

**The Minnesota Historical Society
Traveling Exhibit Program**



Fur Trade in Minnesota

PROJECT MANUAL

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

March 2025

Table of Contents

Contacts Preshow Materials Inventory	3
Marketing and Educational Materials Links	3
Exhibit Shipping Inventory	5
Host Site Requirements	7
Exhibit Components Inventory	8
Floor Plan: Recommended Layout	10
Floor Plan: Alternative Layout: Content Groupings	11
SET UP INSTRUCTIONS	12
Steps 1-2: Open crates, determine floor plan	12
Step 3: Table and Drape	14
Step 4: Media Exhibits	15
Step 5: Interactive Furs and Trade Goods Table	19
Step 6: Ojibwe Beading Interactive Table	20
Step 7: Hatmaking Display and Props	21
Step 8: Trade Goods Display Crates	23
Step 9: Retractable Panels	24
Exhibit Components Visual References	31
Cleaning, Condition Reporting, Crate Storage	35
DISASSEMBLY INSTRUCTIONS	
Steps 1-2: Open crates, get out tools and materials	36
Step 3: Retractable Panels	36
Step 7: Trade Goods Display Crates	40
Step 8: Media Interactives	40
Step 9: Beaver Hat Display Vitrine	42
Step 10: Repack Props / Crate MNFT-A	43
Step 11: Pack Crate MNFT-23 and Crate 23	44
Step 12: Fold the Tables	45
Step 13: Finish Packing Crate MNFT-B	45
Outgoing Condition Report	45
Packing the Van	46
Appendix A: Exhibits at H & C Society of Clay County	49
Graphic panels	
Furs Documentation	
Crates and Weight	55

Traveling Exhibits Website

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

Traveling Exhibits Contacts

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MARKETING MATERIALS (Draft, links to be updated)

<https://www.mnhs.org/exhibits-to-go/fur-trade/marketing-materials>

All marketing materials are provided as electronic files only. Each venue is responsible for printing their own materials. Some links are not working

[Postcard / rack card template \(.docx 3.68 MB\)](#)

Advertising tools:

- [Print ad template, black-and-white \(.docx 720.74 KB\)](#)
- [Print ad template, color \(.docx 1.01 MB\)](#)
- [30-second radio script \(.docx 89.37 KB\)](#)
- [11x17 poster \(PDF 2.56 MB\)](#)

Press release:

- [Template \(.docx 42.95 KB\)](#)
- [Image 1 \(jpg 204.72 KB\)](#)
- [Image 2 \(jpg 116 KB\)](#)

[Photographic/digital image release form \(PDF 27.87 KB\)](#)

[Legacy Amendment logo usage guidelines \(PDF 228.99 KB\)](#)

Educational Resources for the Fur Trade Exhibit

<https://www.mnhs.org/exhibits-to-go/fur-trade/educational-resources>

Teacher tools

Activities

- [Ojibwe Shoulder Bag Curriculum Kit](#)

Programs / field trips at the Minnesota History Center

- [Exhibit: Then Now Wow](#)

Historic sites

- [Snake River](#)
- [Historic Fort Snelling](#)
- [Sibley Historic Site](#)

Suggested reading

Online resources

- [Research guide: Fur Trade in Minnesota](#)
- [Historic Fort Snelling: Fur Trade](#)
- [History of North West Company Fur Post](#)

Minnesota History magazine articles

- [Last Days of the Upper Mississippi Fur Trade \(PDF 2.98 MB, Winter 1970\)](#)
- [The Fur Trade of the Western Great Lakes Region \(PDF 1.57 MB, September 1938\)](#)
- [Posts in the Minnesota Fur-Trading Area, 1660-1855 \(PDF 2.39 MB, December 1930\)](#)
- [Papers on the North American Fur Trade \(PDF 6.27 MB, Winter 1966\)](#)
- [Robert Dickson, The Fur Trade, and The Minnesota Boundary \(PDF 636.01 KB, December 1925\)](#)
- [A Skilled Game of Exchange: Ojibway Fur Trade Protocol \(PDF 5.04 MB, Summer 1987\)](#)

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 (tan, gold (2) red, green)
	Three hat blanks Rabbit fur batt in jar (inside one blank) Three associated tabletop graphics	"All for a Hat" table
	Fur Pelts and Native Trade goods 3 birchbark winnowing baskets 1 pair deer hide moccasins, 3 wooden hawk handles), 15 furs "	"Beaver Pelts for Blankets" table
	Keyboard and Mouse for troubleshooting "My First Year" Interactive (use only if needed) Instructions and red pencil for My First Year	

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] 	1 Binder 1 Binder with multiple pages 1 Portfolio with Multiple CRFs
	Top: Cleaning Wipes (NOVUS Plexiglas cleaner in Crate 23)	1 Box
	Single-sided Retractable Graphic Panel: Title and Credits " <i>Fur Trade in Minnesota</i> ", in its own zippered bag	1
	Single-sided Retractable Graphic Panel: " <i>Beaver Pelts for Blankets</i> " in its own zippered bag	1
	Single-sided Retractable Graphic Panel: " <i>At the Fur Post</i> " in its own zippered bag	1
	Single-sided Retractable Graphic Panel: " <i>Ojibwe Artists</i> " in its own zippered bag	1
	Single-sided Retractable Graphic Panel: " <i>All for a Hat</i> " in its own zippered bag	1
	Clear lexan custom brackets and hardware, packed in Ziploc bags, to secure crate lids in open position	Missing. Position crates so lids are fully open and resting on floor, or adjacent crates

CRATE MNFT - C (Computer Interactive “My First Year”)
27”H x 29”D x 24”T Approx Weight: 114 lbs

	Table-top Interactive: “ <i>My First Year</i> ”	1
	Power Cord for interactive	1
	Graphic Label attached to unit	1

CRATE MNFT - E (Media Interactive “All for a Hat”)
31”H x 29”D x 24”T Approx Weight: 114 lbs

	Table-top Interactive: “ <i>All for a Hat</i> ”	1
	Power Cord for interactive	1

CRATE MNFT - F (Snowshoes – cardboard box)
6.5”H x 14” W x 61”L Approx Weight: 9 lbs

	Pair Snowshoes	1
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CRATE MNFT - G (Crated Beaver Hat Display Vitrine)
27”H x 34”W x 19”D Approx Weight: 70 lbs

	Display vitrine with hat, hat label, hat case, and interpretive graphic	1
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CRATE MNFT - H (Floor Sitting Rifle Crate)
14”H x 20”W x 61”L Approx Weight: 84 lbs

	Floor sitting display crate with rifle object	1
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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 (blanket, pens, beads)	34 lbs	16”H x 24”W x 16”D	Interactive 1 each
	20 (cloth trade goods)	36 lbs	16”H x 24”W x 16”D	
	22 (cloth & metal goods)	32 lbs	11”H x 24”W x 18”D	
	24 (pots)	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 (2 baskets of bead chips)	20 lbs	11”H x 24”W x 18”D	Empty or as noted
	23 (see below)	41 lbs	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	

	IN CRATE 23 Extension Cords – 10'-0" long Black. (2) Extension Cord Floor Cable Covers in boxes (2) Keyboard and mouse and red pencil Novus 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, bungee cords & zip ties	
	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"	

OTHER		
	Four-wheel dollies	4
	Padded packing blankets	5

FOLDING TABLES (five needed for interactive exhibits) MNHS will provide ON REQUEST; venue may use own table. Table drapes are provided in crate A		
	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	

HOST SITE EXHIBIT REQUIREMENTS

	Six tables for interactives (see above). Request MNHS provide only if needed	
	Power Supply, 110 Volt, Grounded (three-prong household) Outlet	2
	Three-step Step Ladder	1
	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

EXHIBIT COMPONENTS INVENTORY and PAIRINGS

Item	Describe	Size	Goes with	Notes
1	"Fur Trade in Minnesota" {Intro/Credit Panel} Single-sided Retractable Graphic Panel	33"w X 80"h TBV		
2	"Beaver Pelts for Blankets" Single-sided Retractable Graphic Panel	48"w X 80"h	With 6 Tabletop Interactive pelts and native trade goods	
3	"At the Fur Post" Single-sided Retractable Graphic Panel	48"w X 80"h	With 7 Tabletop Media Interactive "My First Year"	
4	"Ojibwe Artists" Single-sided Retractable Graphic Panel	48"w X 80"h	With 8 Tabletop Interactive Beadwork	
5	"All for a Hat" Single-sided Retractable Graphic Panel	48"w X 80"h	With 9 Tabletop Media and 10 Tabletop Interactive	Not adjacent to 7
6	Table-top Touch Interactive: Fur Pelts (23) and American Indian trade goods (snowshoes, baskets, moccasins, handles)	30" x 72" table	With Graphic 2	
7	Table-top Computer Interactive: "My First Year"	24" x 48" table holds 27"H x 29"W x 24"D media unit	With Graphic 3 or Standalone	Audio and video touchscreen computer interactive with graphic label
8	Table-top Interactive: "Beadwork"	48" x 48" (two 24 x 48" tables)	With Graphic 4	Includes @ 300 colored plastic tiles
9	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 5 and table 10	Not adjacent to 9
10	Tabletop Interactive "Hatmaking" graphics, hat blanks and fur. Table-top Object and Case: Beaver Fur Top Hat and Traveling Case	30" x 96" table Vitrine case 22"H x 30"W x 15"D	With Graphic 5 and Audio 9	Includes rabbit fur batt jar, three steps of making a hat felted pieces, three graphic panels
11	Floor-stacked Cased Objects: European Trade Goods in Wooden Crates (5 with goods plus 5 bases)	Varies: see exhibit shipping inventory	With Graphic 3 or standalone	
12	Floor sitting cased object: Rifle in wood crate	14"H x 20"W x 61"L	With Graphic 3 or standalone	

TABLES NEEDED – Venue may provide or can be provided by MNHS ON REQUEST. Table drapes are provided.

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

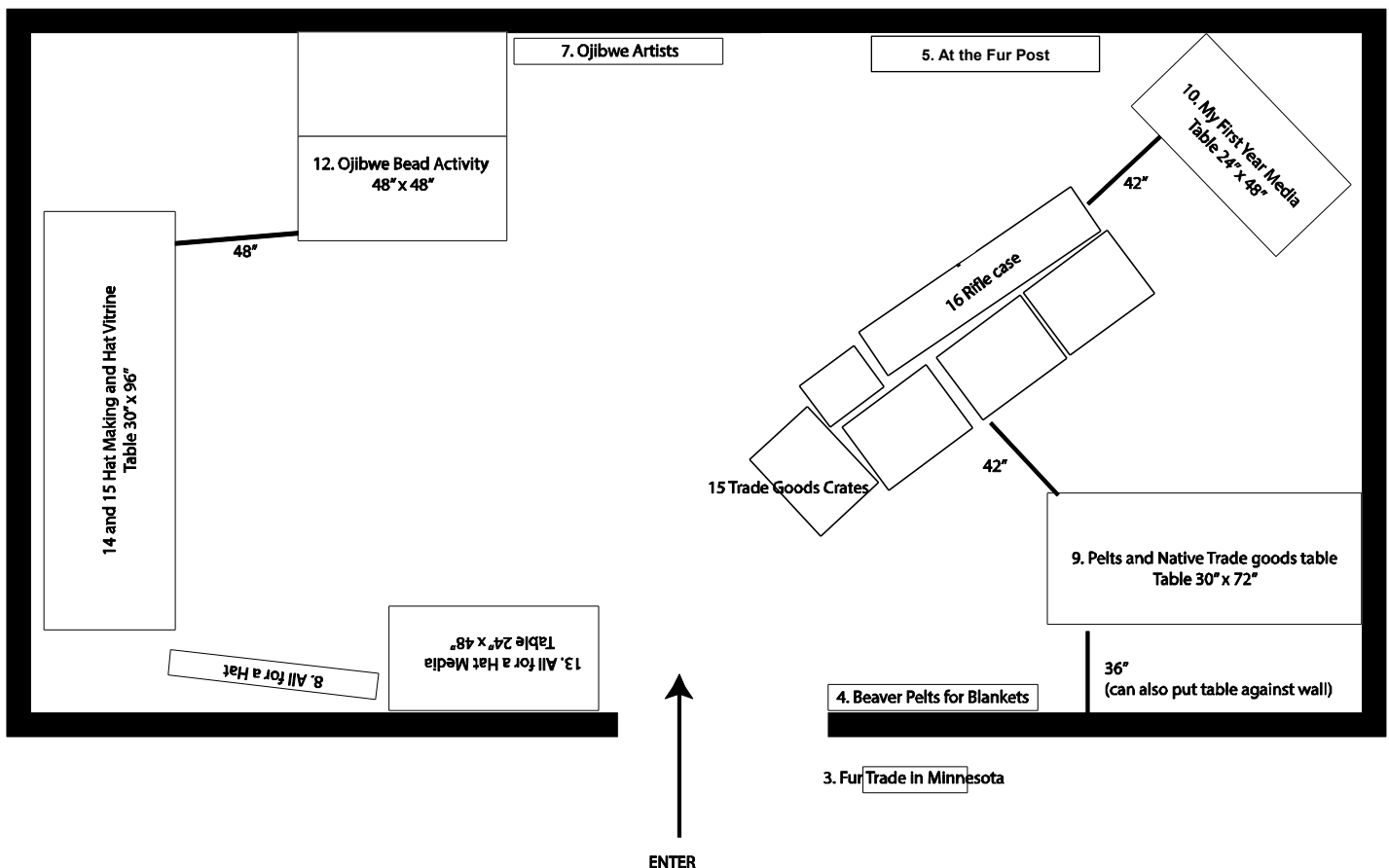
EACH HOST SITE IS RESPONSIBLE FOR LIGHTING THE EXHIBIT.
***Fur Trade in Minnesota* TRAVELS WITHOUT LIGHTING EQUIPMENT.**

FLOOR PLAN: RECOMMENDED EXHIBIT LAYOUT

Dimensions are Approximate
January 2025

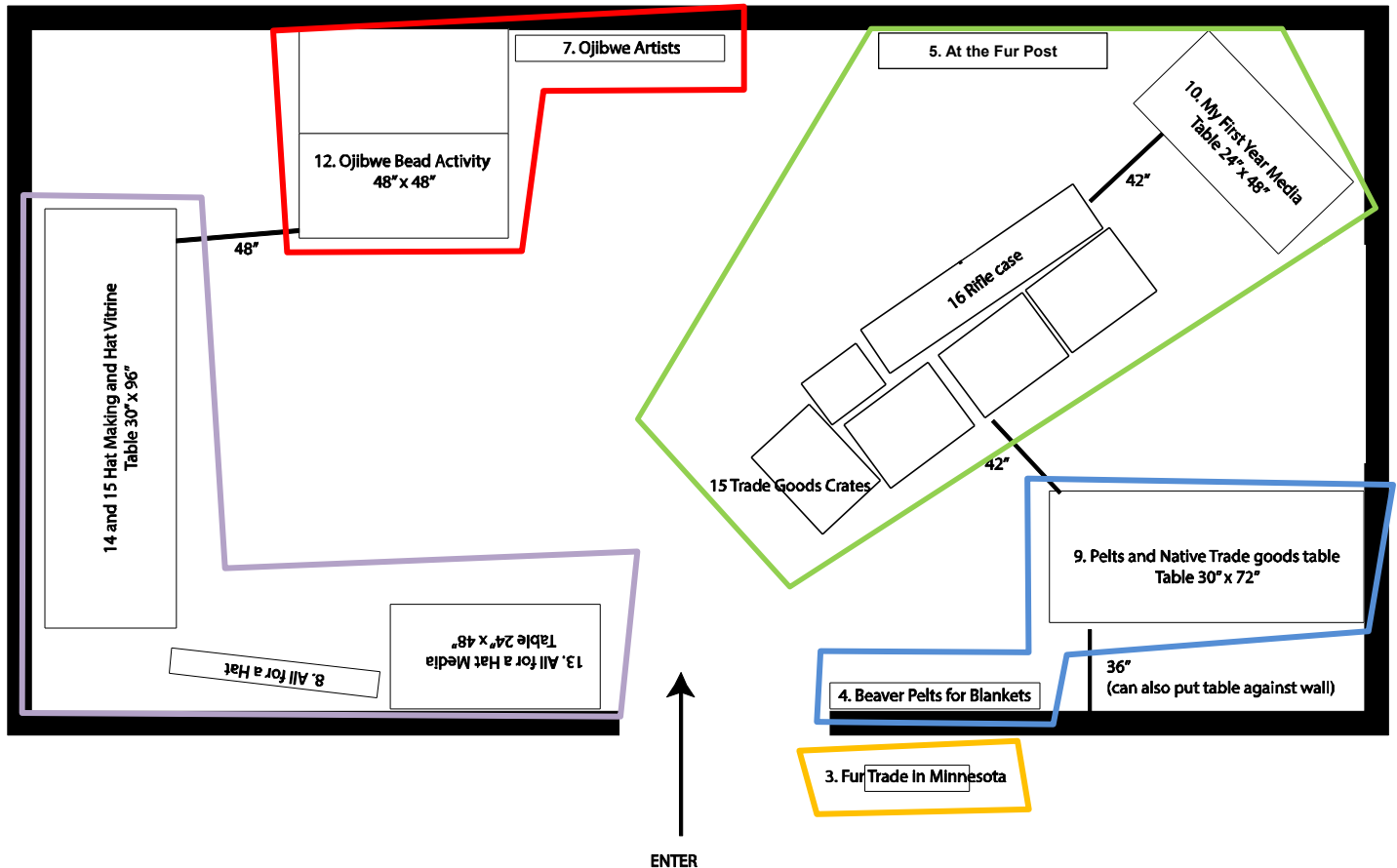
- The Fur Trade in Minnesota exhibit is designed to be flexible. Each graphic panel is paired with one or more interactive components.
- The Retractable graphic panels are single sided and ideally the backs should be facing walls.
- Tabletop Interactives, except for media elements, can be positioned 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
January 2025



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.)
- 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 MNHS table is labeled with the name of the exhibits it holds. Or use information below to use your own tables.

- 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

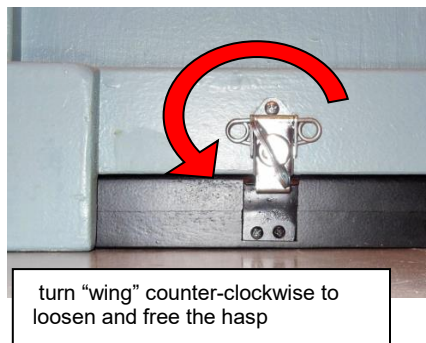
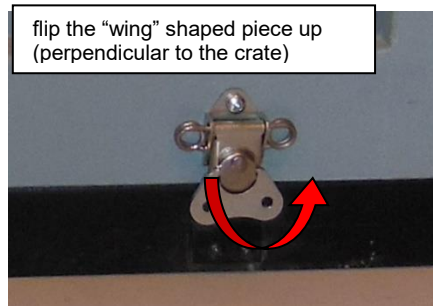


Table 12

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



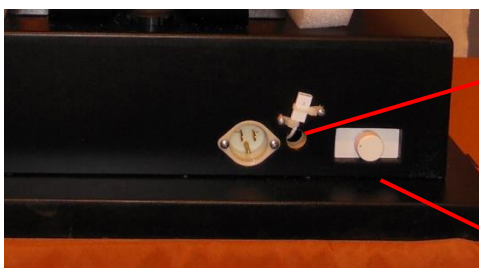
Plug power cord into back of units



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

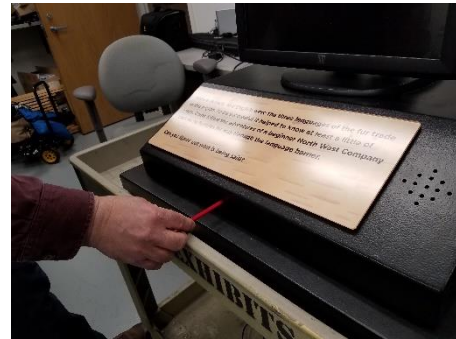
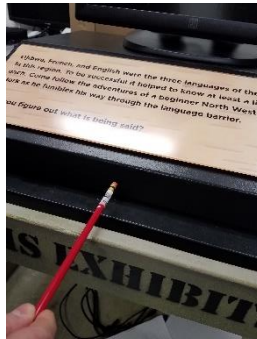
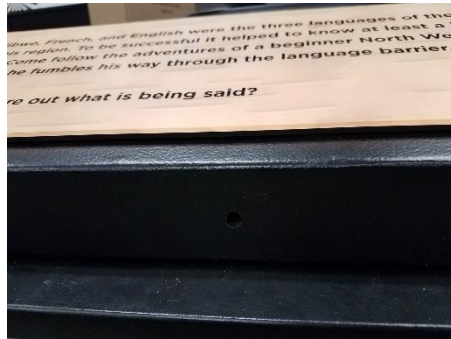
TROUBLESHOOTING NOTES

The media units have screen savers that come on automatically if not used for a period of time. Some people have reported that the motion of the screen saver has set off their alarm systems. If necessary put a drape over the monitor to block the image when your museum is closed.

MY FIRST YEAR

This exhibit needs special care. Once up and running, this exhibit **should not** be turned off or on. The computer is set to shut off at 11 pm and come on at 8 am.

POWER UP PROBLEMS: If the computer does not power up, you can restart the Mac Mini computer without opening the cabinet. There is a small hole in the front of the cabinet. Insert the red pencil provided (or any regular long pencil), eraser side in, through the hole. Hold the pencil level and straight. About 4" in, you will touch the computer start button. Press gently, you will feel the button give and hear the startup sound.



IMPORTANT! BEFORE SHIPPING, unplug the power while the computer is running. This should ensure the computer will start properly for the next venue.

VIDEO PROBLEMS: 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:

Lisa Friedlander, project manager

Lisa.friedlander@mnhs.org 651-259-3052 (is forwarded to cell)

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 plastic bags in crate MNFT-A and lay out on the table. You will have:

- One (1) White Tail Deer
- Two (2) Beaver
- One (1) Red Fox
- Two (2) Raccoon
- One (1) Otter
- Two (2) Fisher
- Two (2) Mink
- Four (4) Muskrat
- Two spare beaver and four spare muskrat, not labeled

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

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) (in separate box)

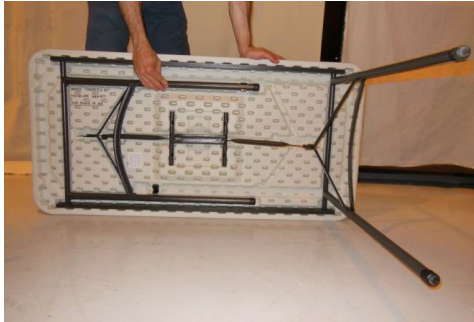
Place any packing materials back into Crate MNFT-A for storage. Also keep the cardboard snowshoe box Crate MNFT-F.



STEP 6: OJIBWE BEADING INTERACTIVE

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

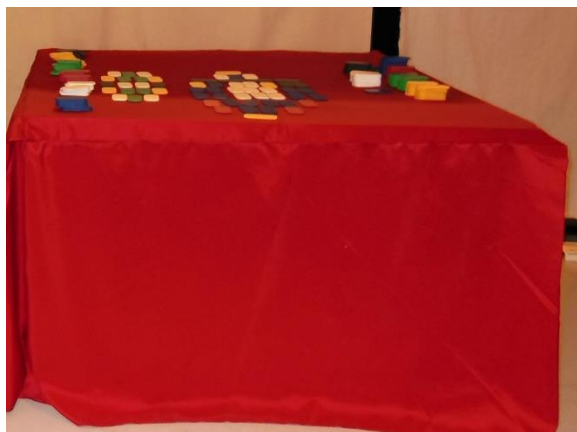
The activity instructions are on Retractable Panel 07 "Ojibwe Artists." Locate this table adjacent to the panel.



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 in the tool kit bag).



Remove the woven reed baskets containing activity pieces from Crate 19. 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.



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, three "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.

NOTE- the example of the *First step of the felting process* (largest piece in photo) has been removed due to fragility/damage

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	1 ea
	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	1 ea
	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

PLEASE POSITION CRATES SO THE LIDS ARE FULLY OPEN, RESTING ON ADJACENT CRATES. THESE ARE NOT INTERACTIVES! CRATED TRADE GOODS STACKS



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.

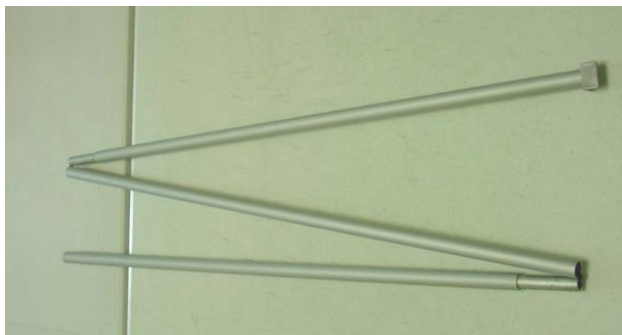
Open and Empty black banner bag

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



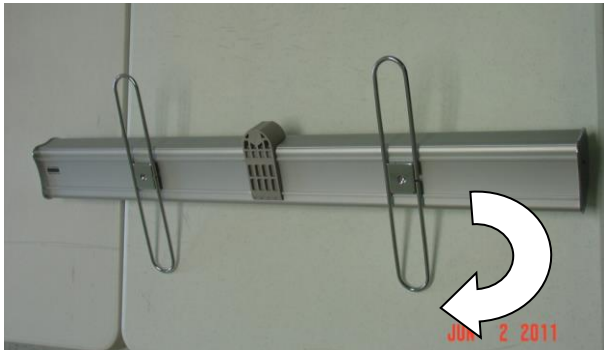
Make sure the plastic brackets are attached to one end of each pole, shake bag to dislodge if needed.

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



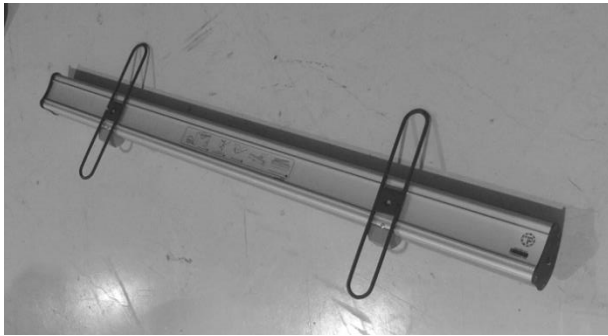
Retractable Panels Set Up (continued)

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)

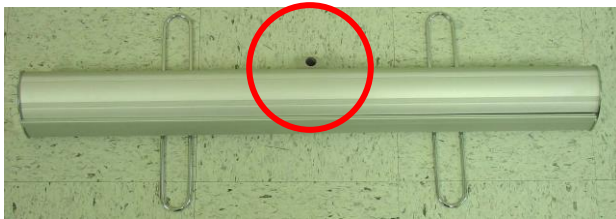


Legs rotated (one pole unit)

Retractable Panels Set Up (continued)



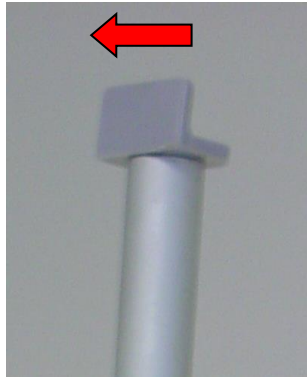
Extend the multi-section vertical brace poles by pulling gently against the internal bungee cords and sleeving the sections together. This is the same extension technique as is used on most collapsible tent poles.



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. Make sure the tab is entirely seated in the track.

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.

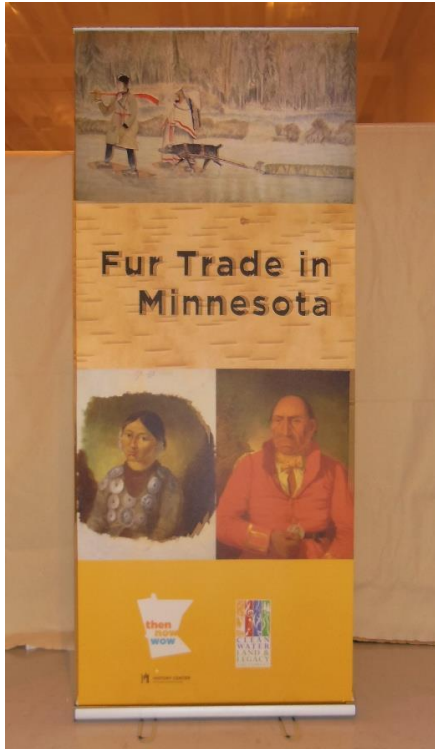
TO MOVE THE RETRACTABLE UNITS ONCE SET UP

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 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)

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

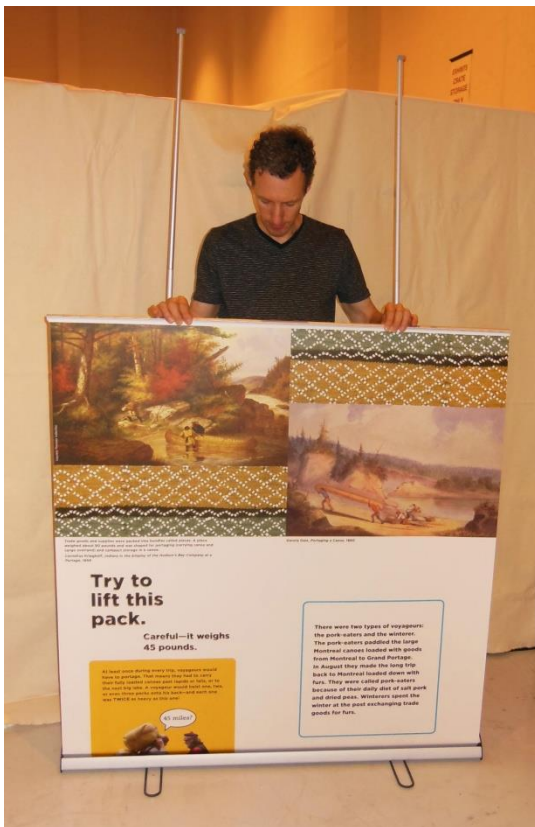


Carefully lower and disassemble the retractable graphic

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.

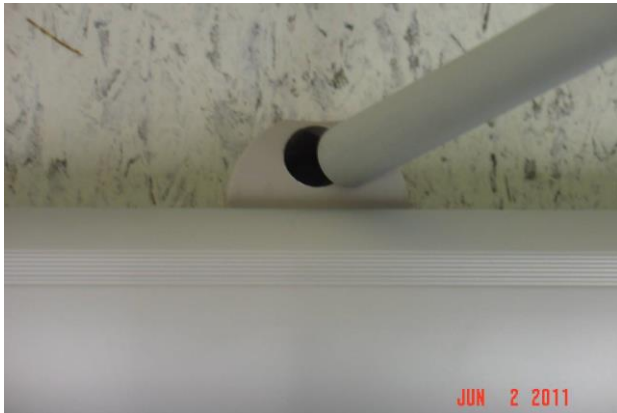
Watch carefully to ensure the banner is going straight into the carrier and the fabric is not hanging up or folding along the edges. If the panel is not retracting correctly, pull the panel up a few inches, adjust the angle of descent slightly left or right, and lower again. The top aluminum bar does 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)



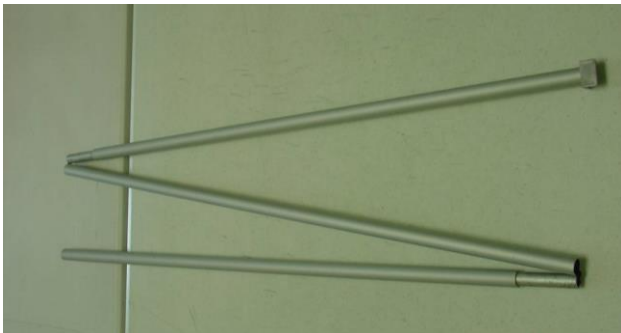
Remove the extended poles from the sockets at the base of the unit.

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

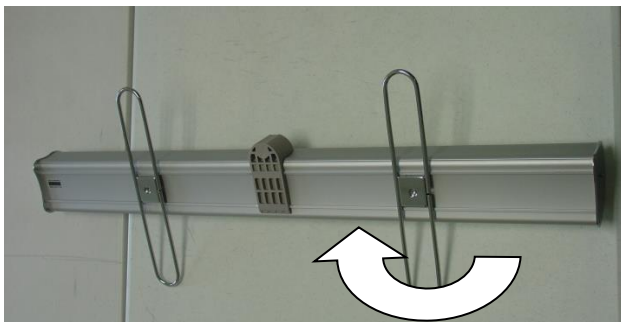


Fold the supports as shown on the left.

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 #7: CLOSE THE TRADE GOOD CRATES

STEP #8: UNPLUG AND CRATE THE MEDIA UNITS

For Each Media Unit:

- With the computer running, 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.

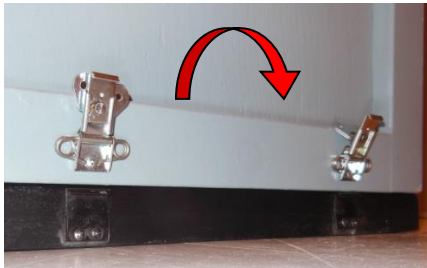


IMPORTANT! BEFORE SHIPPING , unplug the power while the computer is running. This should ensure the computers will start properly for the next venue.

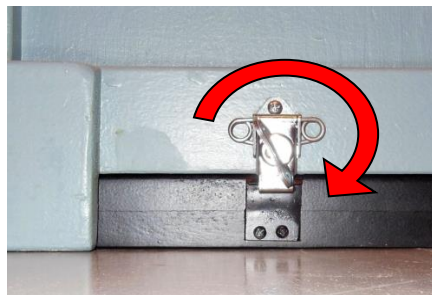
The next steps require two people:



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 #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.

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 squares (if removed) Stand the three "Hatmaking" graphic panels against one side of crate, on top of carpet squares.
2. Fold and Pack table covers into plastic bag. Place the hawk handles in crate.
3. Place two flat hat blanks together, fold, tuck in beside table drapes. Place jar with rabbit fur on table drapes. Place hat blank over jar.
4. Stack baskets and moccasins and tuck in beside table drapes and hat blanks. Fold the deer hide into large plastic bags, squeeze out air, and beside hat blank.





5. Put the rest of the furs into large plastic bags, squeeze out air, and place on top.
6. Place lid on crate and secure toggles

Repackage snowshoes in cardboard box
Crate MNFT-F

STEP #11: PACK CRATE MNFT-23 and MNFT 19

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



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.

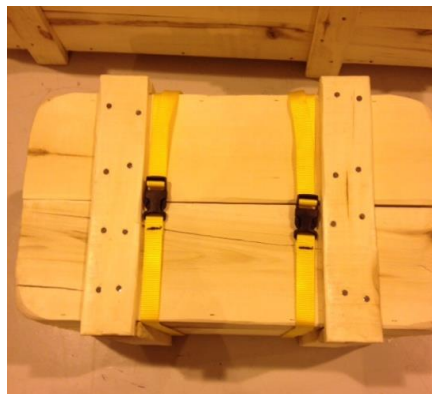
Pack the two boxes of cord floor covers, the two extension cords, the keyboard and mouse and red pencil, novus in plastic bag, any extra parts, and the tool bag into crate 23. Secure the crate with the two yellow straps.



Crate 19

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

Please sort the tiles by color prior to shipping.



STEP #12: FOLD THE TABLES

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 cleaning wipes, manual, comment binder, red folder of reports into crate MNFT-B.



*Note the Interior and
Exterior advertising
Banners have been deleted*

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

STEP 14: 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

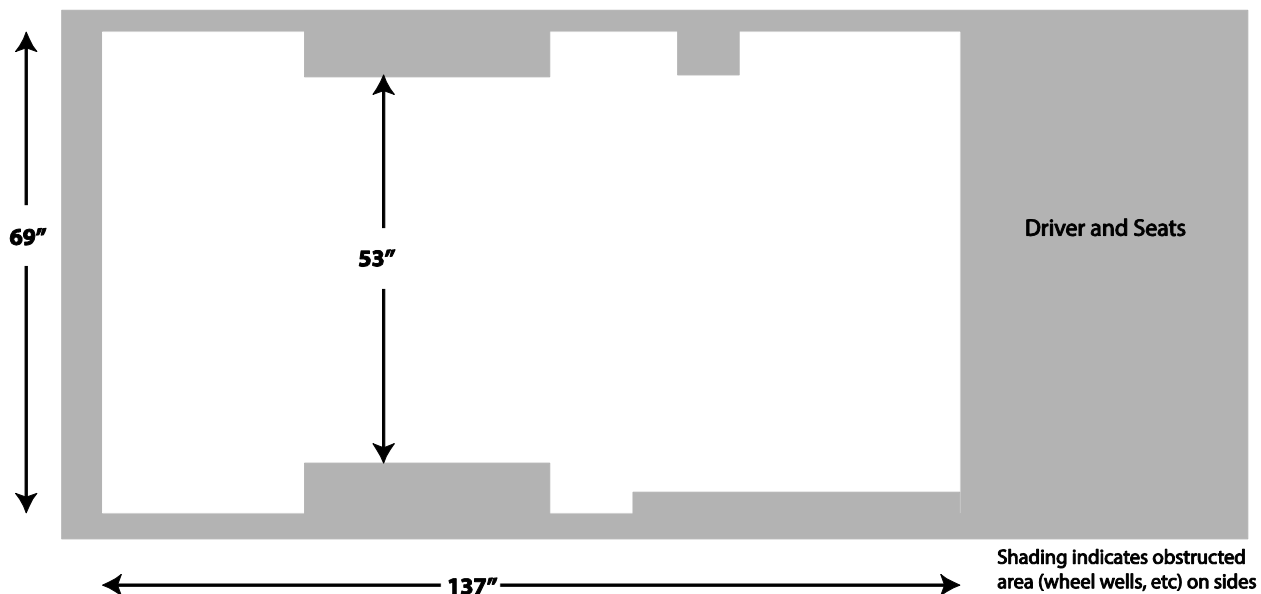
PACKING THE VAN

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

An extended length cargo van is the minimum size vehicle required to transport “Fur Trade in Minnesota. Overall cargo area needed is approximately 69”W x 137”L x 5’ T. Because of wheel wells and other obstructions, 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.

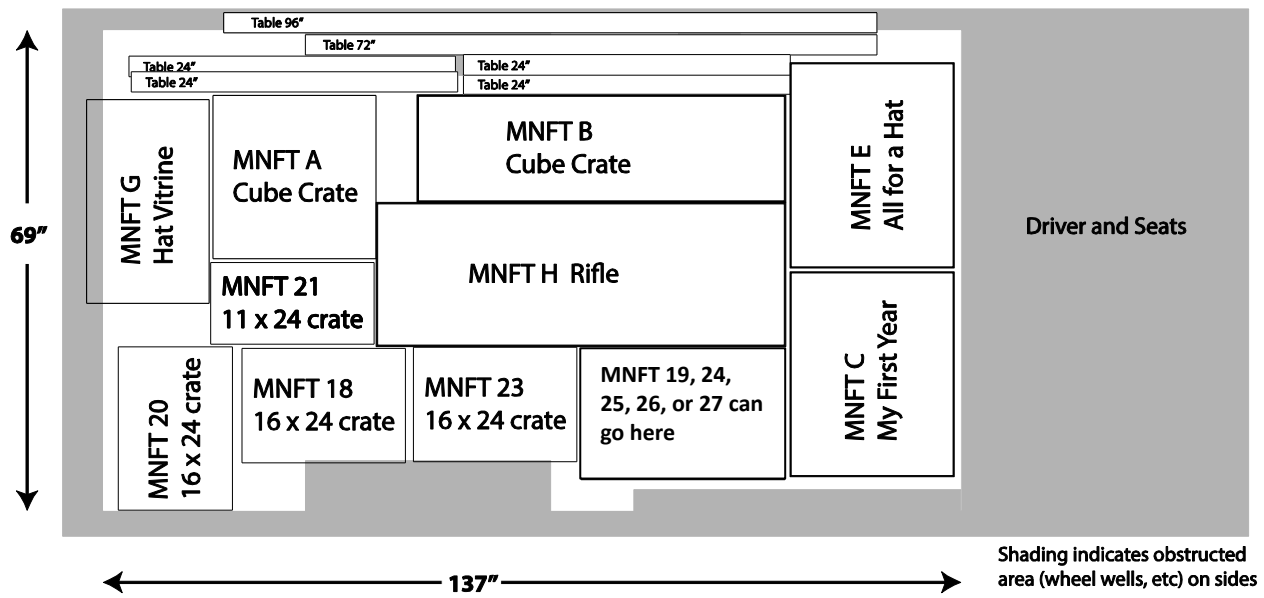
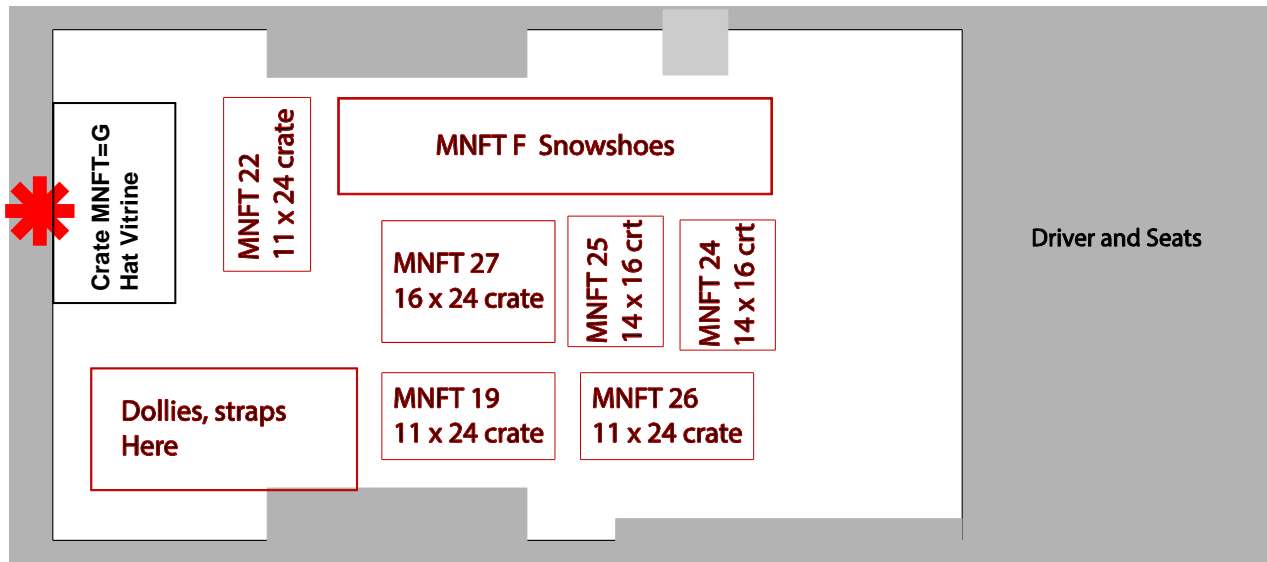


Diagram 2: Second layer of crates and materials, with packing blankets

*** 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



The Beaver Hat vitrine is now crated but still fragile especially in cold weather. It should not be stacked.

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



Ojibwe Artists panel and interactive detail



At the Fur Post (left)




Beaver Pelts for Blankets (right)







Beaver Pelts for Blankets



Crates and Weights Visual Inventory 2025. Sizes and weights are approximate

CRATE MNFT - A (Hardware and Parts) 17"H x 25"W x 25"L Approx Weight: 80 lbs	
CRATE MNFT - B (Banners and Retractable Graphic Panels) 19"H x 16"W x 54"L Approx Weight: 125 lbs	
CRATE MNFT - C (Computer Interactive "My First Year") 27"H x 29"D x 24"T Approx Weight: 114 lbs	

<p>CRATE MNFT - E (Media Interactive “All for a Hat”) 31”H x 29”D x 24”T Approx Weight: 114 lbs</p>	
<p>CRATE MNFT - F (Snowshoes – cardboard box) 6.5”H x 14” W x 61”L Approx Weight: 9 lbs</p>	
<p>CRATE MNFT - G (Crated Beaver Hat Display Vitrine) 27”H x 34”W x 19”D Approx Weight: 80 lbs</p>	
<p>CRATE MNFT - H (Floor Sitting Rifle Crate) 14”H x 20”W x 61”L Approx Weight: 84 lbs</p>	

CRATES 18 – 27 Floor Standing Trade Goods Display cases (five pairs)



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

23 41 lbs 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