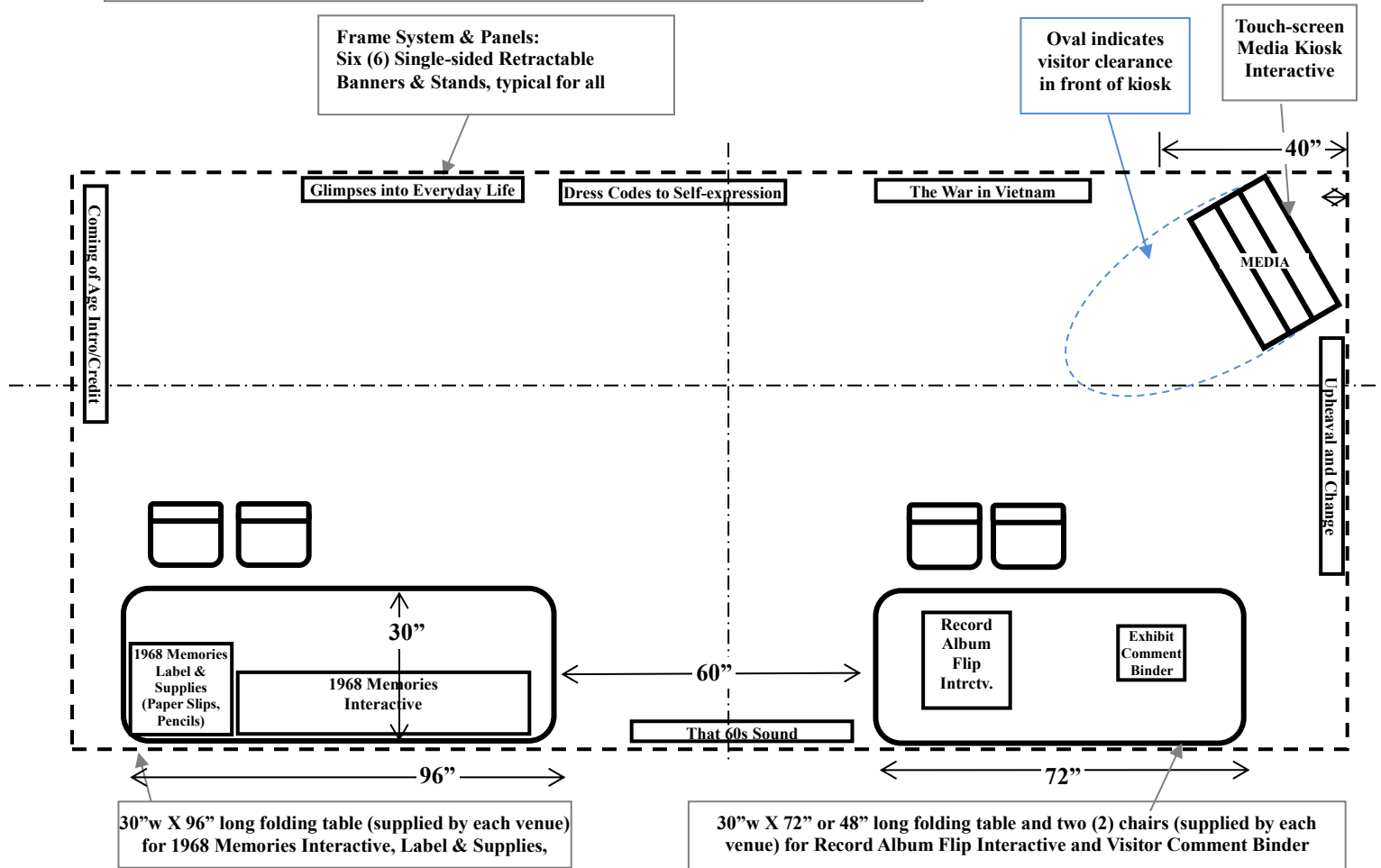
**NOTE:**

Configuration of this exhibit is extremely flexible since each retractable banner is single-sided.

Frame System & Panels:  
Six (6) Single-sided Retractable  
Banners & Stands, typical for all

Oval indicates  
visitor clearance  
in front of kiosk

Touch-screen  
Media Kiosk  
Interactive



**VENUE REQUIREMENTS:**

- One (1) Standard Power Outlet (Touch-screen Kiosk)
- One (1) 30" w X 96" long Folding Table (1968 Memories Interactive)
- One (1) 30" w X 72" (or 60") long Folding Table (Record Album Flip Interactive & Comment Binder)
- Two (2) Chairs (for "1968 Memories" Interactive)
- Exhibit Lighting

### GENERAL EXHIBIT LAYOUT

Configure exhibit however it works best in your space. May be distributed across multiple rooms

Drawing Not To Scale, Dimensions are Approximate

## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS**

**NOTE: STEPS #1 THROUGH 4 REQUIRE TWO (2) PEOPLE**

***OPEN CRATE COA #1***

***OPEN ACCESSORIES / TOOL BAG – GET TOUR MANUAL OUT***

***STEP 1: Start with the Suggested Layout, or the layout that best fits your specific space***

REMINDER: Each of the single sided retractable units is a stand-alone element. Use the dimensions shown on page 5, to keep the spacing between the units approximately equal.

**NOTE:** The Exhibit Comments Binder, the Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover are all stored in the top of Crate COA #2. Set these aside until you need them.

***STEP 2: Lift out one of the long black banner bags***

On the outside of each of the banner bags inside each crate is a business-card-size label showing a picture of the banner inside the bag. Place each bagged banner unit in its respective location on your exhibit floor to begin the assembly.





## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 3: Open and empty the black banner bags***

Unzip and remove the retractable banner unit from its bag, placing the retractable banner unit on the floor in its approximate display location in your space. Remove the multi-section vertical brace pole from its separate pocket inside the bag. Re-zip the empty banner bag and put it back into Crate COA #2.



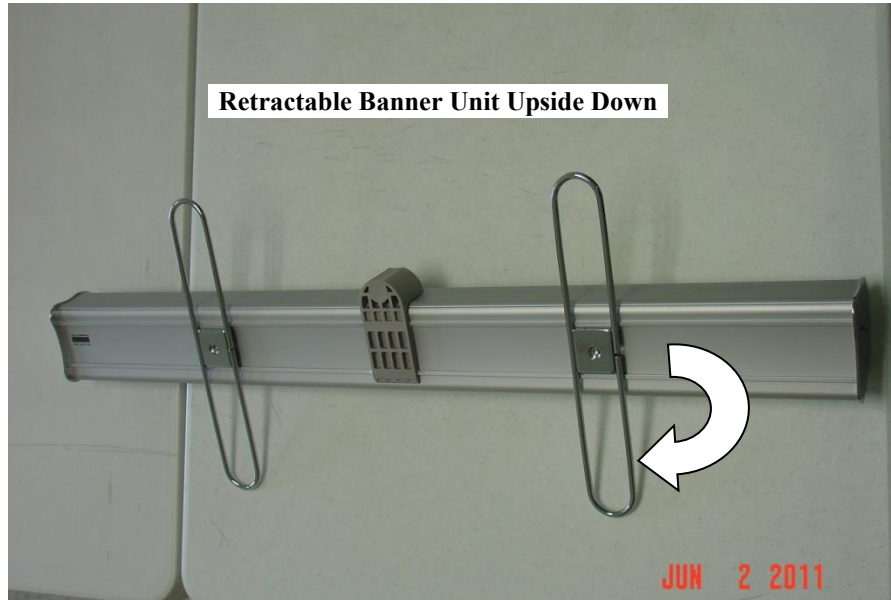
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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Setting up the retractable banner***

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 form the feet of the unit.



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Setting up the retractable banner (continued)***

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



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Setting up the retractable banner (continued)***

Insert the extended poles into the sockets at the center of the base of the unit.



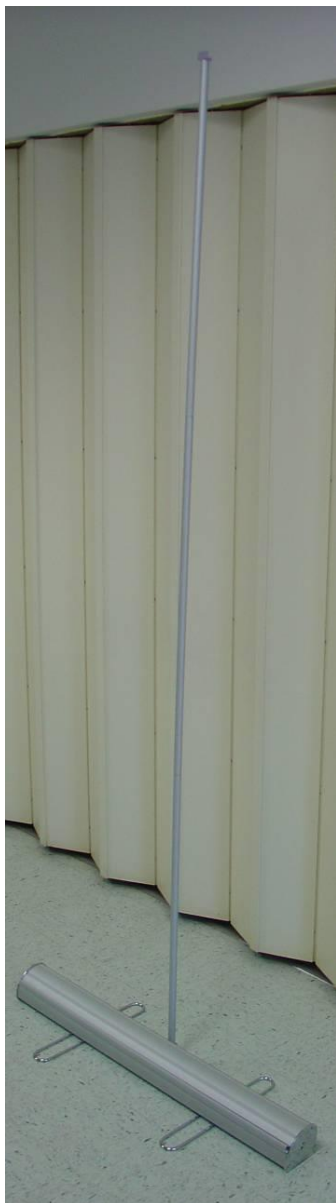


## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Setting up the retractable banner (continued)***

Rotate the extended poles in the socket until the plastic tabs at the top face forward – as shown in the images below.



## ***COMING OF AGE: THE 1968 GENERATION***

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

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Setting up the retractable banner (continued)***

Gently 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, and hook it over the top of the pole as shown in the pictures. Use your venue-supplied three-step stepladder as needed to reach this upper attachment point. Make sure the pole is vertical, plumb and centered on the top bar of the retractable banner.



**REPEAT STEPS #2 through #4 UNTIL ALL RETRACTABLES ARE ASSEMBLED**

**THE SIX (6) EXHIBIT RETRACTABLE UNITS  
ARE NOW COMPLETELY ASSEMBLED**



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***OPEN CRATE COA #3 – 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS***

##### ***STEP #6-A:***

Remove the colored paper, the pencils and the instructional graphic label and set aside near the venue-provided 96”l X 30”w folding table.

Carefully lift out the foam spacers between each of the Plexiglas numbers and set aside.



Gently and carefully lift out each of the Plexiglas numbers and set them on the venue-provided table.

Lay out the colored paper, the pencils, and the instructional graphic label on the vendor-provided table.



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***OPEN CRATE COA #4 – 1968 MEMORIES INTERACTIVE: Number “6”, “8”***

##### ***STEP #6-B:***

Carefully lift out the foam spacers between each of the Plexiglas numbers and set aside.

Gently and carefully lift out each of the Plexiglas numbers and set them on the venue-provided table.



**THE 1968 MEMORIES INTERACTIVE & LABEL IS NOW COMPLETELY ASSEMBLED**

## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***OPEN CRATE COA #5 – RECORD ALBUM FLIP INTERACTIVE***

***NOTE: THE GREY LID UNLATCHES AND UNHOOKS FROM THE HINGES TO OPEN.***

#### ***STEP #7:***

Unlatch and open the grey lid of the unit. Swing the grey lid completely open and unhook it from the hinges opposite the latches. Set the grey lid aside for storage.

Remove the black anti-slip pad from the inside of the album flip and place it on the venue-provided 72" X 30" table. Place the album flip unit on top of the anti-slip pad.



**THE RECORD ALBUM FLIP INTERACTIVE IS NOW COMPLETELY ASSEMBLED**

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## ***COMING OF AGE: THE 1968 GENERATION***

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

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

**NOTE: STEPS #6-A & 6-B (BELOW) REQUIRE TWO (2) PEOPLE**

#### ***UNWRAP VIDEO MONITOR/KIOSK, FOLD BLANKETS AND STRAPS***

##### ***STEP #6-A: Setting Up the Video Monitor/Kiosk – Raising the Video Monitor Head***

NOTE: If the Video Monitor/Kiosk is sitting on a tile, wood, terrazzo, laminate, concrete, etc. floor, place the unit on top of the carpet pad provided and stored in the bottom of crate COA #1. This carpet pad is placed on the hard flooring CARPET SIDE DOWN. This will eliminate scratching the host venue hard flooring.



With one person on either side of the Video Monitor/Kiosk, loosen the black ‘tee’ handles. Raise the video monitor head by grasping it at its bottom and lifting it. The slot in each side of the frame is shaped like an upside down “J”, and the video monitor head is in its “play” setting when the two loosened ‘tee’ handles have shifted forward into the upper notch. Leave the ‘tee’ handles loose at this point.

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## COMING OF AGE: THE 1968 GENERATION

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,  
DISASSEMBLY, PACKING INSTRUCTIONS

### ASSEMBLY INSTRUCTIONS (CONTINUED)

#### ***STEP #6-B: Setting up the Video Monitor/Kiosk – Tilting the Video Monitor Head***

Using the provided flashlight, pivot the video monitor head to the desired angle (there are numerous settings available). While one person holds the video monitor head at the desired angle, use the flashlight to align the threaded hole in one side of the kiosk frame with the appropriate unthreaded hole in the video monitor head. Thread one of the socket-head allen screws into the kiosk frame hole. Using the allen-head wrench, continue to thread the socket-head allen screw into the kiosk frame until it is flush on the outer face. Repeat this process for the other side of the kiosk frame. After the two socket-head allen screws are in place, tighten the ‘tee’ handles snugly.

Socket-head Allen-screw



#### ***STEP #7: Powering up the Video Monitor/Kiosk***

Remove the volume control transport cover by un-velcroing the strap from the video monitor head. Re-wrap the Velcro around the volume control transport cover for storage.

Remove the video monitor screen transport cover by un-velcroing the straps from the video monitor head. Re-wrap the Velcro around the screen transport cover for storage.

Using one or more of the provided black extension cords, plug the male end of the cord into the host venue power source (110 volt standard household outlet), and then plug the female end of the cord into the socket at the back of the video monitor head. The unit will start up on its own, and will go through a series of screens until it readies itself on the ‘welcome’ screen.



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **ASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP #8: Powering up the Video Monitor/Kiosk (continued)***

With a partner, gently slide the video monitor/kiosk close to its final position to determine what will be needed to clean up (dress) the power cord(s). Using six (6) small black zip-ties, secure the power cord from the back of the video monitor head to the kiosk floor base. Start at the upper hole in the frame leg, and create a gentle loop in the cord at the back of the video monitor head. Secure the power cord in each of the remaining holes, keeping the cord smooth between each hole. Use the side-cutter to trim off the excess tail from each of the zip-ties.

After the power cord has been secured to the leg of the video monitor/kiosk, gently slide the unit into its final position and continue to clean up (dress) the power cord(s) along the floor. Use the provided black cord cover(s) as needed, particularly if the cord has to be in a walkway. Secure the cord cover(s) in place using the black fabric (gaffer's) tape provided.

NOTE: 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.

**THE VIDEO MONITOR/KIOSK IS NOW COMPLETELY ASSEMBLED**

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **CONDITION REPORTING, CLEANING & CRATE STORAGE INSTRUCTIONS**

#### ***CONDITION REPORTING***

Once the exhibit is completely assembled and operating, please take the time to clean it. The retractable graphic panels require no care except for gently brushing any surface dust from them.

If the Magnetic Graphic Interactive or the 1968 Memories Interactive need cleaning, use wipes from the box lightly dampened with Plexi cleaner. DO NOT spray the cleaner onto the surfaces, spray it onto the wipes. DO NOT clean the 1968 Challenge Computer monitor screen or the Video Monitor/Kiosk screen with any liquid. Lightly dust these surfaces with a dry lint-free cloth as needed.

From time to time the vinyl exterior ad banner may need to be cleaned. Use water and an automotive cleaning sponge to gently scrub any grime, bug droppings, bird 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.

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

#### ***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.

Inspect the crates, packing materials, packing blankets and tools at this time to be able to fill out the **Incoming Condition Reporting Form** at this time.

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS**

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

***OPEN CRATE COA #1***

***OPEN ACCESSORIES / TOOL BAG – GET TOUR MANUAL OUT***

***OPEN CRATE COA#2 – GET RED PORTFOLIO OUT***

#### ***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 is in the red portfolio in the top of Crate COA #2.

**NOTE:** The Exhibit Comments Binder, the red Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover are all stored in Crate COA #2. Set these aside until you need them.

**NOTE:** The carrying tube for the 48 inch wide Exterior AD Vinyl Banner, “Now Showing”, and the fabric wrap for the 24” wide Interior AD Fabric Banner are stored in Crate COA #2. Set these aside until you’re ready to go to de- installation Steps #5 and #6.

#### ***STEP 2: Lift out the black banner bags***

On the outside of each of the banner bags inside Crate COA #2 is a business-card-size label showing a picture of the banner inside the bag. Layout each bag in front of its respective banner to begin the disassembly.



## ***COMING OF AGE: THE 1968 GENERATION***

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

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 3: Lower and disassemble the retractable banner***

Gently lift the top bar of the retractable banner up and off of the plastic clip on the top of each pole. Continue to slowly and gently lower the banner back into the base as shown in the pictures. Use your venue-supplied three-step stepladder as needed to reach this upper attachment point.

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



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 3: Lower and disassemble the retractable banner (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.



Set the folded poles next to their respective black banner bag.





## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 3: Lower and disassemble the retractable banner (continued)***

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



Unzip and open the storage bag. Carefully slide the retractable banner unit into its bag. Next carefully slide the multi-section vertical brace poles into their separate pocket inside the bag. Zip the bag closed.



**REPEAT STEP #2 & STEP #3 UNTIL ALL RETRACTABLE BANNERS ARE  
DISASSEMBLED & RE-BAGGED.**

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 4: Packing the Crate***

##### ***IN CRATE COA #2***

Place all of the bagged retractable banner units back into Crate COA #2. Pack this crate carefully.



Place the six (6) long bagged retractable banners in the crate, stacking them snugly next to each other.

Set this crate aside until the Exhibit Comments Binder, the Condition Reporting Forms Portfolio, the Cleaning Wipes, and the Extension Cord Cover have all been readied to be repacked in the top.

**NOTE:** See Step #12-C for finally packing of Crate COA #2.

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP #5-A: Un-powering the Video Monitor/Kiosk***

Unplug the power cord from the source outlet. Remove any black fabric (gaffer's) tape that was used to secure the cord, and discard it. Remove the power cord from inside any of the cord covers that were used. Set the power cord covers in the TOP of Crate COA #2.

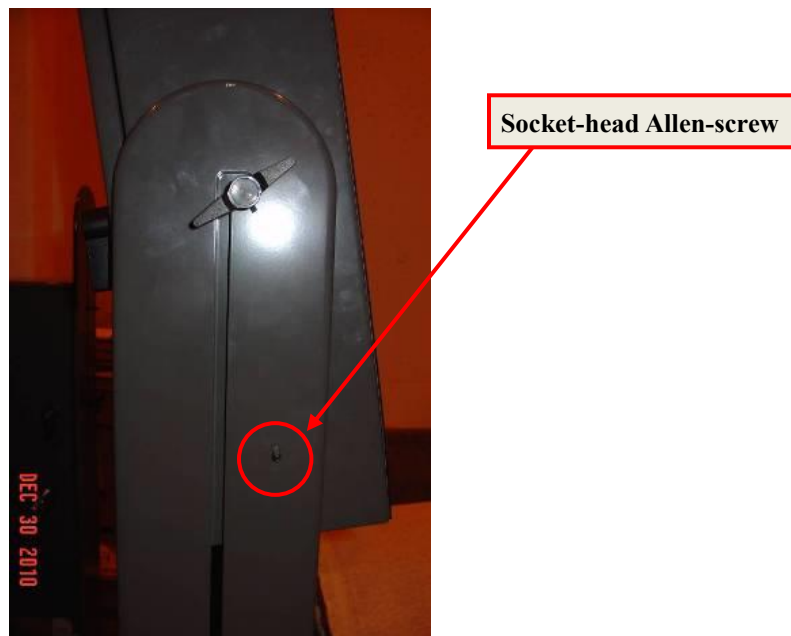
Using the side-cutter from the Accessories/Tool Bag, carefully cut the six (6) zip-ties holding the power cord to the frame of the Video Monitor/Kiosk, and discard them. Once the power cord is loose from the Video Monitor/Kiosk, unplug it from the video monitor head. Coil the power cord and set it next to Crate COA #1.

**NOTE: Make sure not to cut the power cord! Notify MHS contact person immediately if the power cord is damaged.**

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP 5-B: Protecting and Lowering the Video Monitor/Kiosk for Transport***

While one person holds the video monitor head at the desired angle, use the allen-head wrench to **REMOVE** (“lefty-loosy”) one of the socket-head allen screws in the kiosk frame holes. Repeat this process to remove the socket-head allen screw from the other side of the kiosk frame. Leave the ‘tee’ handles tight at this point.



## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

Unwrap the Velcro video monitor screen transport cover straps and hold the cover over the face of the monitor head, centering the cover over the touch screen. Re-wrap the Velcro around the monitor screen transport cover and the monitor head securely so it doesn't slip or slide.

Unwrap the Velcro volume control transport cover strap and hold the cover over the white volume control knob at the back of the monitor head. Re-wrap the Velcro around the monitor head and the monitor screen transport cover securely so it doesn't slip off the volume control knob.



Loosen the two 'tee' handles at either side of the video monitor head, and with one person on either side of the Video Monitor/Kiosk, lift the video monitor head by grasping it at its bottom. The slot in each side of the frame is shaped like an upside down "J", and the video monitor head is in its "storage" setting when the unit has been lowered back onto the two small pins that fit into holes in the bottom of the video monitor head. Re-tighten the two 'tee' handles.

NOTE: if the video monitor head can still pivot back and forth in the lowered position, then it is not setting on its transport pins.  
DO NOT MOVE the unit until it is properly set on its transport pins.



**Transport  
Pin**

## ***COMING OF AGE: THE 1968 GENERATION***

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

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP #5-C: Covering the Video Monitor/Kiosk for Transport***

With two people, gently lift the Video Monitor/Kiosk and place it on the top center of one (1) packing blanket. While one person holds the blanket in place, the other person wraps the blanket around the unit. Secure the packing blanket in place with two (2) of the yellow nylon straps. Click the buckles together and pull the straps tight.

Drape a second packing blanket over the top of the video monitor/kiosk. Wrap this blanket snugly over the top and sides of the unit, much like wrapping a present. Use two (2) more yellow nylon straps to secure this blanket in place. Click the buckles together and pull the straps tight.

Use the black carpeted four-wheel dolly for moving this unit.

NOTE: If the Video Monitor/Kiosk was sitting on its Carpet Pad, place it next to the power cord(s) near Crate COA #1.



**THE VIDEO MONITOR/KIOSK IS NOW READY FOR TRANSPORT**

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***RETRIEVE CRATE LID COA #5 – RECORD ALBUM FLIP INTERACTIVE***

***NOTE: THE GREY LID HINGES HOOK ONTO THE HALF-BARREL HINGES, THEN PIVOT THE LID SHUT TO CLOSE.***

#### ***STEP #6:***

Lift the interactive and remove the black anti-slip pad from underneath it. Roll the anti-slip pad back up and place it inside the front of the interactive.

Starting with the grey lid in the completely open position, hook the hinge halves together and pivot the grey lid closed. Secure the latches at the front of the unit.



**THE RECORD ALBUM FLIP INTERACTIVE IS NOW READY FOR TRANSPORT**

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## ***COMING OF AGE: THE 1968 GENERATION*** INVENTORY, EXHIBIT LAYOUT, ASSEMBLY, DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***OPEN CRATE COA #4 – 1968 MEMORIES INTERACTIVE: Number “6”, “8”***

##### ***STEP #7-A:***

Lift out the foam spacers from the crate and set aside. Gently and carefully set the “6” and the “8” into the crate.

Carefully place the foam spacers around and on top of the “6”: and the “8”, securing them from moving around.

Gently and carefully set and latch the crate lid onto the base.



**THE 1968 MEMORIES INTERACTIVE: Number “6”, “8” IS NOW READY FOR  
TRANSPORT**

## ***COMING OF AGE: THE 1968 GENERATION***

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

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***OPEN CRATE COA #3 – 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS***

##### ***STEP #7-B:***

Lift out the foam spacers from the crate and set aside. Gently and carefully set the “1” and the “9” into the crate.

Place the colored paper, the pencils and the instructional graphic label inside their cardboard holders and pack them in the crate. Carefully place the foam spacers around and on top of the “1”: and the “9”, securing them from moving around.



Gently and carefully set and latch the crate lid onto the base.



**THE 1968 MEMORIES INTERACTIVE: Number “1”, “9” & LABELS, IS NOW  
READY FOR TRANSPORT**



## **COMING OF AGE: THE 1968 GENERATION**

INVENTORY, EXHIBIT LAYOUT, ASSEMBLY,  
DISASSEMBLY, PACKING INSTRUCTIONS

### **DISASSEMBLY INSTRUCTIONS (CONTINUED)**

#### ***STEP #8-A: Packing the Accessories/Tool Bag***

Make sure everything has been put back into the Accessories/Tool Bag.

<b>ACCESSORIES/TOOL BAG</b>		
	Tour Manual (three-ring binder)	1 Manual
	Plexi Cleaner	1 Bottle
	16 Foot Tape Measure	1
	25 Foot Tape Measure	1
	Extra Zip-ties for Kiosk Power Cord(s) – small, black	1 bag of 100
	Extra Zip-ties for Kiosk Power Cord(s) – medium, black	1 bag of 100
	Side-cutter to remove Zip-ties	1
	Slip-joint Pliers	1
	Multi-tipped Screwdriver	1
	Plastic Accessory Box with Video Monitor/Kiosk Equipment, including: <ul style="list-style-type: none"> <li>One (1) Flashlight</li> <li>One (1) Key – to open Monitor</li> <li>Many Small Black Zip-ties</li> <li>Twelve (12) Allen-head Socket Screws</li> <li>One (1) Multi-tipped Screwdriver</li> <li>Two (2) Allen Wrenches</li> </ul>	1

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

#### **THE ACCESSORIES/TOOL BAG IS NOW COMPLETE & READY FOR CRATE COA #1**

#### ***STEP #8-B: Packing Crate COA #1***

Place the one (1) Carpet Pad flat in the bottom of the crate. Next, add the coils of power cords, the rolls of blue painter's tape, and the roll of black gaffer's tape into the crate. Finally, add the Accessory/Tool Bag to the crate.

#### **CRATE COA #1 IS NOW READY FOR TRANSPORT**

#### ***STEP #8-C: Final Packing of Crate COA #2***

Pack the Exhibit Comments Binder, the Cleaning Wipes, and the Extension Cord Cover in the top of Crate COA #2. Finally, add the red Condition Reporting Forms Portfolio, after filling out and copying the OCRF.




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

#### **CRATE COA #2 IS NOW COMPLETE AND READY FOR TRANSPORT**

## ***COMING OF AGE: THE 1968 GENERATION***



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

### **Coming of Age Shipping Components and Approximate Weights. January 2025**

<b>Item</b>	<b>Size</b>	<b>Est Weight</b>	<b>Contents</b>	<b>Photo</b>
Crate COA #1: Cube crate	22"W x 22"L x 14"D	45 lbs	System hardware, media kiosk cords, media kiosk and cabinet carpet base pads, graphic cards for magnetic interactive unit, etc.	
Crate COA #2 Cube crate	14"W x 51"L x 13"D	80 lbs	Retractable banners stands, manuals	Similar to above
Crate COA #3: Cube crate	42"L x 23"H x 17"D	80 lbs	Memories interactive (Similar construction to this photo)	
Crate COA #4 Cube crate	42"L x 23"H x 17"D	80 lbs	Memories interactive 2 (Similar construction to this photo)	

## ***COMING OF AGE: THE 1968 GENERATION***

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

Crate COA #5 Cube crate	18"L x 14"H x 14"D	20 lbs	Record album flip interactive		
One (1) Media Kiosk	@ 34"W x 18"D x 65"T	90 lbs	Packed in two packing blankets and associated straps. Must lay flat with screen side up. Nothing on top		
Two (2) four- wheel dollies		20 lbs each			