



Assembly Instructions

Display components:

Double-sided pull-up panel display units

- 7 long black canvas carry bags containing:
- 7 double-sided display units (each 930 x 260 x 100mm and 8.75 kg)
- 14 graphic panels, installed and locked in display units
- 7 assembly rods for the display units
- 1 instruction sheet (keep in bag 1 of 7)

Double-sided A Frame display units

- 5 grey carry bags containing:
- 5 double-sided A frame display units (each 630 x 530 x 70mm and 10kg)
- 1 instruction sheet (keep in bag 1 of 5)

Assembling and dismantling the display

General instructions

- You do not need any special tools or skills.
- You will need a small step ladder.
- You will need two people working together to assemble the units.
- Note that the 7 black and 5 grey carry bags are tagged and numbered.
- Assemble the units near their display location to avoid handling and moving once assembled.

Installation steps

Double-sided display units

- Remove one of the units from its carry bag and place it flat on the floor, as close as possible to where you wish it to stand when assembled.
- You will see that the graphic panels are rolled away, like a blind, into each side of the base of the unit. Note the hook at the centre of each rolled-away panel.
- The graphic panels have a small number in the top right-hand corner to assist in positioning them in the correct (chronological) order.
- Remove the assembly rod from the side pocket inside the carry bag.
- Join the three parts of the rod together and insert the rod into the hole in the centre of the unit base.
- Gently pull up/unroll one of the graphic panels, holding the hook firmly, and hook it into the top of the rod. You may need the step ladder in order to reach up to the top of the rod.
- Repeat for the graphic panel on the other side of the unit.
- If you need to move the units once assembled, do so very carefully. Use two people at each side of the panel. Try to slide the units at the base rather than attempting to lift and carry them. Lifting by the rod may cause the rod to dislodge. Lifting by holding the graphic panels may damage the panels
- Repeat the above steps for all 7 units.
- Store the carry bags in a secure storage place. Place instruction sheet in bag 1.

Double-sided A frame display units

- To avoid scratching the surface place the A frame on carpet or a soft cloth when you are assembling it.
- Remove one of the units from its carry bag and carefully hold it on its narrow side edge on the floor, as close as possible to where you wish it to stand when assembled. Gently unfold the legs outwards and downwards from each side of the A frame
- You will see a metal arm attached to the right top side and a metal arm attached to the left lower side of the frame. Gently slide the hooked end of each off its securing magnet, swing it towards the screw on the opposite leg and hook it around the screw. Do not pull arm outwards.
- Carefully lift and turn the A frame on to its other side and repeat this process.
- Stand the A frame up and place it close to, but not obscuring its matching pull-up panel. The Introductory and context panels 1 & 2 and 11 & 12 do not have matching A frames. Repeat the above steps for all 5 A frames
- Store the carry bags in a secure storage place. Place instruction sheet in bag 1.

Dismantling steps

Double-sided display units

- Work with one unit at a time. Use the step ladder, if required. Work in pairs.
- Unhook the two graphic panels, one at a time, from the top of the rod. Hold on to the panel firmly to ensure a slow and smooth roll-away. Move the panel carefully up and down if the panel doesn't roll away fully at first.
- Ensure the displays are returned to their correctly numbered bag.
- Put a delivery and return address on each bag.
- Contact History Trust prior to returning.

Double-sided A frame display units

- Work with one A frame at a time.
- Lift and turn the A frame onto its side on a soft surface. Unhook the two metal arms, one at a time, and swing them back onto their securing magnets.
- Lift and turn the A frame on to its other side and repeat the process.
- Fold each leg upwards towards the top of the A frame and close the A frame up into a rectangle
- Ensure the A frames are returned to their correctly numbered bag.
- Put a delivery and return address on each bag.
- Contact History Trust prior to returning.

Care instructions

- Do not expose the text panels or A frames to direct heat.
- To remove finger marks or other grime, wipe panels carefully with clean damp (not wet) cloth.
- Report any damage or other problems to History Trust.

