



Installation Reference Guide

Installation Information

SCHINDLER

Equipment and people needs

- Screw gun with Phillips head bit (to open crates)
- ½” Ratchet wrench (to install headers)
- Allen wrench
- Ladder
- Dollies (note: two dollies are needed to move each large crate (1, 2, and 3) and one dolly for crate 4)
- Three people

Unpacking crates 1, 2, and 3

Remove screws from crates with screw gun (or Phillips-head screwdriver.) Save screws for re-packing.

Four panels are in each large crate. A “sled” or “skid” is on either long side of each panel. Slide the panels out and remove the top and bottom skids. Please save the skids and store them in the crates for re-packing. Please note that the panels are heavy and it may require some effort to remove them from the crate.

Unpacking crate 4

Remove screws with screws gun or Phillips-head screwdriver. Save screws for re-packing.

On the top level, remove the guards and cover, and carefully lift out the flip list and brochure holder. You will not install these until after the exhibition panels are fully installed, but you will probably want to remove them to make it easier to access the lower level.

The lower level of crate 4 is where the headers, braces, hardware, and exhibition notebooks are located.

Layout

The exhibition consists of 12 panels, 96” high x 41” wide. The panels cannot stand on their own and must be connected to one another. The most typical layout is to attach panels in an accordion-type pattern at 115° angle, but this can be adjusted to suit your exhibition space.

Since the exhibition panels are heavy and cumbersome, it is wise to determine the layout in your gallery prior to connecting the panels. Once the panels are connected, they will be very difficult to move.

Installation: Panel Connection

The panels connect via quick release hinges. Squeeze the hinge-pin mechanism and turn to the locked position, fit the hinges and release. Repeat for all hinges. Ideally, one person will hold one panel, one person will hold the other, and a third person will position the hinge.

Level as needed, using foot levelers.

Installation: Headers

The headers can be found in the lower level of crate 4.

Four headers straddle two panels, and two panels are installed on a single panel.

Header M: over panels B and C
Header N: over panels D and E
Header O: over panels F and G
Header P: over panel H
Header Q: over panel I
Header R: over panels J and K

Each header has pre-drilled holes, and each panel has two pre-drilled holes. For the headers that straddle two panels, you have a choice of positions; use the pre-drilled holes that work best for your layout. The long (2 ½ ") bolts are used to secure the headers to the panels. Tighten using the ratchet wrench.

Installation: Brochure holder

The brochure holder fits over the cleat, or z-clip, on Panel A.

Installation: Flip book

The flip book fits over the cleat on Panel J. Use the small (1") bolts to affix the list to the panel. Use the allen wrench to tighten the bolt, but be careful not to over-tighten.

Installation: Braces

Six braces are included to provide additional stability to the exhibition panels and to guarantee that the panels will not move from position. The braces can be found in the lower level of crate 4. Use the 1" bolts to affix the braces, using the pre-drilled holes on the backs of the panels. You have a choice of pre-drilled holes; select the one that works best with your exhibition layout. Tighten the bolts with the allen wrench.

De-Installation and Packing

SCHINDLER

Equipment and people needs

- Screw gun with Phillips head bit (to seal crates)
- Ratchet wrench (to de-install headers)
- Allen wrench
- Ladder
- Dollies (note: two dollies are needed to move each large crate (1, 2, and 3) and one dolly for crate 4)
- Optional but helpful: rubber mallet
- Two or three people

De-Installation: Headers

Use the ratchet wrench to loosen the bolts holding the header to the panel. Return the headers to the lower level of crate four. Return the bolts to the hardware box, also in the lower level of crate four.

De-Installation: Braces

Use the allen wrench to loosen the bolts that hold the braces to the back of the panels. Return the braces to the lower level of crate 4. Return the bolts to the hardware box.

De-Installation: Brochure holder

Lift the brochure holder off the cleat and return to upper level of crate 4.

De-Installation: Flip book

Use the allen wrench to loosen the bolts and return the bolts to the hardware box. Lift the flip book off the cleat and return it to the upper level of crate 4.

De-Installation: Panels

Squeeze the hinge-pin mechanism and turn to the locked, open position. After all hinges on the panel are in the open position, separate the panels. It may require some wiggling or adjustment of the angle of the panels; a slightly wider or narrower angle may make it easier to flip the hinges.

Before packing the panels into the crates, place the hinge mechanism in the "resting" position.

Packing crates 1, 2, and 3

Remove the skids from the crate. Place long side of panel on one skid, and place another skid on the opposite side of the panel. Slide panel on skids into the correct slot in the crate. If it is difficult to slide the panels, try lightly tapping the top skid with a mallet so it fits more securely on the panel.

Crate 1 (blue stripes):

panel A, panel B, panel C, panel D

Crate 2 (yellow stripes)

panel E, panel F, panel G, panel H

Crate 3 (green stripe)

panel I, panel J, panel K, panel L

Replace the crate cover, lining up the screw holes.
Use the Phillips-head screws to seal crates.

Packing crate 4

Return the braces, headers, hardware, and condition report and installation notebooks to the lower level of crate four.

Place the upper level platform in the crate. Return the brochure holder and replace the crate section cover. Return the flip book and replace the packing guards.

Replace the crate cover and close using the Phillips-head screws.