[1] SETUP
Remove bag containing frame from the case marked “B”, then remove frame from bag.

[2] SETUP
Place frame on the floor as shown and gently spread open.

[3] SETUP
Flip frame upright being sure to keep the red “hubs” down near the floor and proceed to fully open the frame.

[4] SETUP
Grab two hubs near the center of the frame and squeeze them towards each other until the frame feels like it locks into a self-standing position. The frame should now feel sturdy to the touch and can be picked up and moved to another location with ease.
[ 5 ] Remove struts from the case (located in the four corners of each case) and assemble the three sections, being sure the magnets are all on the same side of the strut.

[ 6 ] Slide the fork on the bottom of the strut (other end of strut will be marked “UP”) onto the hub pin on the bottom of the frame.

[ 7 ] Align the strut with the two center hubs and “click” each one onto their hub pins.

[ 8 ] Grasp the top third of the strut (not yet connected) and raise it just above the top hub pin. Then lower it allowing the pin to slide inside the groove. Continue until all 8 struts are mounted on the frame.

NOTE: The two pins protruding from the top of the strut (marked “up”) will be used later to hang the graphic panels.
[9] Remove graphic panels, which are individually rolled in center of the cases. If the graphics are cold from storage or transport, allow them to become acclimated with the room temperature. Cold panels will not conform to the curved frame.

[10] If spreading graphics on the floor be sure to place padded moving blankets over any hard floor surfaces. Dirt on the floor could scratch and damage the panel's protective lamination. **NOTE:** After a graphic is removed from the protective sleeve, be sure to roll up the sleeve and return it to the case. The plastic sleeves can become slipping hazard if left on the ground.

[11] There are 3 types of graphic panels. Concave Curved (29.45” w), Convex Curved (32.5” w), and Flat Endcaps. Identify each type of panel and organize them accordingly.

[12] After reviewing the floor plans, plan view and elevation view in the supplied literature (section 2 and section 4 of this book), select the proper panel for the frame/location you are currently working on. **NOTE:** Each panel contains a label on the back which specifies the unit, case, and location on the frame.
Hang curved panels using the hooks (on the top of the graphic) and the pins (located on the top of the struts). Once the graphic is hung allow the magnets on the side of the graphic to adhere to the magnets on the struts. If the magnets do not align properly double check that the hooks are properly resting on the pins. Repeat for remaining (non-endcap) panels.

Misaligned adjacent graphics can usually be remedied by simply taking the graphic(s) off and rehanging the graphic(s), or in some cases (when graphics are out of alignment by less than 1mm) simply raising (up) or gently tugging (down) on one side of the graphic will align the graphics.

NOTE: In very rare cases the floor in the room can be so far out of level that the frame and thus the graphics are also forced out of level. Shimming the feet of the frame can correct this issue.

The endcap panels contain a living hinge which allows a small portion of the panel to attach to the front of the display and a small portion to attach to the back of the display. Hang the endcap panels using the hooks and pins described in step 13.

After the hooks are attached to the pins, run both hands down the sides of the endcaps (top to bottom), allowing the magnets to adhere as you proceed. If the graphics on the endcaps do not align properly with the adjacent graphics, double check that the hooks are properly resting on the pins at the top.
[ 17 ]

Continue to hang graphic panels until all 8 panels are hung.

**NOTE:** If for some reason the structure need to be moved after all of the graphics are in place, simply remove the graphic panels from the concave side and carefully lift the structure from the interior hub points. It is best to have two people lift the structure and lift as little as possible (less than 3 inches off the ground).

[ 18 ] DISMANTLE

Locate the correct cases for the unit you will be dismantling. Remove the plastic graphic sleeves from case(s). Starting at the bottom of the graphic (still on the structure), slide the correct size sleeve up and over the graphic. Remove the graphic from top pins and slide the sleeve over the rest of the graphic.

[ 19 ]

Return the graphic to the case indicated on the label on the back of each panel. Roll the graphic panels (individually) with the image facing out. Graphics can be rolled as tight as 10” in diameter, but once they are put in the case they should be expanded to the maximum diameter the case will allow.

[ 20 ]

Remove the magnetic struts from the frame by gently popping the strut off the two center hubs and then lifting the entire strut up and off of the frame. Disassemble the strut into three sections and fold so the magnets are NOT face to face. Wrap the folded strut with a single rubberband and return one strut to each corner of each case.
Once all of the struts are removed from the frame, the frame itself can be dismantled. Using two hands in a bow and arrow movement, gently push one of the convex hubs away from you while pulling the corresponding concave hub toward you. After some SLIGHT initial resistance the frame should fold with great ease.

Return the closed frame to the frame bag and place back into the center of the case marked “B.”

NOTE: Be sure the graphics in case “B” are fully expanded before placing the frame inside the case. If the frame were to be obstructed by the graphics damage may occur.

Return grey foam disc to the top of the frame. Place the lid on the case, being sure to align the latch hardware. Place the latch hook in the slot on the lid portion of the latch and tighten the latch by turning clockwise. A zip tie or small travel lock can be attached to this latch if desired.

When finished with dismantle, return one book to the lid of case 1A and one book to the lid of case 9A.
[ GENERAL CLEANING ]

Cleaning should take place after the unit has been setup. In most cases the graphic being cleaned can remain on the structure while cleaning, but in some cases graphic(s) and or strut(s) may have to be taken off of the frame.

[ GRAPHIC DUST ]

Dust is the most common from of dirt found on graphic panels. The static that attracts the dust is caused when the graphics slide in and out of the protective sleeves. A clean, dry, soft, cotton towel (old t-shirts are ideal) or a new, clean, synthetic, dusting wand will take care of most dust issues with ease.

[ GRAPHIC SMUDGES ]

Smudges generally occur when handling the panels during setup. Smudges can be as faint as a finger print or as heavy as a scuff. To remedy smudges lightly dampen a soft cotton rag (old t-shirts are ideal) with water or glass cleaner. Very lightly wipe the smudge until it is removed. Some glass cleaners may leave streaks on the panel. If this occurs, use a dry portion of the cloth and lightly buff out the streaks. If you feel you may buckle or kink the panel while cleaning it, you should remove the panel and clean it on a large, clean, dry surface. CAUTION: Using any other chemicals or solvents other than the ones mentioned above or rubbing/buffing the graphics with to much pressure may result in the lamination being damaged.

[ MAGNET GRIME ]

After extended period of use the magnetic strips on both the graphic panels and the struts can collect grime. This grime will eventually prevent the magnets from properly adheiring. Magnets can be cleaned with denatured alcohol and a paper towel. If cleaning the magnets on the back of the graphic be sure your work area is completely free of dirt and protected with a cloth.

[ OTHER CLEANING ISSUES ]

For any other cleaning, maintenance or care issues, please contact the exhibit manufacturer.

Palumbo Associates Inc.
27 Ridge Road
Whitehouse Station, NJ 08889

P. 908.534.2142
F. 908.534.4738
E. info@paexhibit.com

www.paexhibit.com