

What you will need:

- Exhibition drawings
- Minimum of four people; a fifth or sixth person is fine but more than that is too many
- Small step ladder or step stools (to assist in placing top panels, headers and connectors)
- You may need 16 D-cell batteries in case the audio batteries need to be replaced.
- Three extension cords for the videos in Hometown Teams. Cord covers are packed with the exhibition.

General Installation Instructions:

There are three different exhibition systems used in Hometown Teams:

Pylons in the Intro and Section 7

Banner structures in Sections 3 and 4

Panel structures in Sections 2, 4, and 6

Additionally, we used some real sports equipment throughout the exhibition:

Bleachers in Section 4

Lockers in Section 5

Ballcart and Bench in Section 5

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

1 – Introduction (Turf, Water, Road, Court, and Snow Pylons)

2 – More Than A Game

3 – Fields of Glory

4 – Take Me Out to the Ball Game

5 – Playing the Game

6 – Root, Root, Root for the Home Team

7 – Sports Explosion

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) or (Bot) bottom panel. Panel numbers appear engraved on the top of the panels. Additionally, each side of each panel is labeled A or B so that they can be oriented correctly. (e.g., 3.5B Top – This panel is panel number 5 in the third section of the exhibition, it is a top panel, and it is side B).

Helpful Hints:

Before starting your installation plan the layout in your space. This will make installation much easier and you can make sure you have 36" of space between each section in order to meet ADA guidelines.

- *Hometown Teams* is designed so that you need very few tools for installation. There are seven freestanding sections in the exhibition, but some sections have more than one kiosk. All the tools and connectors that you will need are packed with the appropriate section.
- All of the panels and exhibition parts needed for each section of the exhibition are packed together. You need to have only the crates for one section open at a time during installation. Most of the objects and pop off panels are packed together in crates 17 - 20. Most of the objects and pop off panels can be installed after all of the sections are put up and the crates are put away for storage.
- **Crate 19, Tray D** contains the condition report book. Remove the condition report book and set aside. Condition reporting can be done when the exhibition is completely installed, but if you notice any damage as the panels are being unpacked you should make a note of where the damage is located. Any damage to the exhibition discovered as it is unpacked is not necessarily your fault, but could be that of the previous exhibitor or may have occurred in transit. If the damage seems to be extreme, stop what you are doing and call SITES immediately.
- Please wash your hands after opening a crate and before beginning to assemble the exhibition to reduce smudges on the panels.
- Keep **all** packing material. Once the panels have been unpacked, put all the packing material back in that crate for safe storage until it is time to pack and send the exhibition to the next exhibitor. Refasten the locks and move the crate into your clean, secure storage area.
- Before you begin to unpack, please look carefully at the exhibition drawings and become familiar with the installation instructions. Each section is shown on a separate page and there are overhead views and elevations of each section with the written instructions. You will need all three in order to install the exhibition.
- Always set up all of the bottom panels before adding any top or header panels. Work from the bottom up.
- If you have to remove a panel for any reason, make sure that someone is holding the connectors to the adjoining panels so that panels will not fall.

Section 1: Introduction

Ready? Begin . . . Unpack!

The Introduction (Section 1) consists of five free-standing pylons, two of which are connected by a header. Each pylon is packed in its own crate (**crates 1 – 5**) and the bases are all packed together in **Crate 6**. You will also need access to **Crate 19**.

Turf Pylon – Crate 1

Water Pylon – Crate 2

Road Pylon – Crate 3

Court Pylon – Crate 4

Snow Pylon – Crate 5

Unlock the crate, lift the top off and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

All of the Pylon pieces are nested together in the crate. The Top Cube is the first item you see in the crate. The Bottom Cube is packed inside a foam box that sits inside the Middle Cube. Make sure you always have at least two people to lift out each of the sections of the pylons. They are large and awkward to handle.

Install the Turf Pylon:

1. Remove the Turf Base from Crate 6 and put it face up on the floor.
2. Flip the latches to the open position, see diagram.
3. Lift out the Turf Top (fabric covered cube) and set it on a clean surface.
4. Lift out the Turf Bottom, which is nested in a foam box inside the Middle Cube, and set it on the base. Start at a 45° angle and twist into position so that the “front” labels on the base and the Turf Bottom line up.
5. Take off the removable panel (the panel that attaches with magnets and is marked with a label that says “Turf Bottom Removable Panel”). Set the Removable Panel in a safe, clean place nearby.
6. Remove the foam box that is nested in the Middle Cube and set aside.
7. Flip the latches on the base to the locked position.
8. Lift out the Turf Middle Cube and flip it upside down on a clean surface.
9. Flip the latches to the open position and take off the Removable Panel.
10. Flip the Turf Middle back over and starting at a 45° angle twist into position on top of the Turf Bottom Cube.
11. Reach into the opening in the Bottom Cube and flip the latches between the Bottom and Middle Cubes to a locked position.
12. Flip the latches on the Top Cube open and lift the Top Cube into place over the Middle Cube. Starting at a 45° twist the Top Cube into place. Make sure that all of the Front labels line up.
13. Flip the latches between the Middle Cube and the Top Cube to a locked position.
14. Replace the Removable Graphics on the Bottom and Middle Cube.
15. Put the foam box back in the crate, close the crate and set aside.

Water Pylon

Repeat instructions from the Turf Pylon, however, before adding the Top Cube retrieve the Section 1 Audio Box from Crate 19, Tray B. Insert the Audio Box in the Top Cube making sure the On/Off Switch is lined up with the hole in the bottom of the cube. Continue to install the Top Cube and latch it the same way as the Turf Pylon.

Please note that the Section 1 Audio Box plays eight short clips of sports sounds. There is a five minute gap between each clip. The audio box can be turned on or off at any time by sticking a pencil, eraser side up, up through the hole in the bottom of the top cube.

Install the Header:

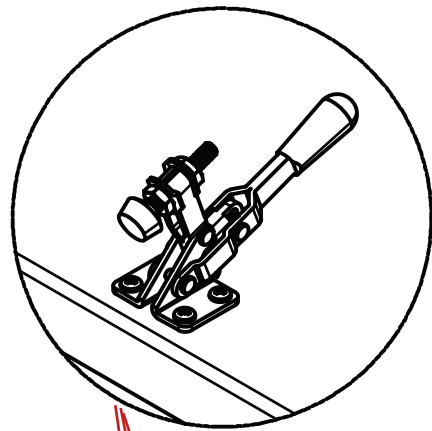
Position the Turf Pylon and Water Pylon, side by side, at the entrance to the exhibition. The outside edge of the bases should be 40" apart. Then, unpack the header from **crate 19**. Standing on a step ladder, clip the "Hometown Teams" header on the interior sides of the Top Cubes. This should be positioned as the gateway into the exhibition. The other pylons can be scattered randomly throughout the space in a row behind the entrance.

Road, Court, and Snow Pylons:

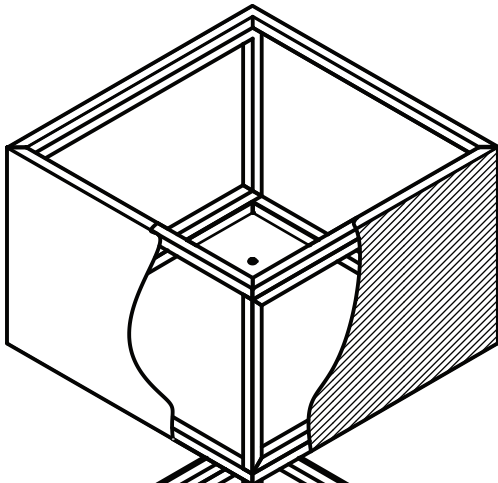
The Road, Court, and Snow Pylons can be put together following the same instructions as for the Turf Pylon.

Introduction: Pylon Overview

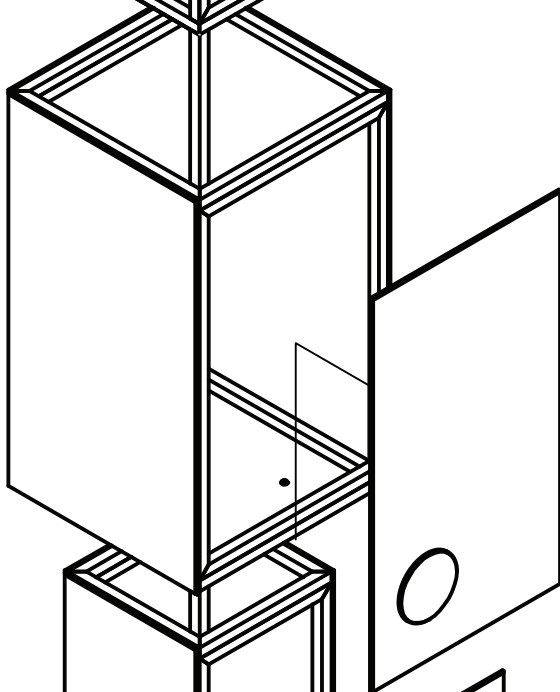
All of the Pylons and Section 7 get put together in the same way. Start with the base and build you way up locking the latches to each piece as you go. The removable panels are connected by magnets. The rest of the panels are attached with Dual-Lock and are not meant to be removed.



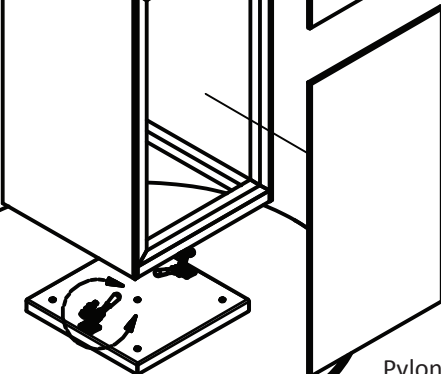
Close up of latch that connects the cubes together. Push handle down to lock.



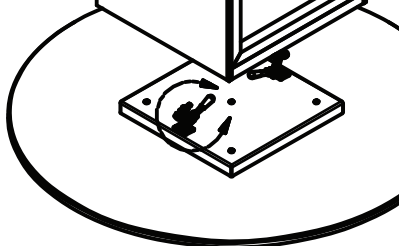
Top Cube with Fabric Cover
Insert the Section 1 Audio Box in the Water Top Cube before attaching it to the Middle Cube.



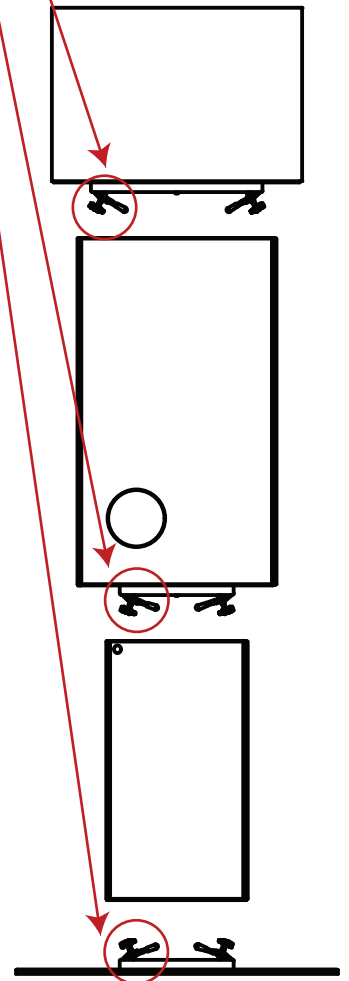
Middle Cube
Removable Panel is always the panel with the round disc marked with the pylon title (Turf, Water, Road, Court, Snow)



Bottom Cube
Removable Panel is always the panel directly below the Middle Removable Panel

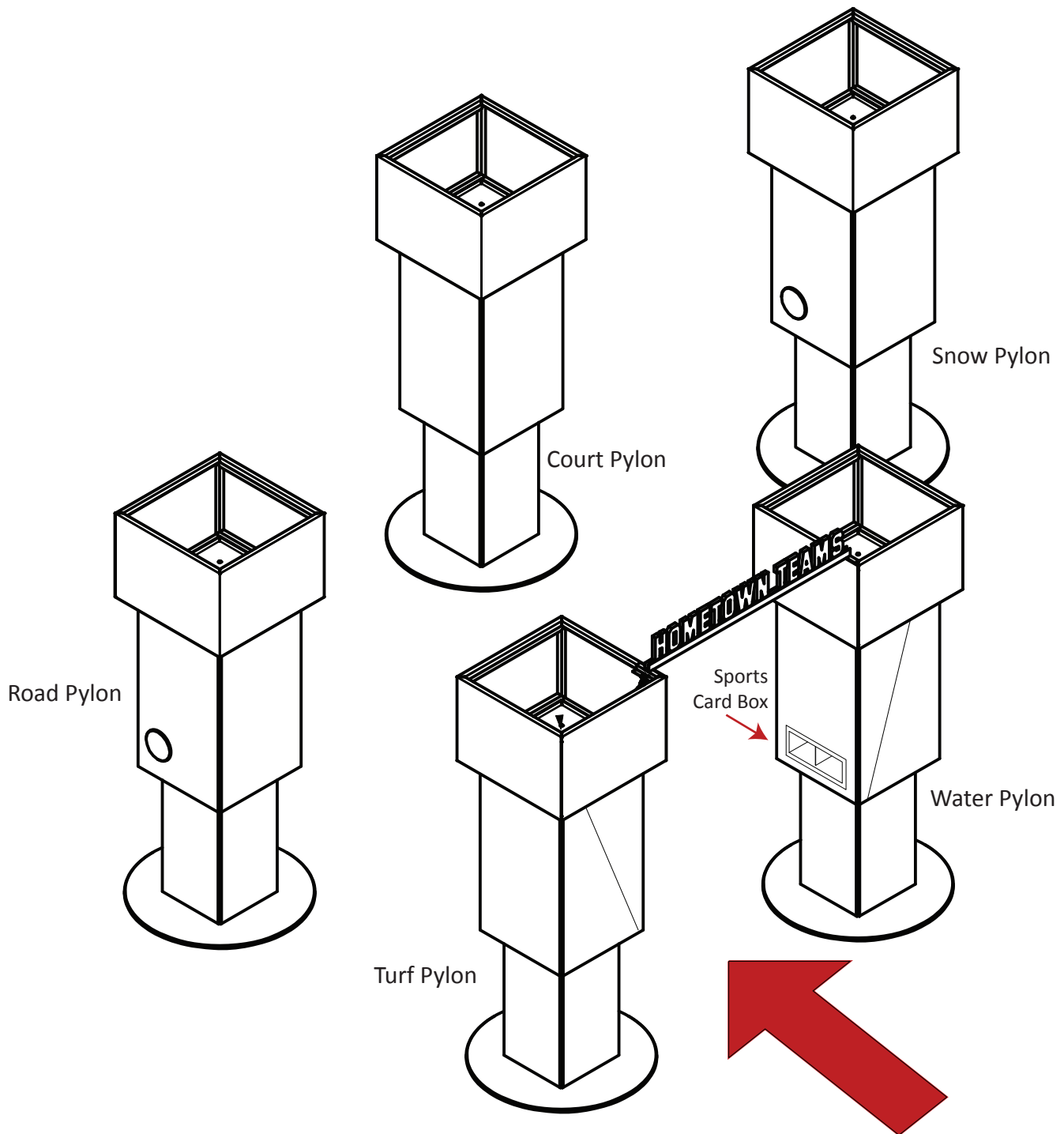


Pylon Base
All of the bases are packed together in Crate 6



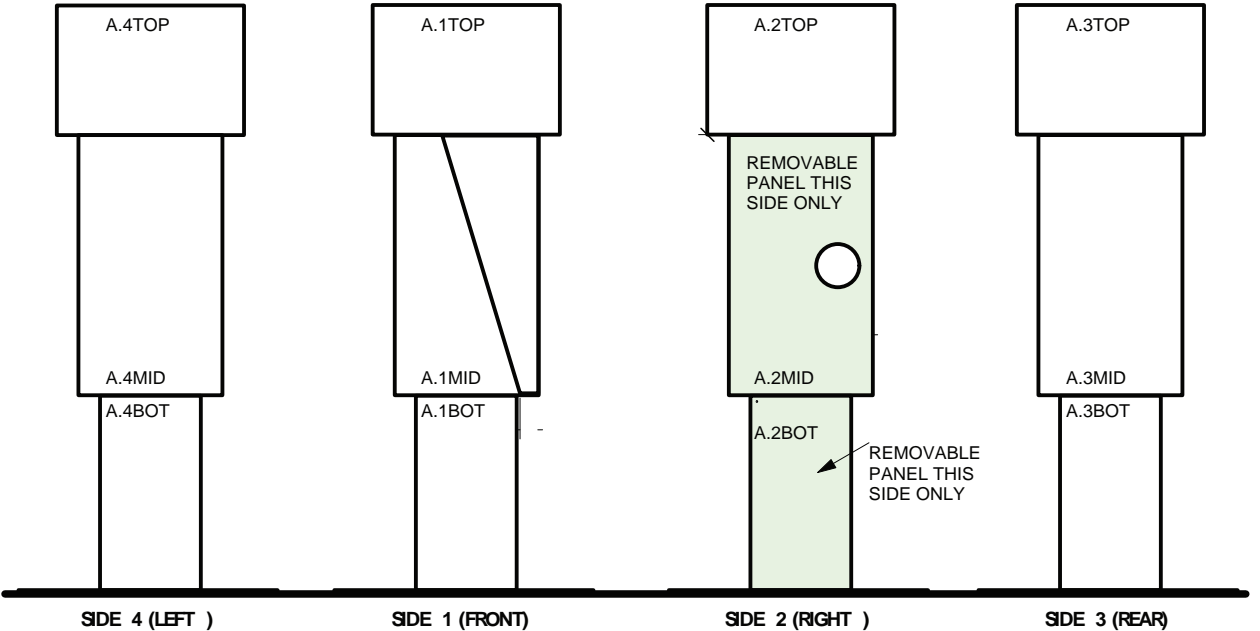
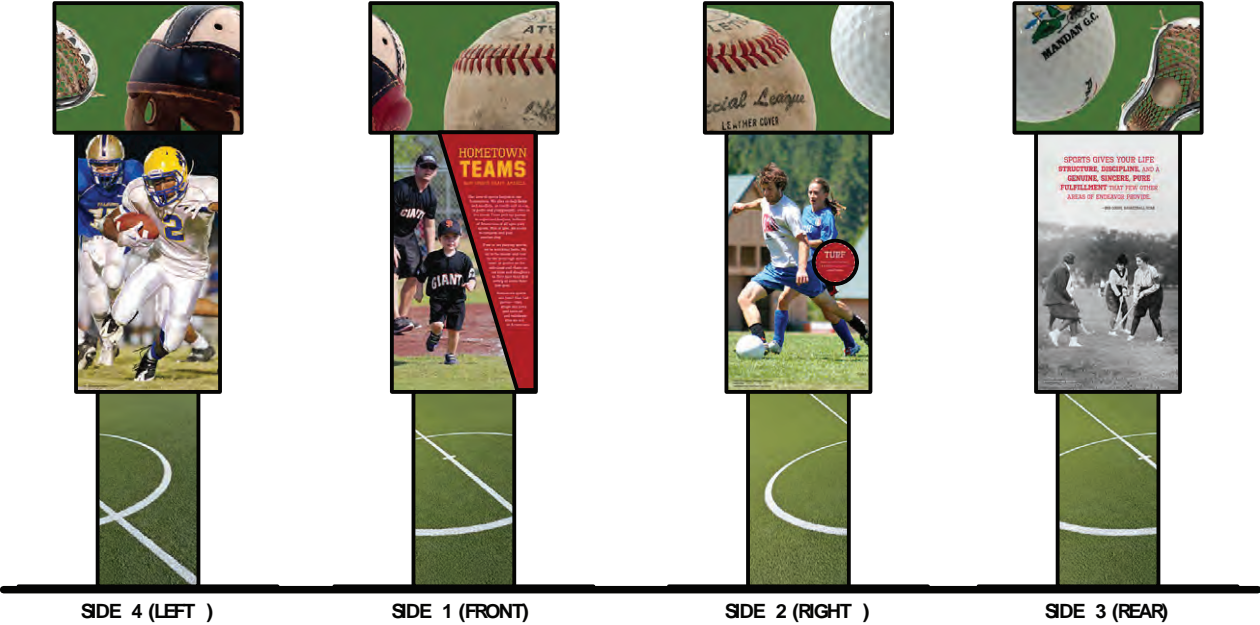
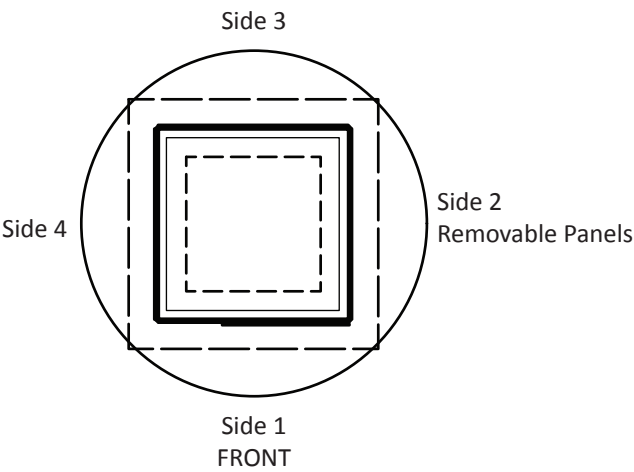
Introduction

While the Pylons were all originally envisioned to be placed near each other, they can be separated if space is an issue. The Turf and Water Pylons must be connected by the header but the other pylons can be spread throughout your gallery to save space.



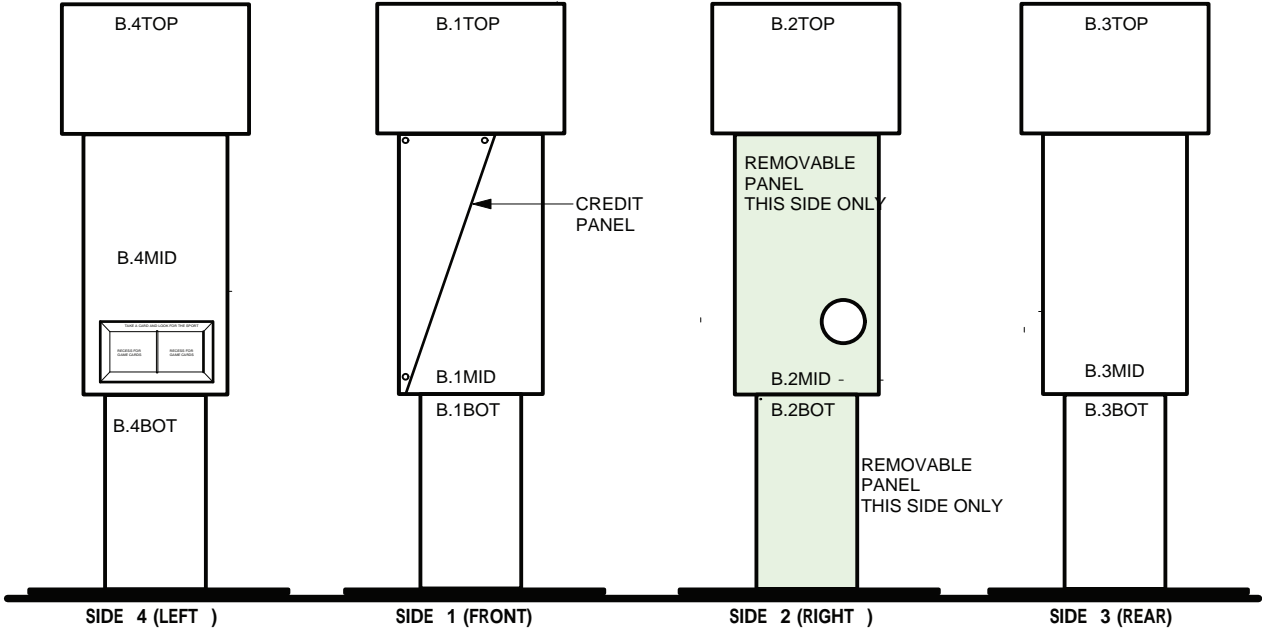
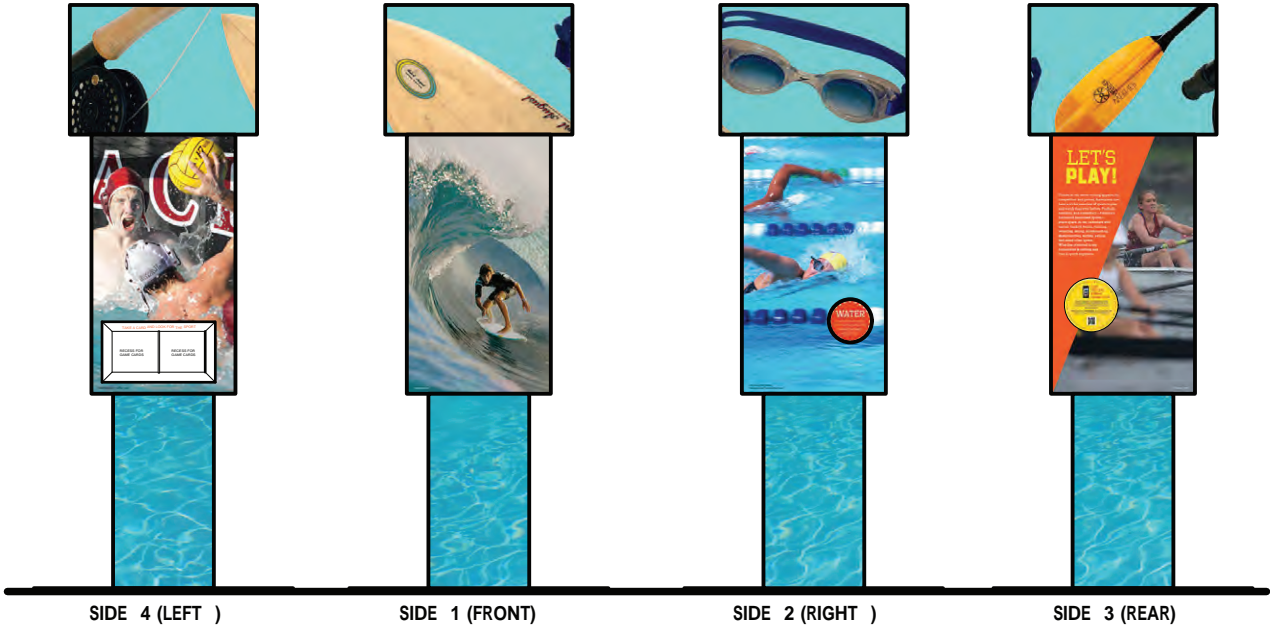
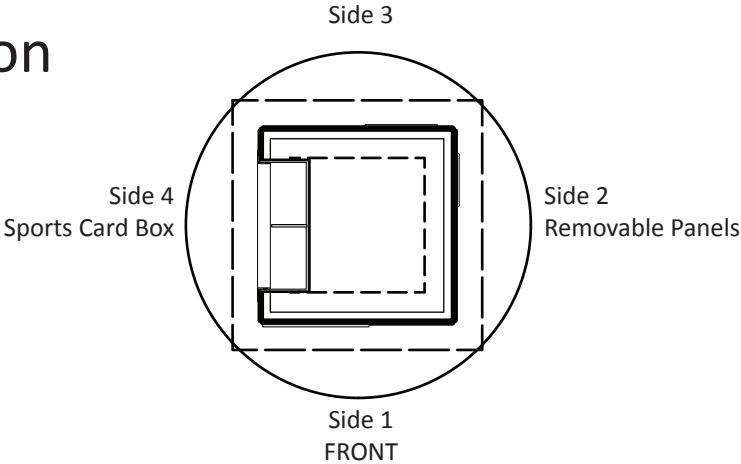
Turf Pylon

Crate 1



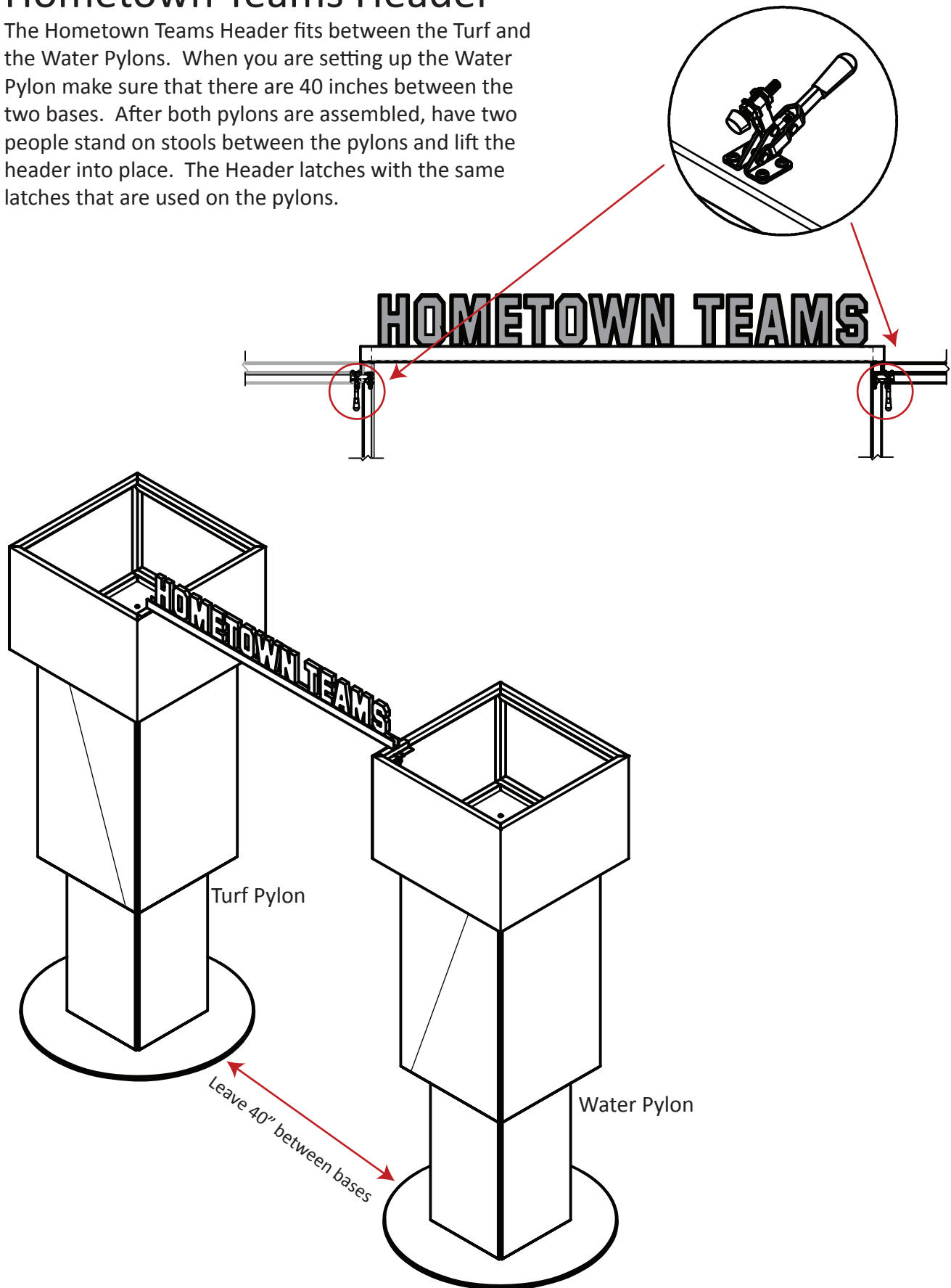
Water Pylon

Crate 2



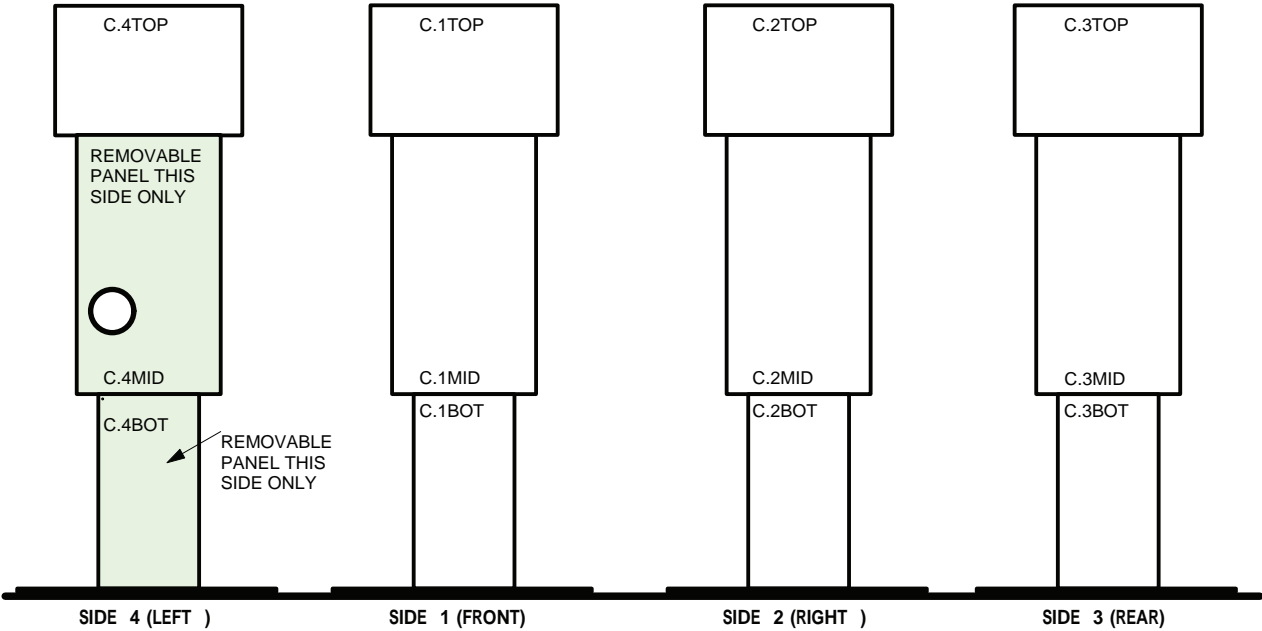
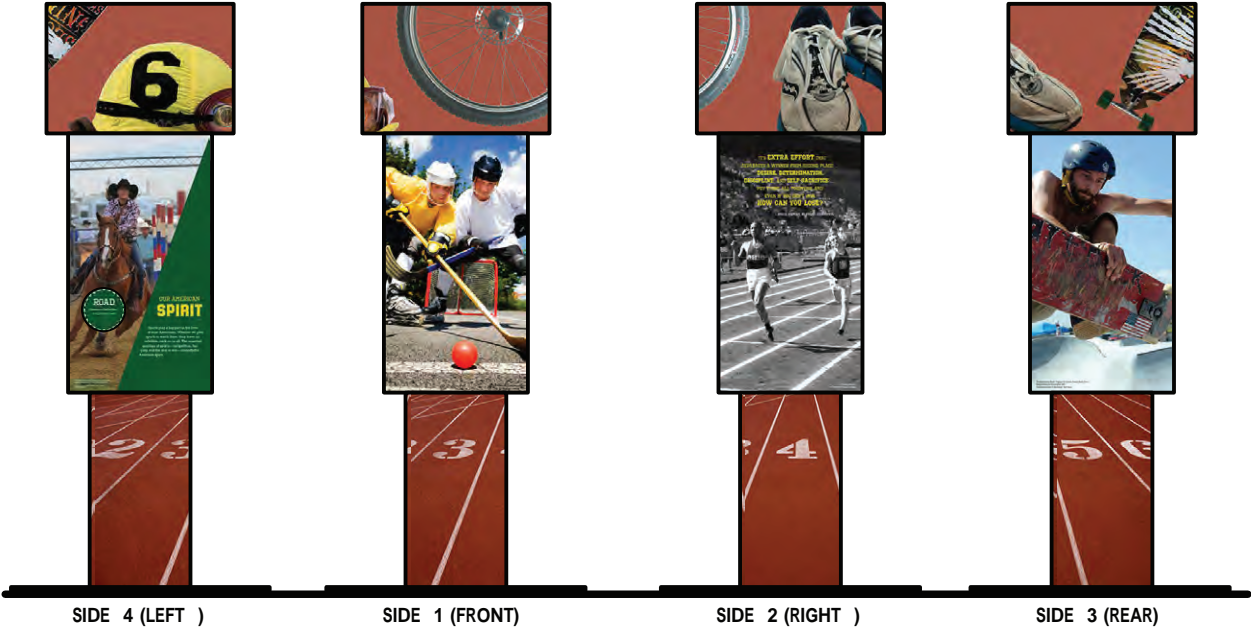
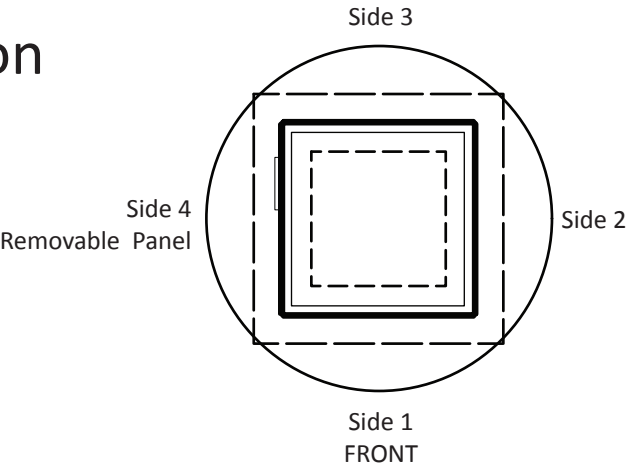
Hometown Teams Header

The Hometown Teams Header fits between the Turf and the Water Pylons. When you are setting up the Water Pylon make sure that there are 40 inches between the two bases. After both pylons are assembled, have two people stand on stools between the pylons and lift the header into place. The Header latches with the same latches that are used on the pylons.



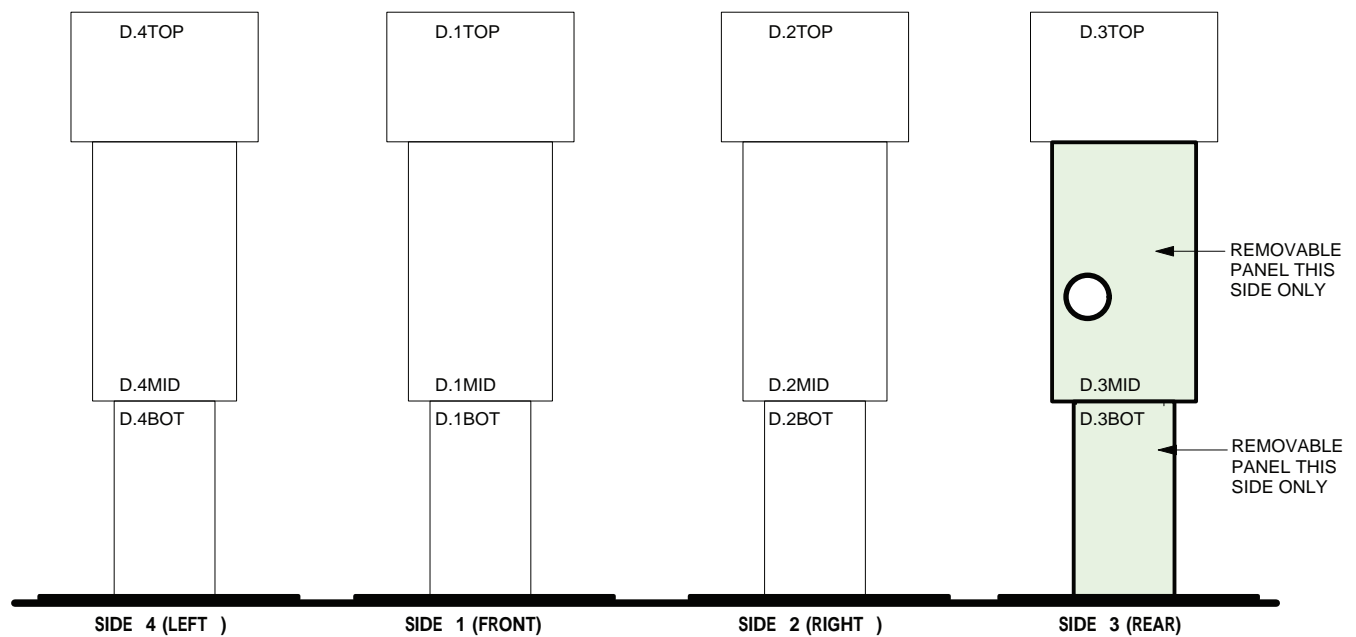
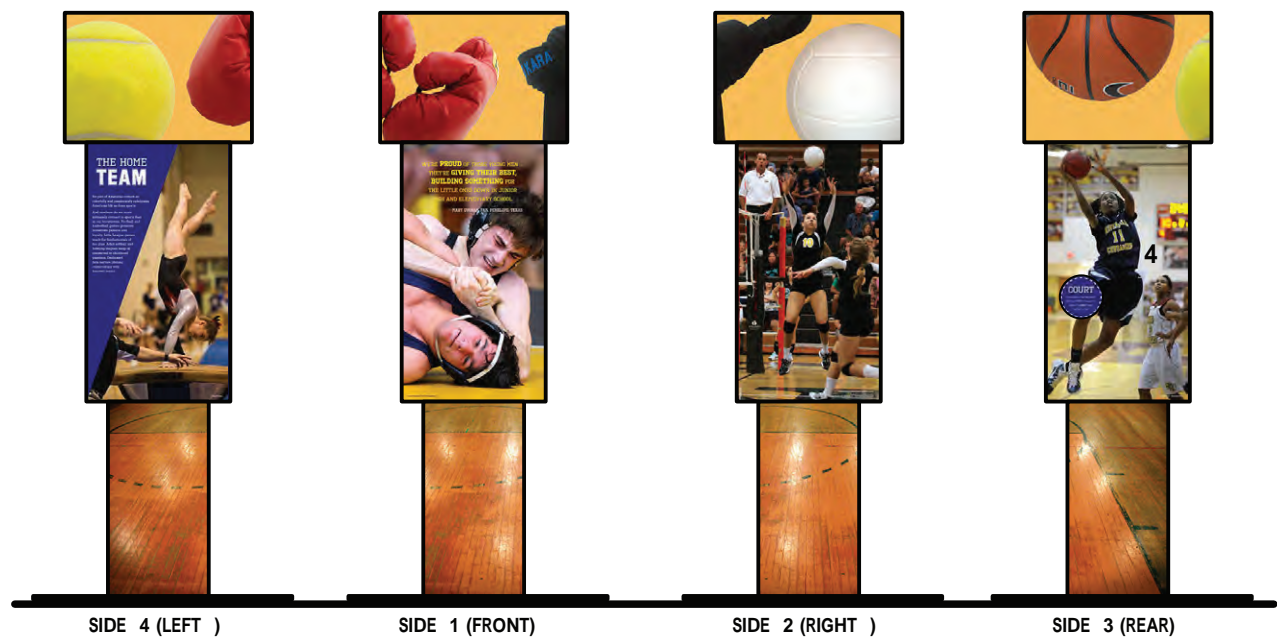
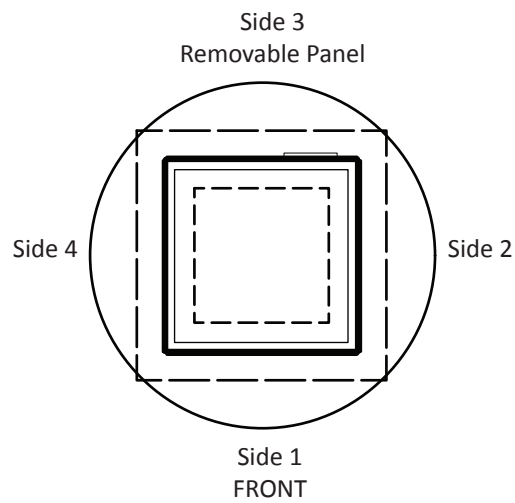
Road Pylon

Crate 3



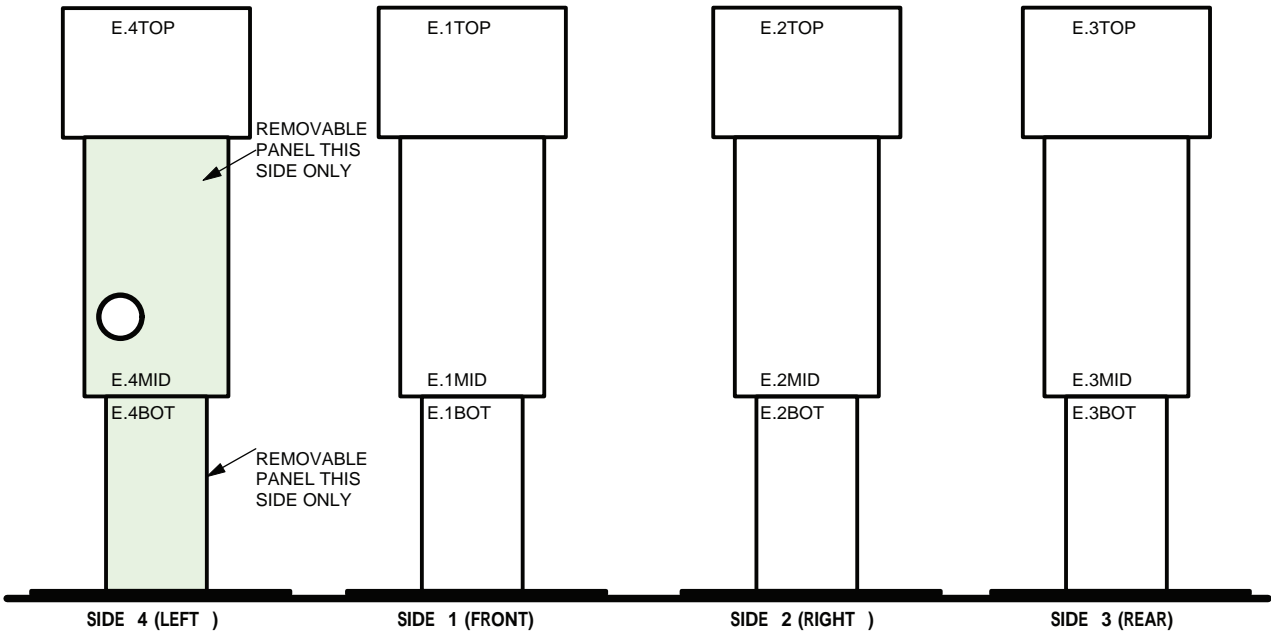
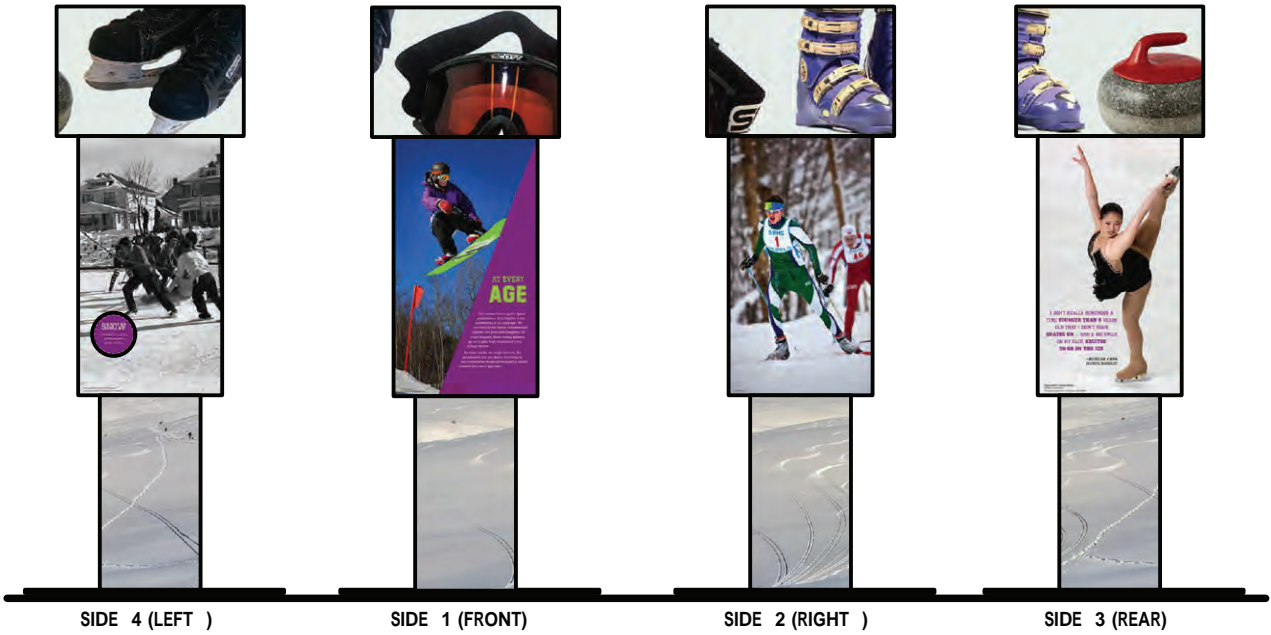
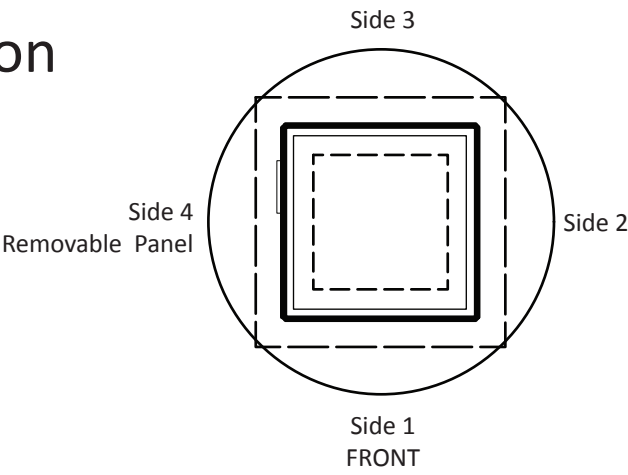
Court Pylon

Crate 4



Snow Pylon

Crate 5



Section 2: More Than A Game

Ready? Begin . . . Unpack!

All of the panels for Section Two are packed in **crates 7 and 8**. Using two people, wheel crates 7 and 8 into the workspace. You will also need access to **crate 17, tray A** and **crate 18, tray A**. Some of the panels are very heavy. They are marked in the crate. Make sure you have two strong people to lift these out of the crates.

Unlock the crate, lift the tops off and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Install the bottom panels:

1. Start by connecting panels **2.1 Bot** and **2.2 Bot**.
2. Add panel **2.3 Bot** onto the end of panel 2.2 Bot.
3. Add panel **2.5 Bot** onto the end of panel 2.1 Bot
4. Add panel **2.4 Bot** onto the end of panel 2.5 Bot
5. Temporarily leave **2.4 Bot** unconnected from 2.3 Bot so that you can install the objects.

Now add Wallcase 3:

1. Unpack Wallcase 3 (Bas-Ket Game) from crate 18, Tray A and get 4 screws from Crate 17, Tray A.
2. Assign a spotter to hold the panels while attaching Wallcase 3. The panels can get front heavy until you complete the base.
3. Using the screwdriver from the Connector Tray in Crate 8 attach Wallcase 3 to the back of panel 2.2 Bot.
4. Close up the gap between panels 2.3 Bot and 2.4 Bot (see diagram for positioning of panels)

Install part of the top panels:

1. Add panel 2.1 Top on top of panel 2.1 Bot.
2. Add panel 2.2 Top on top of panel 2.2 Bot.
3. Add panel 2.5 Top on top of panel 2.5 Bot.

Now add Wallcases 1 and 2:

1. Unpack Wallcase 1 (Wheaties) from Crate 17, Tray A and get 4 screws from the same tray.
2. Reach across panel 2.4 Bot to place Wallcase 1 in panel 2.1 Top from the back. Screw in the four screws that hold the case in place. Make sure you have a spotter to hold the wallcase in place while you screw it to the panel.
3. Unpack Wallcase 2 (Air Jordan) from Crate 17, Tray A and get 4 more screws from the same tray.
4. Reach across panel 2.4 Bot to place Wallcase 2 in panel 2.2 Top from the back. Screw in the four screws that hold the case in place. Make sure you have a spotter to hold the vitrine in place while you screw it to the panel.

Install the rest of the top panels:

1. Add panel 2.3 Top on top of panel 2.3 Bot.
2. Add panel 2.4 Top on top of panel 2.4 Bot. Please note that panel 2.4 Top is very heavy. Make sure you have two people to lift it.

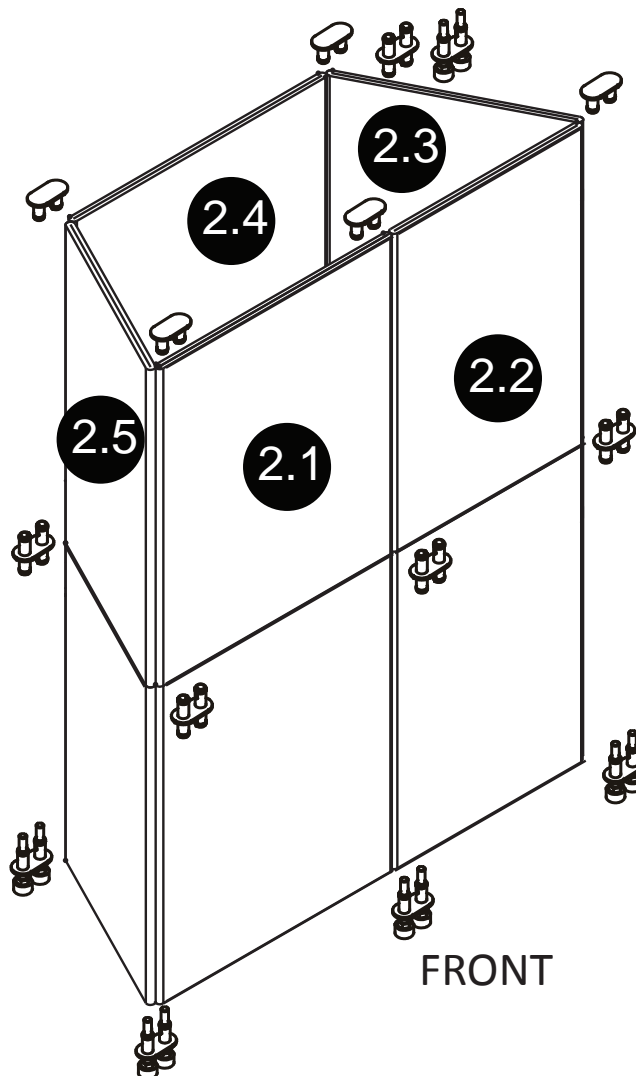
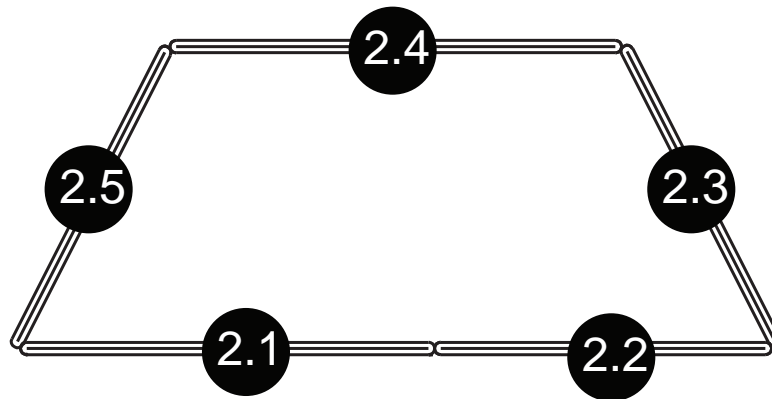
Add objects:

1. Since you have crates 17 and 18 open, you can go ahead and install Wallcase 5 (Soccer Barbie) and Wallcase 6 (Coleco) as marked on the panels.
2. Wait to add Wallcase 4 (Madden Game) until later since it is packed at the bottom of crate 17.
3. Wait to add the Sports Sayings bubbles.

At this point everything in crates 7 and 8 should be installed. Pack the connector tray back in crate 8. You will need the screwdriver again for Section 3 so don't pack crate 8 away until you are finished with the screwdriver. Crate 7 can be removed from the exhibit space.

Section 2: More Than a Game

All of the panels for Section Two are packed in crates 7 and 8. You will also need access to crate 17, tray A and crate 18, tray A for the wallcases that get mounted to the front of Section 2. Put all the bottom panels together first but leave a gap between panels 2.4 and 2.3 Bot so that you can install Wallcase 3 (Bas-Ket). Close up the gap and put all of the top panels on except Panels 2.4 Top and 2.3 Top. Reach across and install Wallcase 1 (Wheaties) and 2 (Air Jordan). Then you can finish attaching the top panels. Make sure someone holds the wallcases and the front panels as you are installing them.



Section 2: More Than a Game



Section 3: Fields of Glory

Ready? Begin . . . Unpack!

All of the parts for Section Three are packed in **crate 17** and in the two boxes packed in the blanket wrapped bleachers, **crate 21**. Lift off the blanket from bleachers and with one person at each end lift off Boxes 1 and 2 from the bleachers. Leave the bleachers on their base until you are ready to set up section 4.

Open Crate 21 (Bleachers) Box 2 and remove the (2) Section 3 Long Banner Bars and the (2) Section 3 Long Verticals Posts. From Box 1 remove the Section 3 Large Banner.

From Crate 17, Remove the following parts for Sections 3:

Tray B	(1) Section 3 Large Banner Base
Tray C	(1) Section 3 Small Banner Base
Tray D	(2) Section 3 Side Banners (2) Section 3 Short Columns
Tray E	(2) Section 3 Shelf Legs (2) Section 3 Caps (2) Section 3 Side Banner Bars Top (2) Section 3 Side Banner Bars Bottom Tool Bag
Tray F	Section 3 Stereoscope Shelf Section 3 Audio Box Shelf
Tray G	2 Blue Pennants

In the tool bag you will find 2 different sizes of allen wrenches. The large wrench is used to attach the bases to the Vertical Posts. The small allen wrench is used to attach the banner bars to the vertical posts.

Put together Vertical Posts:

1. Slide one Section 3 Short Column into the top of one of the Section 3 Vertical Posts. Repeat with the second set of each.
2. Place one Vertical Post on a table and make sure that the small marker in the Short Column is facing up.
3. Have two people hold the Section 3 Large Banner Base Perpendicular to the bottom of the Vertical Post. Use 1 bolt from the tool bag to attach the Section 3 Large Banner Base to the Vertical Post. (see diagram for positioning on the base)
4. Set the two shelf legs on either side of the Vertical Post and make sure that the groove in the shelf legs points towards the Vertical Post.
5. Using the screwdriver, attach the 2 shelf legs to the Section 2 Large Banner Base with the 2 smaller machine screws.
6. Stand up this whole assembly and put it into position in gallery. The Large Banner Base sits on the left side of the front of section 3.
7. Attach the second Vertical Post to the Section 3 Small Banner Base with one bolt and one washer.
8. Stand up the second Vertical Post and Base and position it to the right of the larger base.

Attach Long Banner Bars and Large Banner:

1. Slide one of the Long Banner Bars through the top of the Section 3 Large Banner.

2. With one person at each end of the banner, hold the banner and bar up to the Vertical Post and set the banner bar on the small marker in the groove of the Short Column. This ensures that the banners will be level and makes it easier to set up. Using the small allen wrench tighten the cam-lock in the end of the banner bar into the vertical post.
3. Adjust the placement of the second vertical post until you can lock the other end of the banner bar into the second vertical post.
4. Thread the second Long Banner Bar through the bottom of the Banner and straighten out the banner.
5. Attach the two ends of the lower banner bar into the Vertical Posts so that the banner is just stretched taut.

Attach the Shelves:

1. The Stereoscope Shelf and the Audio Box Shelf fit between the Shelf Legs and the Vertical Post.
2. Position the Stereoscope Shelf so it faces the front of section 3 (the side of the banner with the Wrigley Image). Attach the bar under the shelf between the shelf leg and the vertical post. Make sure the shelf is level and then tighten the cam locks with the small allen wrench to secure in place.
3. The Audio Box Shelf fits on the back side of Section 3 and fastens the same way. Attach the bar under the shelf between the shelf leg and the vertical post. Tighten the cam locks with the small allen wrench.

Attach the Side Banner Bars and Banners:

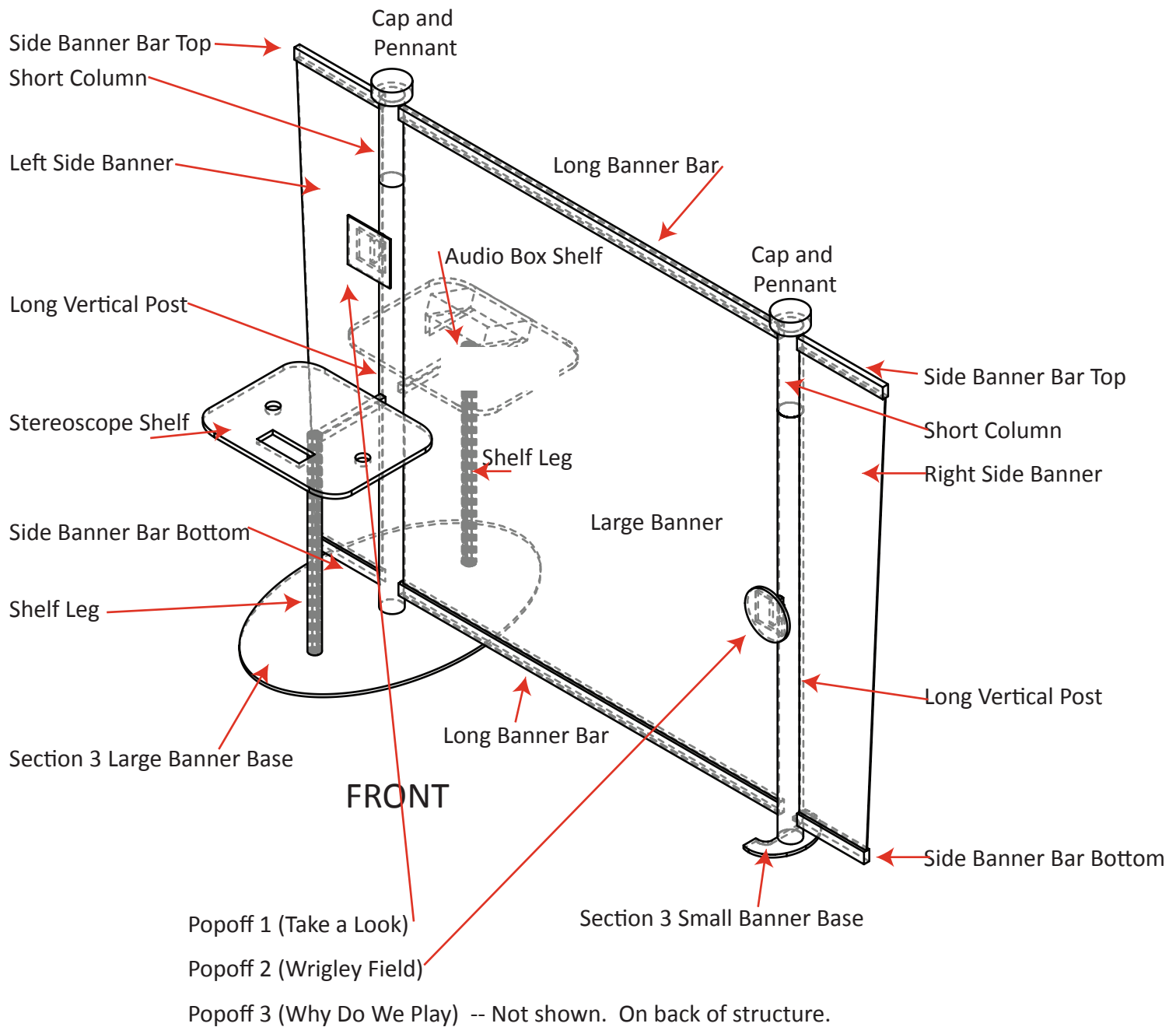
1. Attach the Section 3 Side Banner Bars Top (longer bars) to the opposite side of the vertical post from the Large Banner Bars. Set the Top Bars up on the small marker so that they line up with the Large Banner.
2. Slide the Banner on the Side Banner Bars.
3. Slide the Section 3 Side Banner Bars Bottom (shorter bars) into the bottom of the side banners and attach them to the bottom of the vertical posts making sure to pull the banners taut.
4. Check the images below to make sure that the graphics on the banners are positioned correctly.

Attach the Pennants and Caps:

1. Stick one red pennant in each cap.
2. Place the caps over the tops of the vertical posts.

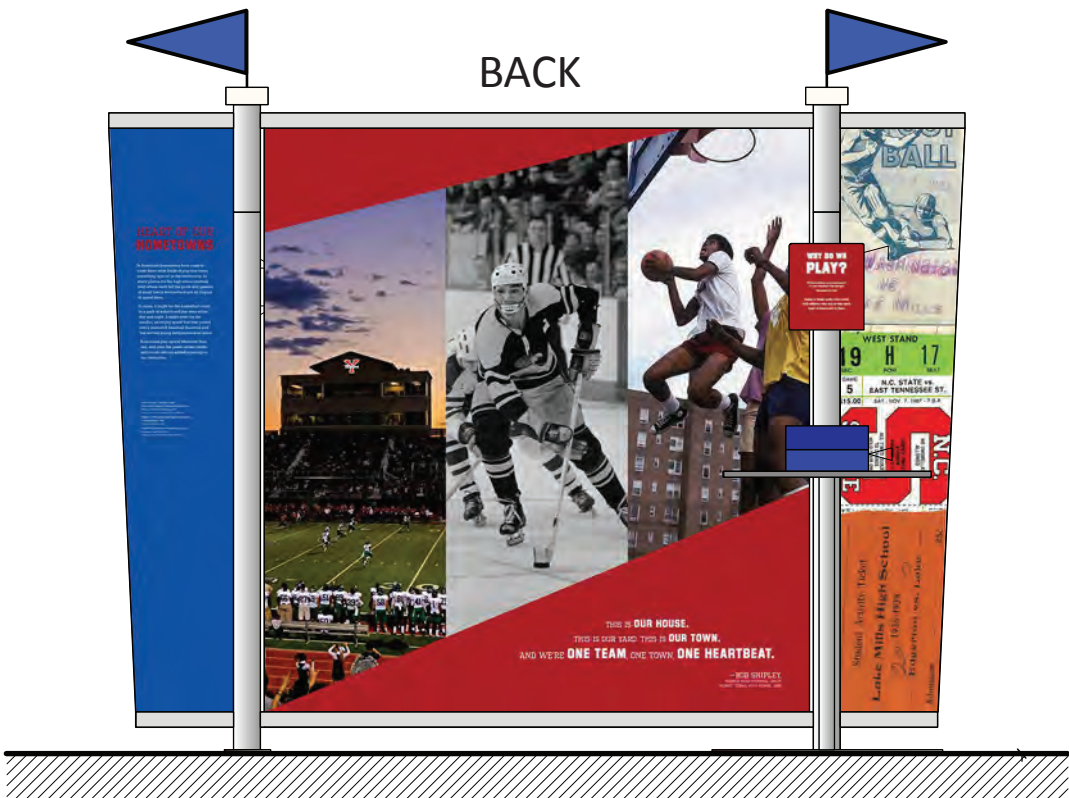
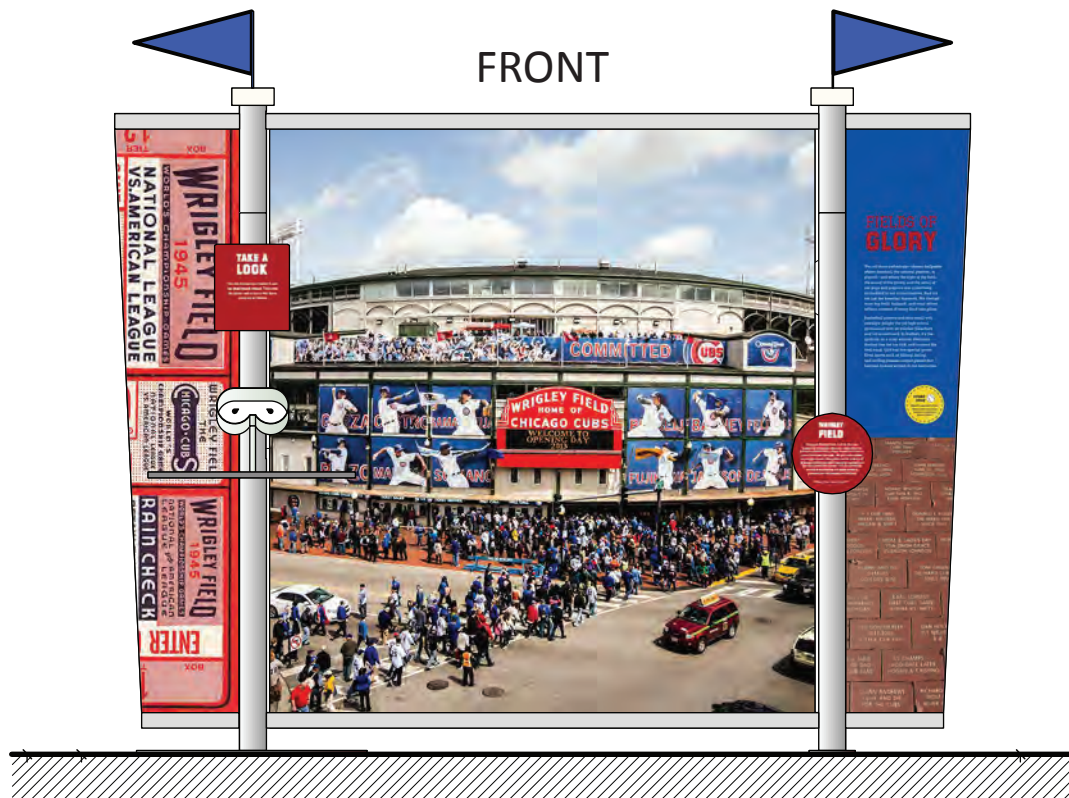
Section 3: Fields of Glory

All of the parts for the Section 3 Banner System are packed in Box 1 and 2 from the Bleachers and in Crate 17. The tools and bolts are packed in a bag in Crate 17, Tray E.



Section 3: Fields of Glory

All of the parts for the Section 3 Banner System are packed in Box 1 and 2 from the Bleachers and in Crate 17. The tools and bolts are packed in a bag in Crate 17, Tray E.



Section 4: Take Me Out to the Ballgame

Ready? Begin . . . Unpack!

Section 4 consists of three distinct parts, the bleachers, the banner system behind the bleachers, and the panel system behind the banner. (see diagram for placement) Put each piece completely together before moving on to the next part.

The bleachers are packed vertically all in one piece. The banner structure is packed in **Box 1 and 2** from the bleachers and in **crate 17**. The panel structure that sets up behind the banner is packed in **Crate 9**. You will also need access to **Crate 10** for the cut-outs and **Crates 18 and 20** for the shelf objects.

Set up Bleachers:

1. Roll bleachers into position in gallery.
2. The blanket and Box 1 and 2 should already be removed.
3. Lock all 4 casters on the bottom of the wooden base by pushing down on the lever on top of wheel.
4. With at least two people holding the bleachers from the front, lay the bleachers down into position.
5. Unlock the orange latches holding the wooden base onto the back of the bleachers.
6. With one person at each end of the wooden base, pull the base away from the bleachers at the same time. It is very important to have two people do this so it doesn't get snagged.
7. Release the Velcro from the seat cushions and hook it back underneath the seats so that it doesn't show.
8. The bleachers can be moved but you should set them up as close to their final position as possible.

Set up the Banner System behind the Bleachers:

The banner system that sits behind the bleacher is exactly like the one from Section 3 except there are no shelves. Set the banner system up about six inches away from the back of the bleachers. There is a cutout figure that mounts to the front of the right vertical post and you need to leave room for it.

Open Crate 21 (Bleachers) Box 2 and remove the (2) Section 4 Long Vertical Posts. From Box 1 remove the Section 4 Large Banner and the (2) Section 4 Long Banner Bars.

From Crate 17, remove the following parts for Sections 4:

Tray D	(2) Section 4 Side Banners
	(2) Section 4 Short Columns
Tray E	(2) Section 4 Caps
	Tool Bag
Tray G	2 Red Pennants
	(2) Section 4 Banner Bases
Tray H	(2) Section 4 Side Banner Bars Top
	(2) Section 4 Side Banner Bars Bottom

In the tool bag you will find 2 different sizes of allen wrenches. The large wrench is used to attach the bases to the Vertical Posts. The small allen wrench is used to attach the banner bars to the vertical posts.

Put together Vertical Posts:

1. Slide one Section 4 Short Column into the top of one of the Section 4 Vertical Posts. Repeat with the second set of each.

2. Place one Vertical Post on a table and make sure that the small marker in the Short Column is facing up.
3. Have one person hold one of the Section 4 Banner Bases perpendicular to the bottom of the Vertical Post. Use 1 bolt and washer from the tool bag to attach the Banner Base to the Vertical Post.
4. Stand up this whole assembly and put it into position in gallery.
5. Set the second Vertical Post on the table and make sure that the small marker in the Short Column is facing up.
6. Attach the second Vertical Post to the other Banner Base with one bolt and one washer.
7. Stand up the second Vertical Post and Base and position it to the right of the first base.

Attach Long Banner Bars and Large Banner:

1. Slide one of the Long Banner Bars through the top of the Section 4 Large Banner.
2. With one person at each end of the banner, hold the banner and bar up to the Vertical Post and set the banner bar on the small marker in the groove of the Short Column. This ensures that the banners will be level and makes it easier to set up. Using the small allen wrench tighten the cam-lock in the end of the banner bar into the vertical post.
3. Adjust the placement of the second vertical post until you can lock the other end of the banner bar into the second vertical post.
4. Thread the second Long Banner Bar through the bottom of the Banner and straighten out the banner.
5. Attach the two ends of the lower banner bar into the Vertical Posts so that the banner is just stretched taut.

Attach the Side Banner Bars and Banners:

1. Attach the Section 4 Side Banner Bars Top (longer bars) to the opposite side of the vertical post from the Large Banner Bars. Set the Top Bars up on the small marker so that they line up with the Large Banner.
2. Slide the Banner on the Side Banner Bars.
3. Slide the Section 4 Side Banner Bars Bottom (shorter bars) into the bottom of the side banners and attach them to the bottom of the vertical posts making sure to pull the banners taut.
4. Check the images below to make sure that the graphics on the banners are positioned correctly.

Attach Cut-out 1 to the Banner System:

1. Cut-out Figure 1 (Peanut Man) is packed in Crate 10.
2. Attach the bottom to the left Vertical Post behind the bleachers so that the base touches the floor..
3. Attach the top on top of the bottom. Make sure all four cam-locks are tightened.

Set up the Section 4 Panels Behind the Banner:

Panel 4.1 Bot should line up with the Vertical Post with the Cut-Out figure. The panels will be to the left of the large marching band image on the back side of the banner.

Install the bottom panels:

1. Start by connecting panels **4.1 Bot**, **4.2 Bot**, and **4.4 Bot**.
2. Add panel **4.3 Bot** between panels 4.2 Bot and 4.4 Bot.

Add the Shelf and Objects:

1. The Shelf is packed in Crate 9 with the panels. Fit it into the triangle left by panels 4.2 Bot, 4.3 Bot, and 4.4 Bot.
2. **Object 8 (Cowbell)** is packed in **Crate 20, Tray C**. It fits into the holes in the top of panel 4.2 Bot.
3. The **Smell Interactive** is packed in **Crate 20, Tray B**. It fits into the holes in the top of panel 4.2 Bot.
4. All of the objects that fit on the shelf are packed in Crate 20, Trays B and C and Crate 18, Tray D. See the diagram for placement of the objects on the shelf. The holes on the shelf are also marked.
 - Object 1 (Foam Finger) – Crate 18, Tray D
 - Foam Finger Post, slide the post into the Foam Finger to mount to shelf – Crate 18, Tray D
 - Object 2 (Megaphone) – Crate 20, Tray B
 - Object 3 (Baseball Cap) – Crate 20, Tray B
 - Object 4 (Thunderstick A) – Crate 20, Tray C
 - Object 5 (Thunderstick B) – Crate 20, Tray C; make sure thundersticks cross when placed in shelf holes.
 - Object 6 (Terrible Towel) – Crate 20, Tray C
 - Object 7 (pom-pom) – Crate 18, Tray D

Add the top panels:

1. Add panel **4.1 Top** on top of panel 4.1 Bot
2. Add panel **4.2 Top** on top of panel 4.2 Bot
3. Add panel **4.3 Top** on top of panel 4.3 Bot
4. Add panel **4.4 Top** on top of panel 4.4 Bot

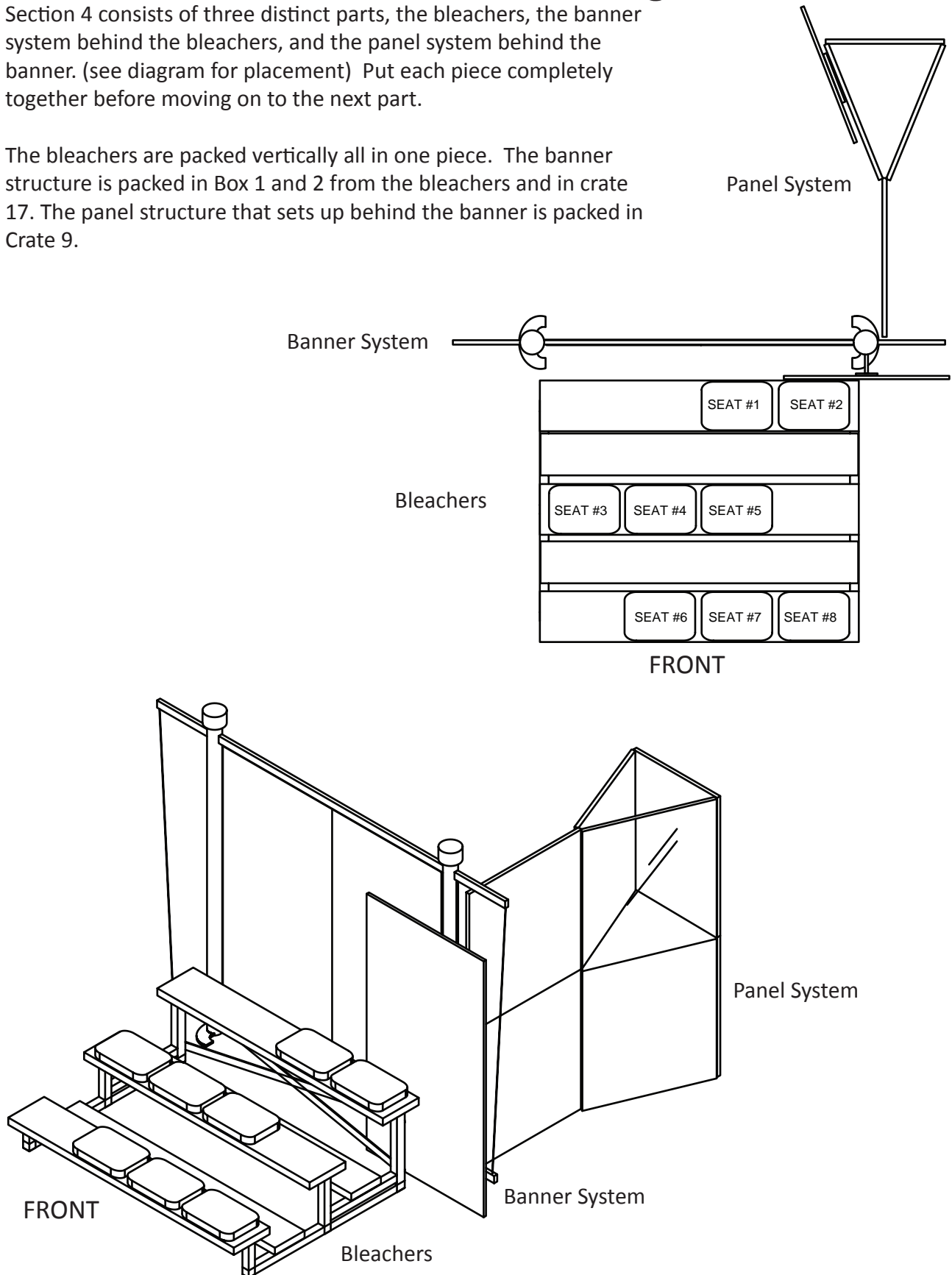
Add Cut-out 2 (Lambkin) to Panel 4.3:

1. Cutout 2 (Lambkin) Top and Bot are packed in Crate 10.
2. Attach the bottom first making sure the z-clips catch with the clips on the panel
3. Attach the top and make sure the two halves line up with each other.

Section 4: Take Me Out to the Ballgame

Section 4 consists of three distinct parts, the bleachers, the banner system behind the bleachers, and the panel system behind the banner. (see diagram for placement) Put each piece completely together before moving on to the next part.

The bleachers are packed vertically all in one piece. The banner structure is packed in Box 1 and 2 from the bleachers and in crate 17. The panel structure that sets up behind the banner is packed in Crate 9.



Section 4: Take Me Out to the Ballgame

Banner Structure

The Section 4 Banner Structure is packed in the two boxes that pack on the bleachers and in Crate 17. The two parts of Cut-out Figure 1 are packed in Crate 10. Set the Banner Structure up about 6 inches behind the bleachers.

FRONT



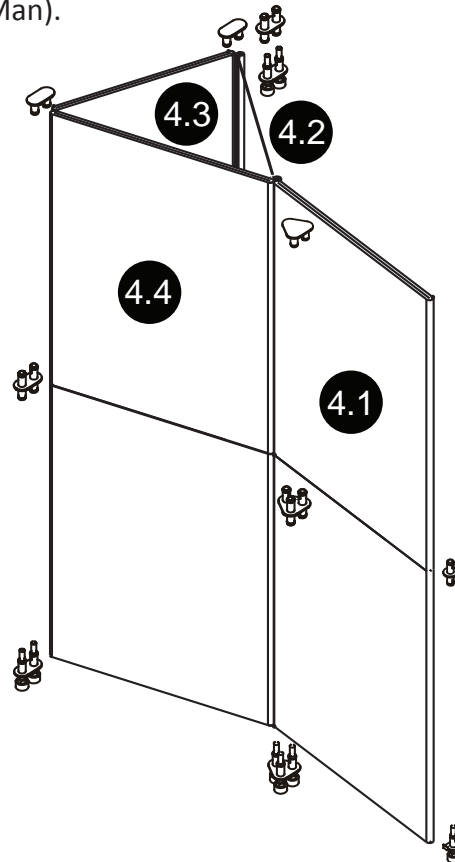
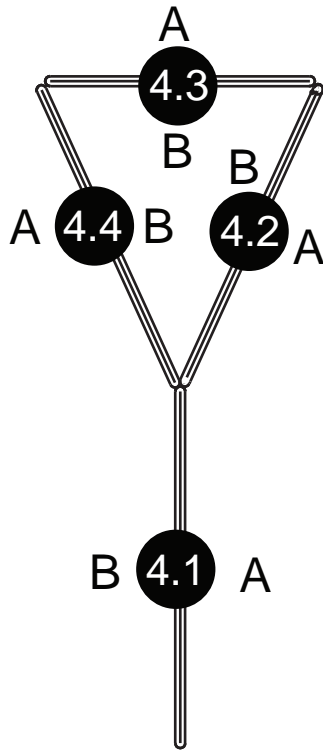
BACK



Section 4: Take Me Out to the Ballgame

Panel Structure

The Section 4 Panel Structure is packed in Crate 9. The two parts of Cut-out Figure 2 are packed in Crate 10. Set the Panel Structure up right behind the Banner Structure and align panel 4.1 with the Long Vertical Post behind Cut-out 1 (Peanut Man).



Position the end of panel 4.1 towards the Vertical Banner Post behind Cut-out Figure 1 (Peanut Man)



4.1 A

4.2 A



4.3 A



4.4 A

4.1 B

Section 5: Playing the Game

Ready? Begin . . . Unpack!

Section 5 consists of two distinct parts, the lockers and trophy case; and the ballcart and bench.

The Trophy Case and Locker Base are packed in **Crate 14**. The lockers are packed in **Crates 12 and 13** and the Ballcart is packed in **Crate 11**. You will also need access to **Crates 10, 18, and 20**.

Unlock the crates, lift the tops off and examine the items and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Set Up the Lockers and Trophy Case:

You will need **Crates 12, 13, and 14** to begin this section. Wheel them into your space and with one person at each end, lift the lid off of **Crate 14** for the locker base and sections of the trophy case.. You can also remove the lid from **Crate 12** which houses the bottom lockers. You must have two people to lift the lids off of these crates. The lids must be lifted straight up and over the lockers or else it will catch and damage the lockers.

Place Locker and Trophy Case Bases:

1. From **Crate 14**, lift out the Locker Base and position it in the gallery. The Trophy Case is the front side of the section. The lockers open away from the front.
2. Place the Trophy Case Base (**Crate 14**) on the Locker Base and turn the handle on the inside a quarter turn to lock it to the Locker Base.

Install Bottom Lockers:

1. Make sure you have at least two people to lift the lockers out of their crates and into place. They are large and awkward to move.
2. Place Locker 1 directly behind the Trophy Case Base and make sure that the z-clip hooks onto the z-clip on the back of the Trophy Case Base.
3. Place Locker 2 next to Locker 1 and make sure the z-clips between Lockers 1 and 2 grab each other.
4. Place Locker 3 next to Locker 1 and make sure the z-clips between Lockers 2 and 3 attach to each other.
5. Open **Crate 13** with the top lockers and take the key out of the connector bag.
6. Open the doors on Lockers 1 and 3 and twist the handles on the bottom of the lockers a quarter turn to lock them into the base. Leave the doors open.

Install Top Lockers:

1. Make sure you have a least two people to lift the lockers out of their crate and into place. The top lockers are more difficult than the bottom lockers because you have to lift them up and there aren't easy handholds.
2. Start with the center locker, Locker 4, and lift it out of the crate and set it on top of Locker 2.
3. Place Locker 5 to the left of Locker 4 and on top of Locker 1. Make sure the z-clips engage with the clips on the side of Locker 4. You may have to tilt the locker into place.
4. Place Locker 6 to the right of Locker 4 and on top of Locker 3. Make sure the z-clips engage with the clips on the side of Locker 4. You may have to tilt the locker into place.

5. Reach into Locker 1 and 3 and turn the top handles a quarter turn to lock the top lockers into place. Check the orientation on the diagram on the door so you know which way is locked and which way is unlocked. It is opposite from the bottom handle.
6. Close Lockers 1 and 3 and pack the Locker Key back in the connector bag in Crate 13.

Install the Trophy Case:

1. Place Trophy Case Bottom on top of the Trophy Case Base. Make sure the z-clip engages with the z-clip on the back of Locker 1.
2. Lift out the divider in Crate 14 and lift out the wooden box with the Trophy Case Middle. Slide the two foam blocks from Crate 14 together to create a shelf. Set the wooden Box with the Trophy Case Middle on top of it to push the Trophy Case Middle out of the wooden box.
3. Place the Trophy Case Middle on top of Trophy Case Bottom. Make sure the z-clip engages with the z-clip on the back of Locker 5.
4. Set the wooden box with the Trophy Case Top on top of the foam blocks to push the Trophy Case Top out of the wooden box.
5. Place the Trophy Case Top on top of Trophy Case Middle and make sure the z-clip engages with the z-clip on the back of Locker 5.

Install the Panels:

1. Wheel Crate 10 into the area of the lockers and remove panel 5.1 Bot.
2. Install panel 5.1 Bot on the z-clips on the backs of Lockers 2 and 3.
3. Install panel 5.2 Bot on the z-clips on the side of Locker 1.
4. Place the four single/single connectors in the panels
5. Install Flipbook 1 (Game Changers) from Crate 20, Tray D onto panel 5.2 Bot.
6. Add panel 5.1 Top on top of panel 5.1 Bot. Make sure the z-clips engage with the z-clips on the back of Lockers 4 and 6.
7. Add panel 5.2 Top on top of panel 5.2 Bot. Make sure the z-clips engage with the z-clips on the side of Locker 5.

You can now pack up Crates 12, 13, and 14. Be sure to put all packing materials back in the appropriate crates.

Set up the Ballcart and Bench:

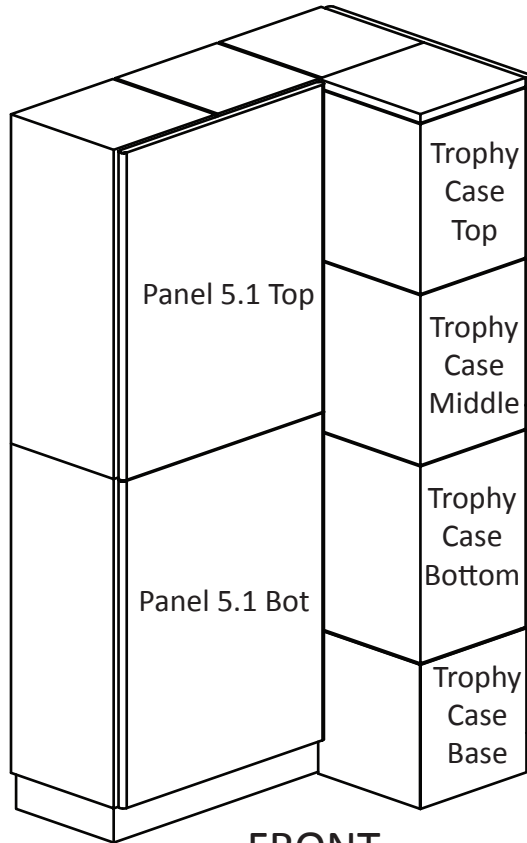
1. Roll Crate 11 into the area in front of the Trophy Case.
2. Lock the two locking casters at the front of Crate 11.
3. Take the lid off of the side of Crate 11 and fold down the ramp.
4. Roll the Ballcart out of the crate and position in the gallery.
5. Attach an extension cord (provided by venue) to the television power cord under the cart.
6. Extension cord covers are located in Crate 18, Tray B if needed.
7. Unpack the Bench from Crate 18, Tray F and set in front of the television.

You can now pack up Crate 11 and move it out of the gallery.

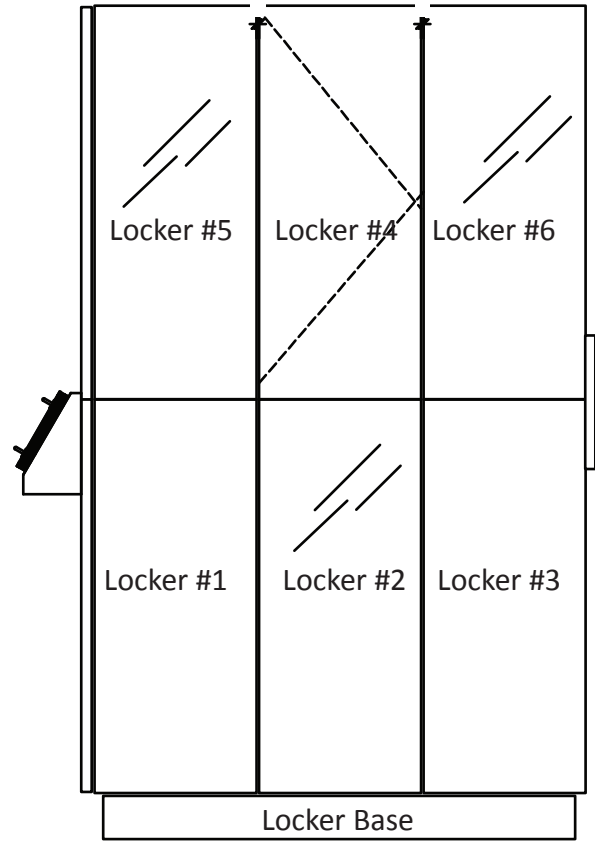
Section 5: Playing the Game

Lockers

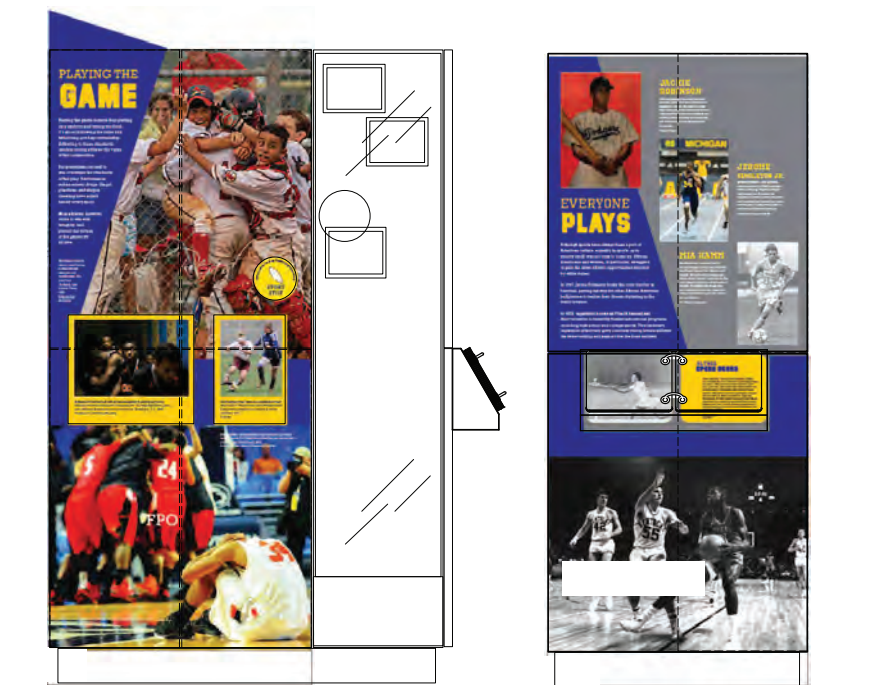
The Lockers are packed in Crates 12 and 13. The Trophy Case and Locker Base are packed in Crate 14. Panels 5.1 Top and Bot and 5.2 Top and Bot are packed in Crate 10.



FRONT



BACK



Section 6: Root, Root, Root for the Home Team

Ready? Begin . . . Unpack!

Section 6 is packed in **Crate 15**. You will also need access to **Crate 19, Tray E, and Crate 18, Tray E**.

Unlock the crate, lift the top off and examine the items and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

Unpack the Section 6 Middle Connector:

1. Retrieve the Section 6 Middle Connector from Crate 19, Tray E and set aside. You will need this to hold the bottom panels together.

Set up the Bottom Panels:

1. Start by connecting panels **6.1 Bot, 6.2 Bot, 6.3 Bot, and 6.4 Bot**.
2. Add the Section 6 Middle Connector to hold all four panels together.
3. Feed an extension cord into the center of this section so that it can connect to the Sec. 6 Power Cord. It will be very difficult to do this at a later time.
4. Plug the Section 6 Power Cord into the extension cord and set it on the Section 6 Middle Connector until you get the top panels placed.
5. Add panel **6.5 Bot** between panels 6.1 Bot and 6.4 Bot.

Add the Yearbook:

1. Unpack Wallcase 7 (Yearbook) from Crate 18, Tray E.
2. Hang the Yearbook case over panel 6.2 Bot and make sure that it is lined up with the two lines on the top of the panel.
3. If you want to switch the yearbook out for one from your own collection, this is the time to do it. Be sure to pack the Hometown Teams yearbook, with a bookmark on the Homecoming pages, back in Crate 18 until you de-install the exhibition.

Add the Top Panels:

1. Please note that there are special connectors for all of the top connectors of Section 6. The top connectors are all labeled with which panel each end fits into. It is very important to match the connectors to the panel numbers.
2. Add panel 6.5 Top on top of panel 6.5 Bot.
3. Add panel 6. 4 Top on top of panel 6.4 Bot.
4. Add panel 6.3 Top on top of panel 6.3 Bot.
5. Add panel 6.1 Top on top of panel 6.1 Bot.
6. Before adding panel 6.2 Top attach the Section 6 Power Cord to the back side of panel 6.3 Top with Velcro and feed the end of the cord through the hole in the panel to attach to the television.
7. Add panel 6.2 Top on top of panel 6.2 Bot.

Add the Section 6 Pennant Top and Bottom on Top of the Section 6 Panels:

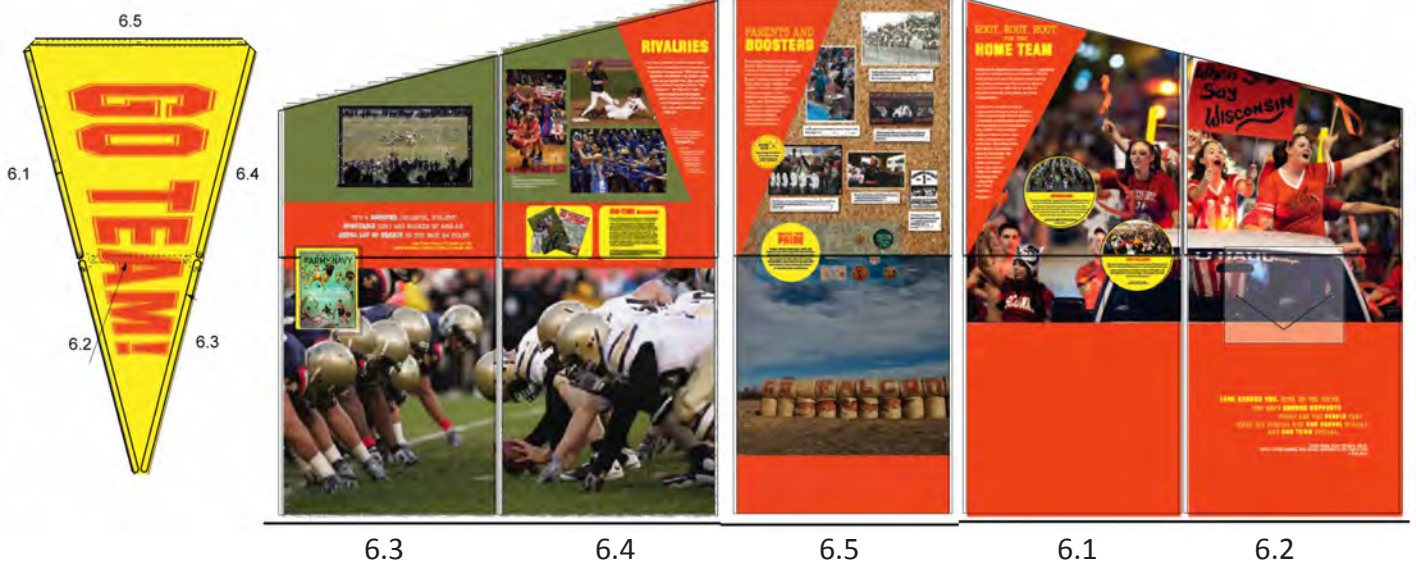
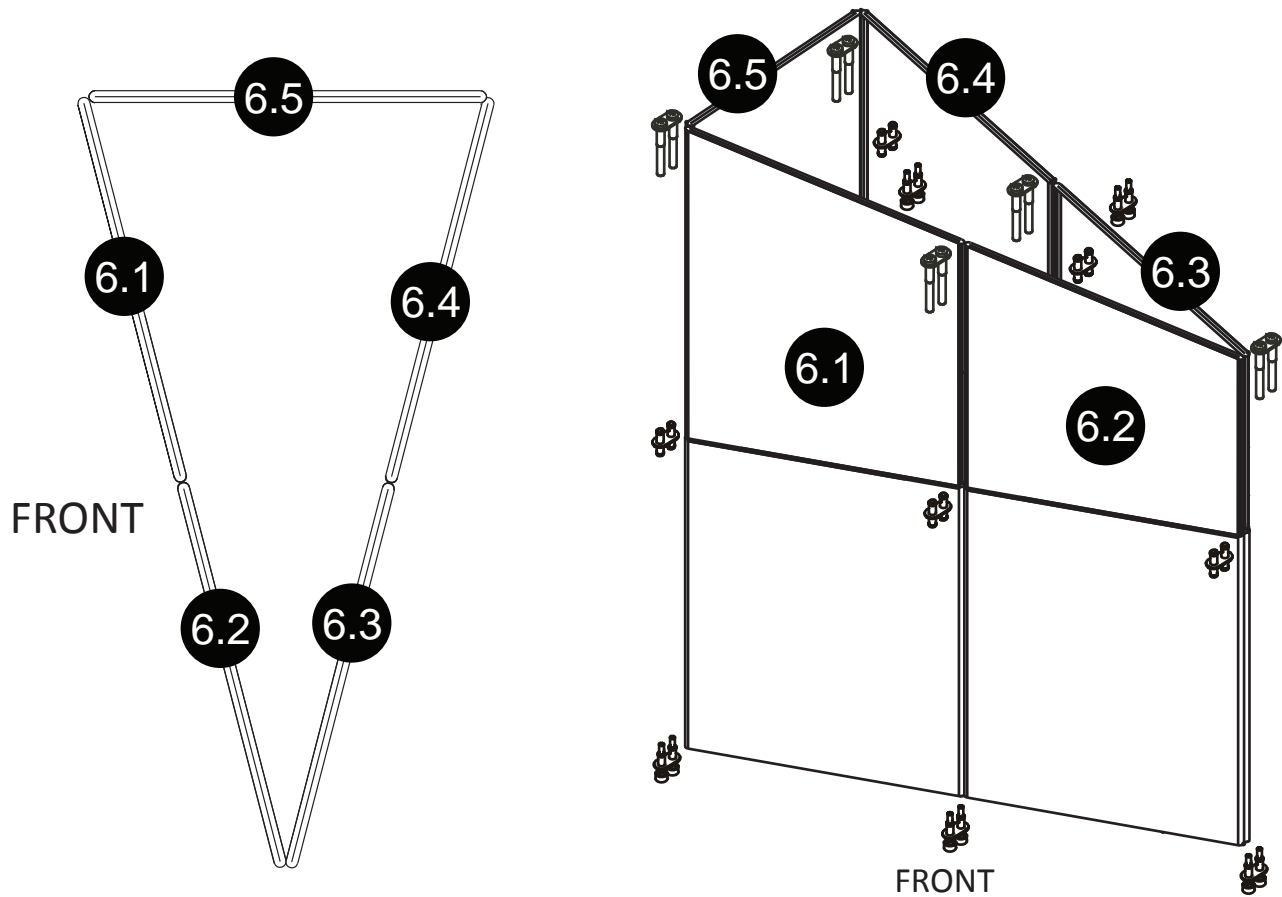
1. Check all of the angles of the Section 6 panels. Make sure the sides are straight and that the connectors between panels 6.2 and 6.3 are flat where the panels meet and not cockeyed.

2. Make sure that the connectors on either side of panel 6.5 are at a 45° angle.
3. Unpack the two parts of the Section 6 Pennant from Crate 10.
4. Set the bottom of the pennant, the narrow end, over panel 6.2 and 6.3. Make sure the pennant is touching the tops of both panels and is straight.
5. Have at least 2 people get up on stools on either side of Section 6 before adding the top part of the pennant.
6. Very carefully, put the Section 6 Pennant Wide over panel 6.1, 6.4, and 6.5. Make sure it is resting securely on all three panels before letting go. You may need to have other adjust the angles of the panels so that the Pennant sits securely on top.

Remove the TV Remote and the Section 7 TV Power Cord from the Crate 15 Connector Tray and set aside. You can now pack up Crates 10 and 15 and move them out of the gallery.

Section 6: Root, Root, Root for the Home Team

Section 6 is packed in Crate 15. The two parts of the Pennant are packed in Crate 10. Be sure to match the top connectors very carefully with the panels based on the markings on the connectors.



Section 7: Sports Explosion

Ready? Begin . . . Unpack!

Section 7 is a larger version of the Intro pylons. It goes together the same way but the parts are larger so it is a bit more awkward to handle. You will need Crate 16 for Section 7. You will also need the Section 7 Base from Crate 6.

Unlock the crate, lift the top off and examine the panels and packing inside. If anything looks damaged, stop unpacking and photograph the crate and its contents. Call SITES to report damage and wait for instructions.

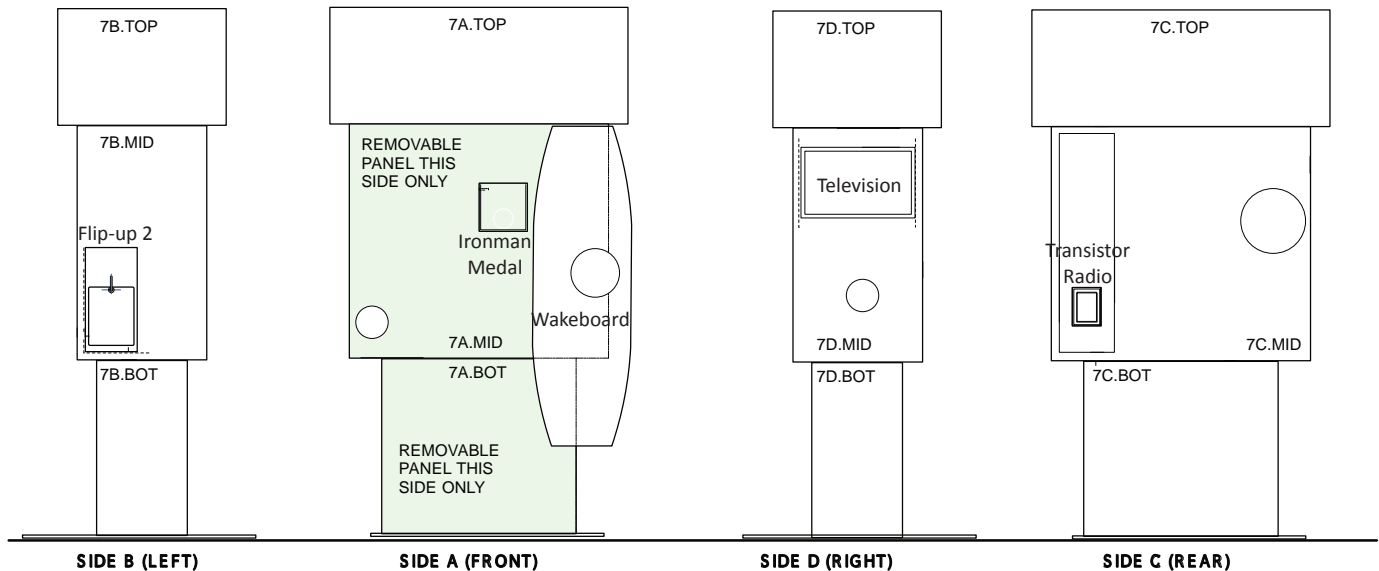
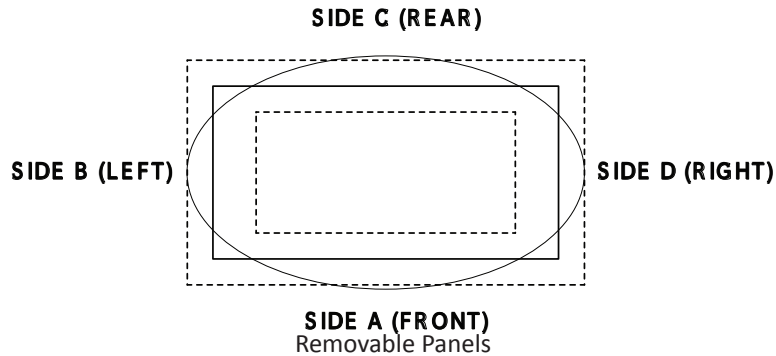
All of the pieces of Section 7 are nested together in the crate. The Top Cube is the first item you see in the crate. The Bottom Cube is packed inside a foam box that sits inside the Middle Cube. Make sure you always have at least two people to lift out each of the sections of Section 7. They are large and awkward to handle.

Install the Section 7 Pylon:

1. Remove the Section 7 Base from Crate 6 and put it face up on the floor.
2. Feed an extension cord through the hole in the base. This is the last chance you will have to do this.
3. Flip the latches to the open position, see diagram.
4. Lift out the Section 7 Top (fabric covered cube) and set it on a clean surface.
5. Lift out the Section 7 Bottom, which is nested in a foam box inside the Middle Cube, and set it on the base. Start at a 45° angle and twist into position so that the “front” labels on the base and the Turf Bottom line up.
6. Take off the removable panel (the panel that attaches with magnets and is marked with a label that says “Section 7 Bottom Removable Panel”). Set the Removable Panel in a safe, clean place nearby.
7. Remove the foam box that is nested in the Middle Cube and set aside.
8. Flip the latches on the base to the locked position.
9. Lift out the Section 7 Middle Cube and flip it upside down on a clean surface.
10. Flip the latches to the open position and take off the Removable Panel.
11. Flip the Section 7 Middle back over and starting at a 45° angle twist into position on top of the Section 7 Bottom Cube.
12. Reach into the opening in the Bottom Cube and flip the latches between the Bottom and Middle Cubes to a locked position.
13. Connect the Section 7 TV Power Cord to the extension cord and feed it through the hole in the bottom of the Middle Cube. Feed the power cord through the hole in the side of the Middle Cube so that it can be attached to the Section 7 Television later.
14. Flip the latches on the Top Cube open and lift the Top Cube into place over the Middle Cube. Starting at a 45° twist the Top Cube into place. Make sure that all of the Front labels line up.
15. Flip the latches between the Middle Cube and the Top Cube to a locked position.
16. Replace the Removable Graphics on the Bottom and Middle Cube.
17. Put the foam box back in the crate, close the crate and set aside.

Section 7: Sports Explosion

Section 7 is packed in Crate 16. The Base is packed in Crate 6. Section 7 is put together the same as the Intro Pylons. It goes together the same way but the parts are larger so it is a bit more awkward to handle. Make sure you have at least 2 people to help with all of the pieces. Also note that the Removable Panel on the Middle Cube is held in place with both velcro and magnets. Make sure you have two people removing the panel evenly so that you don't crack the panel.



Unpack and Install Everything Else

All of the rest of the crates can now be unpacked in order and all of the objects and popoffs attached to the kiosks. Return all packing materials to each crate as you empty the crate.

Section 1, Water Pylon

- Sports Card Box – Crate 19, Tray E (shuffle the sports cards that you got with your publications and fill the box)

Section 2

- 8 Sports Sayings Bubbles – Pinch the clasp with your first two fingers and thumb and push it into the other end attached to panel 2.3 Top and Bot. It doesn't matter which direction they face.
- Wallcase 4 (Madden) – Crate 17, Tray H

Section 3

- 2 Stereoscopes – Crate 20, Tray B
- 10 Stereo View Cards – Crate 18, Tray B
- Section 3 Audio Box – Crate 18, Tray E (the key is packed with the iPad keys in Crate 19, Tray D, the screws to attach it to the shelf are packed in foam slots next to the Audio Box)
- Popoff 1 (Take a Look) – Crate 17, Tray H (look at the design elevations for placement)
- Popoff 2 (Wrigley Field) – Crate 17, Tray H
- Popoff 3 (Why Do We Play) – Crate 17, Tray H

Section 4

- iPad and Stand – Crate 19, Tray E (see next page for instructions)
- Popoff 4 (Primanti Brothers Sandwich) – Crate 17, Tray C
- Popoff 5 (12th Man) – Crate 17, Tray C

Section 5

- Popoff 6 (Locker Room) – Crate 17, Tray C
- Popoff 7 (Soccer) – Crate 17, Tray C
- Flip-up 1 (Clipboard) – Crate 20, Tray A (Make sure you screw the screw at the bottom of the clipboard into the locker so it doesn't fall off as people read it. The screw should be packed with the Section 5 Connectors and Locker Key in Crate 13)

Section 6

- Popoff 8 (Pep Rallies) – Crate 17, Tray C
- Section 6 Television – Crate 19, Tray D (see instructions that follow this list)
- Wallcase 9 (Army/Navy Program) – Crate 20, Tray C
- Flipbook 2 (Rivalries) – Crate 20, Tray D
- Wallcase 8 (Hometown Pride) – Crate 20, Tray A

Section 7

- Object 9 (Wakeboard) – Crate 19, Tray C
- Wallcase 10 (Ironman Medal) – Crate 20, Tray A

- Section 7 Television – Crate 19, Tray D (see instruction that follow this list)
- Wallcase 11 (Transistor Radio) – Crate 20, Tray D
- Flip-up 2 (New Sports) – Crate 20, Tray D (Make sure you screw the screw at the bottom of the flip-up panel into the Section 7 Middle Cube so that it is securely attached. The screw should be packed in the bottom of the Flip-up panel)

Television Instructions

There are three televisions that are included in Hometown Teams. They each run a unique video that is related to their section:

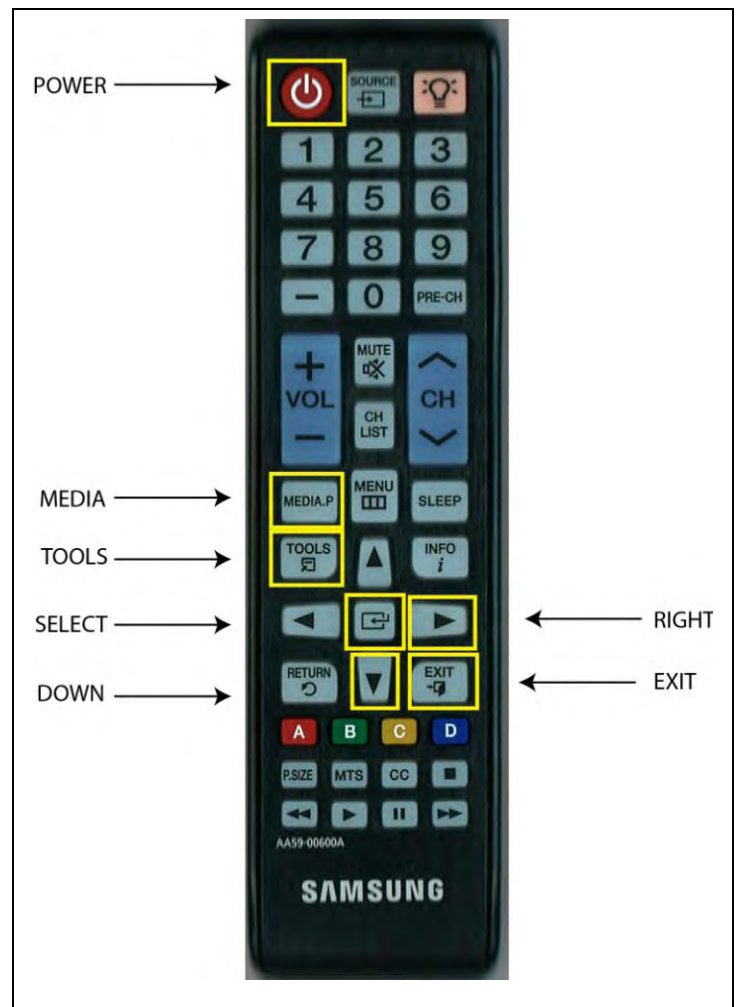
- **Section 5 Television** – permanently attached to the Ballcart. Cord is attached to the bottom of the ballcart.
- **Section 6 Television** – packed in Crate 19, Tray D, it attaches to panel 6.3 Top. Make sure the power cord is threaded through the section as you are setting it up. The power cord is packed in the connector tray in Crate 15 with the Section 6 panels.
- **Section 7 Television** – packed in Crate 19, Tray D, it attaches to the second side of the Middle Cube in Section 7. The power cord is packed in Crate 15 with the Section 6 power cord. Make sure that you thread an extension cord through the Section 7 base before you start installing any cubes.

Operating Instructions:

Once you have all three televisions installed and plugged in you can go back through the show and turn them on. There is a Remote Control packed in Crate 15 in the connector tray with the power cords. You will need this to turn the televisions on and off every day. Instructions for programming the televisions are on the remote control.

1. Press POWER
2. Wait 5 seconds
3. Press MEDIA.P
4. Select VIDEO on the screen
5. Press SELECT to PLAY
6. Press TOOLS to set repeat mode
7. Scroll DOWN once to REPEAT MODE
8. Scroll RIGHT once to TITLE
9. EXIT

You will have to set this program every time you turn on the Televisions.



iPad Instructions

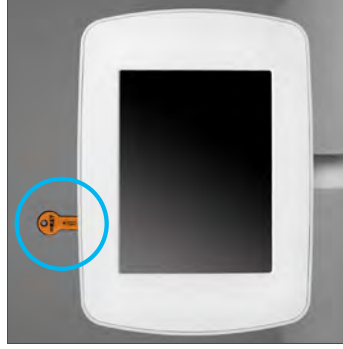
The iPad and Stand are part of Section 4. It stands in the open space behind the banner image of the marching band.

The iPad and Stand are both packed in Crate 19, Tray E. The keys and power cord for the iPad are packed in a bag in Crate 19, Tray D. There is an extra orange MagKey in the packing material so that the iPad will be turned off during shipping.

When you unpack the iPad take the extra orange MagKey out of the iPad and leave it in the crate. Use the key to connect the iPad faceplate to the stand. The iPad will turn on automatically when the MagKey is removed.

It is very important that make sure that the iPad stays charged. If the battery runs down you will have to call SITES for instructions on how to open the case and turn it back on. You do not have to have the iPad stand plugged in all the time but keep an eye on the battery life so that you don't let it run down. To put the iPad to sleep, slip the orange MagKey into the slot on the top of the iPad.

USING YOUR MAGKEY



1. You can use the included MagKey with an iPad 2,3 or 4 in your lilitab. The MagKey allows you to sleep the iPad without having any access to it. This ensures you (and your staff!) can turn your kiosk on and off at the end of the day without removing the iPad from the kiosk. You will always know when the iPad is sleeping because once inserted the MagKey pokes out the top of unit like a little flag.



2. To sleep your iPad simply insert your MagKey with the orange side facing front and the black side facing back.



3. Remove your Magkey and your lilitab will wake up, in exactly the same state it was in before it went to bed ;-)

NOTE: The MagKey will work on any iPad® 2 or newer. It requires that the iPad Cover Lock/Unlock preference is turned on. You can find this in Settings→ General→ iPad Cover Lock/Unlock.

Replacement MagKeys can be ordered directly from the website: www.lilitab.com