

Crossroads Deinstallation Guide

What you will need:

- Exhibition drawings
- Minimum of four people; a fifth or sixth person is ideal but more than that is too many
- Small step ladder or step stools
- Table for setting small parts until you can pack them in the crates
- Crate List

General Installation Instructions:

Crossroads consists of six freestanding exhibition sections.

The exhibition structure and panels are numbered based on which section of the exhibition they belong to:

- 1 Introduction
- 2 Identity
- 3 Land
- 4 Community
- 5 Persistence
- 6 Managing Change

Each panel has a number that starts with the section number and is followed by the panel number and letters identifying it as a top (Top), bottom (Bot), or middle (Mid) panel. Additionally, each side of each panel is labeled A or B so that they can be oriented correctly. (e.g., 1.3B Top – This panel is panel number 3 in the first section of the exhibition, it is a top panel, and it is side B).

Thumb Screws and connectors





Helpful Hints:

Before starting your deinstallation, walk through the exhibition and fill out the condition report forms. Be sure to note any damage. If something needs to be repaired or replaced, please call Terri Cobb at the Smithsonian.

- Most damage to exhibitions occurs during deinstallation. Please take your time. You'll find that deinstallation takes less time than installation but please take your time and pay attention to all sides of a section as you are taking them down.
- This deinstallation guide is designed so that you only need to open a few crates at a time. Once packed completely the can be closed out and moved out of the space so that other crates can be brought in. If you have extra room you can open all the crates at once and pack in order but be sure to keep the lids and packing materials together with the crates they came out of.
- Make sure that you have two people to remove and replace the lids on the crates, particularly the large crates. Additionally, you will need one or two others to hold the crates so they don't roll while you are accessing them. Replace the lids on the large crates starting from the bottom first. It is easier to line up the lids on the bottom edge then work your way up both sides making sure the lid lines up with the crate before turning the latches.
- Please wash your hands after opening a crate and before beginning to disassemble the exhibition to reduce smudges on the panels.
- As you take pieces apart be sure to put all knob screws, thumb screws, and other parts back in the toolbox unless specifically instructed otherwise.
- All of the packing material is labeled with the correct crate number. Make sure the match the pieces together with the crate as you go in case they got separated during installation.
- Before you begin the deinstallation, please look carefully at the exhibition drawings and become familiar with the deinstallation instructions.
- Make sure you always have two people to lift components or panels off of the structure. You should also always have a spotter or someone to hold nearby panels so they don't get knocked off or fall when one piece is removed. Make sure that all the remaining parts are stable before letting go or walking away from the panels.
- Make sure that every piece goes back into its assigned slot. Also make sure that every slot in the crate is full before closing it up.
- Once more, please take your time and pay attention. If you work as a team and follow these instructions then the exhibition will soon be safely packed up and on its way to the next town.

Pack Crate 15:

Move crate 15 into your space and remove the lid. Lift out all of the trays until Tray C is the only piece still in the crate.

Tray C:

- Remove Flipbook 3 from panel 5.3A Mid and set aside on a table. Lift panel 5.3A Mid off of section 5 and set it aside. Have two people hold onto Case 5 (Country Sells) from the front. Have a third person unscrew the two knob screws that attach the case to the panel. Carefully, pull out the case from the front, making sure it doesn't catch the graphic on the middle panel. Pack it in Tray C.
- Lift Case 1 (Land) off of section 3 and pack it in Tray C.
- Remove panel 6.3A from section 6 and set aside. Have one person hold the Mailbox from the front while someone else removes the four screws that attach it to the panel. Carefully slide out the Mailbox from the front so it doesn't catch the graphic. Fold down the flag and pack it in Tray C.

Tray B:

- Remove the Land/Deed Flipper from panel 3.3B Mid and set it aside somewhere safe. Lift off panel 3.3B Mid and set aside. Have one person hold Audio Box 1 (Rural Sounds) from the front while another person unscrews it from the back. Carefully pull it out of the panel and pack it in Tray B.
- Follow these instructions to shut down the Interactive Kiosk computer before unplugging it:

To shut down each computer for shipment:

- 1) Remove the computer module cover by removing the six mounting screws.
- 2) Exit the kiosk menu by pressing each corner of the viewing screen in the following sequence:



Be sure to press as close to the edge of each corner as you can!

3) The computer will exit the kiosk and the Windows desktop screen will appear. In the Windows taskbar at the bottom of the screen, touch the icon with the green shield to open the "Kiosk Server" window.



Press the left-most of the buttons along the bottom right side of the computer to bring up the touch keyboard. Press CTRL-C to close the "Kiosk Server" function.



4) It's now okay to power-down the computer. Press the Windows symbol at the lower-left corner of the screen to bring up the Start Menu. Press the Power symbol and select "Shut down."





5) Replace the Interactive Kiosk cover and the six mounting screws. Remove the Interactive Kiosk Top from the Kiosk Base and pack in Tray B.

Tray A:

- Pack the books from the Bookshelf in Section 2 in Tray A.
- Remove the frame from the Water is Rural Spinner in Section 2. It is held on with Dual-Lock which is a stronger type of velcro. Unscrew the six screws that hold the What Is Rural spinner in place. Replace the screws in their holes in the panel and pack the spinner and the frame in Tray A. The frame should sit on top of the spinner or it will also fit with the books.
- Fold up the exterior publicity banner and pack it in Tray A.
- Lift off panel 2.3B Mid behind Video 1 and set it aside. If it is tight you may also need to lift off panel 2.4B Mid but be careful since Digital Photo Frame A is still attached. Have someone hold the video from the front while someone else unplugs the video and unscrews the 4 wingnuts. Remove the Video from the panel and reattach the wingnuts to the back of the Video. Pack Video 1 in Tray A.

At this point everything in Crate 15 should be packed. Add the top foam tray and close-up the crate.

Remove the other Popoffs and Cases:

Remove all of the rest of the popoffs, cases, and interactives and set them aside on a table or somewhere safe until you open their crates.

- Popoffs 2.1 2.8 from the front side of Section 2. If you have room to open multiple crates you can go ahead and pack these is Trays F and G of Crate 3.
- Digital Photo Frame 1 and 2 since panel 2.3B Mid is down you should be able to unplug and remove both frames.
- Bookshelf from Section 2 please note that it will not stand on its own, you'll have to lay it down
- Popoff 3.1 3.3A Mid
- Flipbook 1–3.4A Mid. Remove the thumb-screw before lifting off.
- Land/Deed flipper from 3.3B Mid should already be removed.
- Popoff 3.2 3.1 B Mid
- Main Street Blocks 4.6 Mid. Lift the box out of the panel and pack all of the buildings inside the box.
- Flipbook 2 4.4B Mid. Remove the thumb screw before lifting off.
- Audio Box 2 4.7 Mid
- Case 4 4.2C Mid
- Popoffs 5.1 and 5.2 5.2A Mid
- Flipbook 3 should have already been removed from 5.3A Mid.
- Popoff 6.1 6.1B Mid
- Postcard holder 6.3 Endcap

Pack Crates 12, 13, and 14

Roll crates 12, 13, and 14 into your space. All of the middle graphic panels expect for panels 5.2A Mid and 5.2B Mid are packed in these crates. Work section by section through the exhibition and take down the middle panels. Make sure you are packing them in their numbered slots. Pay particular attention to the slots for the curved panels in Crate 14. Do not force a panel into a slot. It should slide in easily.

Make sure you have two people to remove each panel. It is easier to start on one end and remove the panels in order. Sometimes they take a little wiggling to get them to release. If a panel is really stuck try flexing the vertical pole of the bottom or top panel a little bit. That usually gives you just enough flexibility to be able to lift the panel off.

Please note that Video 2 on panel 5.4 Mid stays permanently attached to the panel. Unplug the video and wrap the cord up and secure it to the back of the panel so that it doesn't scratch another graphic.

Set panels 5.2A Mid and 5.2B Mid aside until you get to Crate 10.

If you haven't already sent the floor plans on to the next site, pack them in the corner of Crate 14.

Once all of the middle panels are packed and you've checked to make sure there are no empty slots, close up crates 12, 13, and 14.

Pack Crate 11

Roll crate 11 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 11 contains a number of interactives and top panels. Remove the top panels by unscrewing the knob screws and lifting them straight upwards.

Shelf A – wipe off the cord covers and pack them on Shelf A.

Shelf B – pack the following items that you set aside earlier

- Flipbook 1
- Flipbook 2
- Flipbook 3
- Audio Box 2
- Main Street Interactive with buildings

Shelf C – pack the following top panels <u>upside down</u>. Additionally there are little blocks that swivel over the panel frames to keep them from bouncing around during shipping.

- 6.2 Top (upside down)
- 6.1 Top (upside down)



• 6.3 Top (upside down)

Shelf D – pull the shelf out and pack the following top panels

- 3.1 Top
- 3.3 Top

Shelf E – pull the shelf out and pack the following top panels

- 2.2 Top
- 2.3 Top

Once all of the shelves are packed and everything is secure you can close-up the crate. It is easier to place the bottom of the lid in place first and then make sure the lid if fitting all the way around before latching the latches.

Pack Crate 4

Roll crate 4 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 4 contains the bottom panels for section 6 and pieces of section 2. Pack crate 4 in the following order:

Top Panels – unscrew the knob screws and slide the following top panels into their slots

- 2.1 Top
- 2.4 Top
- 2.6 Top
- 4.5 Top

Section 2 Header Panels – talk down the section 2 Headers and pack them vertically in their slots.

- 2.7 Header
- 2.8 Header

Brace A – unpack the Brace A bottom and bop supports and two Crate 4 bungie cords.

- Make sure you have enough people to spot the panels for Section 6 as you disassemble it. Unscrew the knob screws between 6.1 Bot, 6.2 Bot and 6.3 Bot. Set panels 6.1 Bot and 6.3 Bot aside temporarily.
- Set panel 6.2 Bot on the bottom support of Brace A. Add the top support of Brace A.
- Hang bungie cords from the top hooks and carefully stretch them down to grab the bottom of Brace A.
- Set Brace A along the back wall of Crate 4.

Brace B – unpack the Brace B bottom and top supports and two Crate 4 bungie cords.

• Pack 6.1 Bot on Brace B



- Pack 6.3 Bot on Brace B
- Add the top support of Brace B and attach the bungie cords from the top.
- Place Brace B in the front left of Crate 4.

Brace C – unpack the Brace C bottom and top supports and the rest of the Crate 4 bungie cords.

- Make sure you have spotters for panels 2.2 Bot and 2.3 Bot.
- Unscrew the knob screws connecting 2.1 Bot to 2.2 Bot and 2.4 Bot to 2.3 Bot. Make sure that 2.3 Bot and 2.4 Bot are still connected.
- Pack 2.1 Bot and 2.4 Bot on the bottom brace by flipping one of the panels. Make sure that the legs of the panels don't scratch the graphics as you are nesting them. Check the panel numbers and alignment on the braces to get them in the correct order.
- Add the top brace and bungie cords.
- Pack Brace C to the right of Brace B.

Make sure that everything is packed and then you can close up the crate.

All of the rest of the bottom panels pack on braces just like Crate 4. Follow these directions for the remainder of the panel crates.

Pack Crates 5 and 9

Roll crates 5 and 9 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 5 contains the curved panels from sections 2 and 3. Crate 9 contains the straight panels from sections 3 and 5. Pack these crates in the following order:

Crate 9, Shelves

- 5.3 Top
- 5.1 Top
- 3.4 Top

Remove top panels and endcaps from section 5:

- Remove panels 5.2 Top, 5.4 Top, and 5.5 Top and set aside.
- Remove panels 5.4 Bot and 5.5 Bot and set aside.

Crate 9, Brace B

- Remove panels 5.1 Bot and 5.3 Bot. Make sure 5.2 Bot is stable before you leave it standing.
- Pack panels 5.1 Bot and 5.3 Bot nested on Brace B of Crate 9.
- Place Brace B in right side of Crate 9

Crate 9, Brace A

• Remove panel 3.2 Top and set aside.



- Make sure you have multiple people for support of section 3 as you take it down. Take down one
 panel at a time and have someone hold each panel as you remove them until they can be safely
 packed.
- Pack panels 3.2 Bot and 3.4 Bot in Crate 9, Brace A.
- Place Brace A into Crate 9. Ensure everything in Crate 9 is packed and close up the crate.

Crate 5, Brace B

- Pack panels 3.1 Bot and 3.3 Bot nested together on Brace B.
- Pack Brace B in the back of Crate 5, with the deepest part of the curve towards the back wall.

Crate 5, Brace A

- Pack panels 2.2 Bot and 2.3 Bot nested together on Brace A.
- Pack Brace A in front of Brace B.
- Use the two red bungie cords to attach Brace A to Brace B diagonally at the top. This will keep Brace from tilting out of the crate.

Crate 5, Shelves

- Carefully peel off the front cover of the wooden box and set it aside while you pack the shelves.
- Pack the following pieces that you previously laid aside:
 - o Case 4 (Buttons)
 - o Land/Deed Flipper
 - o Popoff 3.1
 - o Popoff 3.2
 - o Popoff 5.1
 - o Popoff 5.2
 - o Popoff 6.1
- Place the cover back on the wood box

You should now be able to completely close up both Crates 5 and 9.



Crate 5 (make sure the braces are attached together at the top with the red bungies to prevent them from falling out of the crate)

Pack Crate 10

Roll crate 10 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 10 contains the bookshelf, interactive kiosk base and the 5.2 90 degree panels Pack the crate in the following order:

Bookshelf

- Remove Brace A and the other packing material from the crate.
- Pack the Bookshelf from section 2 in the back left corner of Crate 10. Flip down the little wooden latch that keeps the bookshelf from falling out.

5.2 Тор

• Pack panel 5.2 Top in the shelf at the top of the crate.

Brace A

- Pack 5.2 Bot in the center of Brace A.
- Pack 5.2A Mid on one side of 5.2 Bot and 5.2B Mid on the other side.
- Slide the Brace Top over the panels and attach the bungie cords.
- Lift Brace A into the crate and make sure it reaches all the way to the back wall of the crate and is still sitting up on the wooden bars and the front of the crate.

Interactive Kiosk Base

- Remove the latch from the back of the Interactive Kiosk Base. Set the latch aside to be packed in crate 3 later on.
- Place the foam cover over the metal top of the Interactive Kiosk Base to protect the graphics on 5.2B Mid.
- Slide Interactive Kiosk Base between the wood bars and under Brace A.
- Secure the Interactive Kiosk Base with the crossbar so the Kiosk can't move in the crate.

You should now be able to completely close up Crate 10.



Crate 10 (Make sure to pack the cover over the top of the Interactive Kiosk)

Pack Crate 7

Roll crate 7 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 7 contains top panels and the short end cap panels. Pack the crate in the following order:

Shelves

- 2.5 Top
- 3.2 Top
- 4.6 Top
- 4.7 Top
- 5.4 Top
- 5.5 Top

Brace A

- Disconnect 2.6 Bot from 2.5 Bot and set 2.5 Bot aside for now.
- Pack 2.6 Bot and 4.5 Bot on Brace A.
- Slide Brace A into the crate right next to the shelves.

Brace B

- Pack 4.6 Bot and 4.7 Bot on Brace B
- Slide Brace B into the middle of the crate. Pay particular attention to the screws on the panel so that they don't scratch the graphics on either side.

Brace C

- Pack 5.4 Bot and 5.5 Bot on Brace C.
- Slide Brace C into the right side of the crate.
- Make sure that the braces are pushed all the way to the back of the crate.

You should now be able to completely close up Crate 7.

Pack Crate 6

Roll crate 6 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 6 contains top panels and straight bottom panels. Pack the crate in the following order:

Shelves

- 4.2 Top
- 4.3 Top
- 4.4 Top





Brace A

- Pack 2.5 Bot and 4.4 Bot nested on Brace A.
- Slide Brace A into the crate right next to the slots.

Brace B

- Pack 4.2 Bot and 4.3 Bot nested on Brace B
- Slide Brace B into the right side of the crate.

Slots

- Remove Popoff 1.1 (Crossroads sign) from the front of Section 1 and slide into the slot on the left. Make sure the graphic surface faces the center of the slot.
- Insert the foam sheet between Popoff 1.1. and Popoff 1.2.
- Remove Popoff 1.2 (Crossroads photo) from the back side of Section 1 and slide it into the right slot. Make sure the graphic surface faces the center of the slot.

You should now be able to completely close up Crate 6.

Pack Crate 8

Roll crate 8 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 8 contains the center column of section 4 as well as its top panel. Pack the crate in the following order:

Top Panel

- Remove 4.1 Top from 4.1 Bot and pack it in the bottom of crate 8.
- Make sure the top of the panel goes in first.

Bottom Panel

- 4.1 Bot is extremely heavy. Make sure you have three people to lift it.
- The base stays permanently attached to 4.1 Bot
- Move the crate as close as possible to the front side of 4.1 Bot (the side with the large case)
- Lift panel 4.1 Bot with the base attached into Crate 8 and slide it all the way back. Make sure the base is captured by the blocks on the front corner.

You should now be able to completely close up Crate 8.



Panel 4.1 Top packed in Crate 8



Crate 8

Pack Crate 1

Roll crate 1 into your space. Make sure you have at least one person to hold the crate and two others to remove the lid. Crate 1 contains the introduction. Disassemble the Introductions and pack the crate in the following order:

Remove Intro and Credit Panel

• Lift off the intro and credit panels and pack them diagonally in the slots in the right side of the box.

Pack the Shelves

- Lift off Top Cap 1.1 and Top Cap 1.4 and pack them in the bottom shelves.
- Pack Digital Photo Frame 1 and 2 from Section 2 between the foam sheets on the top shelf. Make sure the cords are wrapped up and attached to the back of the frames.
- Pack the Condition Report Book and the barbed wire from Section 3 on top of the Digital Photo Frames.

Take Section 1 apart

Make sure you have at least four people to hold panels while you deinstall section 1. It is awkward and some pieces are heavy. **Reread these instructions before starting to take the introduction apart.**



- Remove the Section 1 spacer blocks and support panels from Crate 1. Put the support panels together into an X and place them underneath the Section 1 Crossbar and panel 1.3 Mid. Place the two wood spacer blocks between the Crossbar and panel 1.3 Mid.
- Make sure at least two people are holding panels 1.3 Mid and 1.2 Mid. Make sure a third person is holding onto the Crossbar.
- Have a fourth person unscrew all of the knob screws inside column 1.4 and then carefully lift column 1.4 off of the base. You'll have to lift it away at an angle since panel 1.3 Mid sits inside a groove in the column. Set Column 1.4 aside. This is where it is very important to have spotters to hold onto the other panels until they are completely down.
- Slide one of the spacer blocks over to fit between the Crossbar and panel 1.2 Mid.

- Have two people holding panels 1.3 Mid while others hold onto the crossbar and panel 1.2 Mid. Unscrew the thumb screws that hold panel 1.3 Mid to panel 1.3 Mid. Slide panel 1.3 Mid away from panel 1.2 Mid and set it aside.
- Have two people hold onto panel 1.2 Mid and the crossbar while someone else removes the knob screws from inside Column 1.1. Remove the knob screws holding panel 1.2 Mid first and set panel 1.2 Mid aside.
- Remove the final knob screws connecting the Crossbar to the Column and set the crossbar aside.
- Lift Column 1.1 off of the base.

Pack the Section 1 Bases and Crossbar

- Pack bases 1.1 and 1.4 in the vertical slots in Crate 1.
- Pack the 1.2 1.3 Long Base in the back left side of the vertical slots with the foot facing the columns.
- Pack the Section 1 Crossbar in the front right side of the slots. Make sure the foam is between them so the base doesn't scratch the Crossbar.

Pack the Columns

- Remove the braces and bungie cord for Column 1.4 from the crate.
- Set Column 1.4 on the bottom brace and add the top brace. Stretch the bungie cord from the bottom to the top.
- Lift Column 1.4 with the braces into the far left corner of Crate 1.
- It is very important to make sure the Column Braces for 1.1 and 1.4 fit all the way back to the edge of the crate. This may take some maneuvering. The braces like to catch on the metal edges of the crate sides and back. You may need to lift them up to get them into place.
- Pack Column 1.1 on its Brace and fit it into the crate. Make sure it is all the way to the back of the crate.

Pack panel 1.2 Mid and 1.3 Mid

- Set panel 1.3 Mid on the ledges in front of the columns and move the latch down to catch the edge of the panel. Make sure it is fully captured.
- Lay down the lid of Crate 1 on the floor and remove the wood bar and the foam.
- Pack panel 1.2 Mid in the lid of the crate. Cover it with the foam and use the wooden bar to brace it into the lid.

Pack up the Toolbox

- Make sure that all of the knob screws, thumb screws and other attachment parts are in their correct holes in the toolbox. Check your pockets for extra screws.
- Be sure to pack the screwdriver and both remote controls for the videos and the digital photo frames. When you are sure that the toolbox is organized and complete pack it on the top shelf of Crate 1.
- Pack the Section 1 supports and spacer blocks on the top shelf of Crate 1 as well.

You should now be able to completely close up Crate 1. Make sure you have two people to lift the lid of Crate 1 because it is heavy. You'll also need a couple extra hands to push against the crate and latch the latches. It is easier to put the lid on from the bottom first.

Pack Crates 2 and 3

Finally, roll crates 2 and 3 into your space. Remove the lids and set all of the trays aside until you get to the last tray in each crate. Crates 2 and 3 contain the bases as well as a few additional popoff panels. Pack the crates in the following order:

Crate 3, Tray G

- Popoff 2.3
- Popoff 2.6
- Popoff 2.8

Crate 3, Tray F

- Popoff 2.1
- Popoff 2.2
- Popoff 2.4
- Popoff 2.5
- Popoff 2.7

Crate 3, Tray E

- 5.1 Base
- 5.3 Base
- 5.4 Base

Crate 3, Tray D

- 5.2 Base
- 6.1 Base

Crate 3, Tray C

- 4.5 Base
- 5.5 Base
- Postcard Holder
- Interactive Kiosk Latch

Crate 3, Tray B

- 4.4 Base
- 4.7 Base
- 6.2 Base

Crate 3, Tray A

- 4.2 Base
- 4.3 Base
- 4.5 Base

Crate 2, Tray F

- 3.3 Base
- 6.3 Base

Crate 2, Tray E

- 3.1 Base
- Round Base Ends

Crate 2, Tray D

- 3.2 Base
- 3.4 Base
- 19 Base Keys

Crate 2, Tray C

- 2.3 Base
- Round Base Ends

Crate 2, Tray B

- 2.2 Base
- Round Base Ends

Crate 2, Tray A

- 2.1 Base
- 2.4 Base
- 2.6 Base
- 2.5 Base

Add the foam tops to Crates 2 and 3 and close up the crates. At this point every part should have been packed. If you still have any parts not in crates please check the Crossroads Crate List for placement.

Section drawings are attached to these deinstallation instructions if you find a need for them.

If you have any questions, problems, or run into any damage to the exhibition, please contact Terri Cobb, Registrar for Museum on Main Street or your MoMS contact.



Crossroads Section 1, Side B Introduction







Crossroads Section 2, Side A Identity















3.1 A 3.2 A 3.3 A 3.4 A



Side B







Crossroads Section 4, Side A Community







Crossroads Section 5, Side A Persistence









Crossroads Section 6, Side A Managing Change







Side A

Crossroads Section 6, Side B Managing Change





