

PHYSICIAN ASSISTANTS



HMD Traveling Exhibition Installation Guidelines

The National Library of Medicine is pleased to provide you with this exceptional traveling exhibition. We hope that the following information will be helpful to you as you prepare for the exhibition's arrival and installation at your institution.

Physician assistants are partners in health care who collaborate with other medical professionals and patients to provide outstanding medical care. This exhibition explores the development of the physician assistant profession from its beginnings in late 1960s and early 1970s to the present.

The exhibit consists of six free-standing graphic panels (7' H x 2-1/2' W) and is transported in two plastic wheeled graphics tubes.

Exhibition Requirements

- 1) 500 square feet of floor space (minimum)
- 2) 2 people for unpacking and set-up
- 3) Safe, secure, indoor storage for exhibition travel containers - two plastic tubes with wheels - 46" H x 22" diameter each
- 4) Avoid display of the exhibit in an area with direct sunlight.
- 5) Please use latex gloves when installing the exhibition and be sure that your hands are clean if handling the panels without gloves.
- 6) Please complete the Traveling Exhibition *Host Survey* within three weeks of the closing of the exhibition and return to the National Library of Medicine, Traveling Exhibition Services Manager.
- 7) Please provide the National Library of Medicine with copies of any publicity, advertising, or supplemental materials that are produced for the exhibition.

8) If possible, a digital image of your installation would be appreciated.

Exhibition Panels



1: Title Panel



2: Part of a Team



3: Diversity Makes a Difference



4: Collaboration with New Partners



5: Respond to Community Needs



6: Care Around the World

Exhibition Installed



Exhibition Credit

The following exhibition credit should appear in any materials and publicity produced in association with the exhibition:

Credit line: **The National Library of Medicine produced this exhibition in partnership with the Physician Assistant History Society.**

What You Will Receive and What to Expect

What You Will Receive

- 1) Two plastic graphics containers each containing three large cloth cylinders and three small cloth cylinders.



- 2) Each small cloth cylinder contains one metal base and one collapsible rod. This makes up the panel structure.
- 3) Each large cloth cylinder contains one rolled graphic panel.
- 4) The exhibition does not come with lighting.

What To Expect

- 1) Each plastic graphics container has wheels to make it easier to transport to your exhibit space.
- 2) You should expect to spend about two hours setting up the exhibit from unpacking to complete installation.
- 3) You will need to have at least two people for set-up.
- 4) You should be prepared to weigh down the bases to increase stability of the panels, if necessary.

Upon receipt of the *Physician Assistants* exhibition, please use the following guidelines for Unpacking and Installation.

Please note: If any damage is noted to the plastic graphics containers, the structure, or the panels while unpacking, please contact the National Library of Medicine Traveling Exhibition Services Manager, Jill L. Newmark, (301-435-5241).

Unpacking Instructions

- 1) With the graphics container in an upright position, loosen the metal latches on **both** sides of the top.

Do not attempt to remove the top of the container until both metal latches have been released.



(a) Lift latch towards you



(b) Turn latch to the left to unhook



(c) Lift latch off clasp



(d) Unfold latch down

2) Remove the top lid of the container.

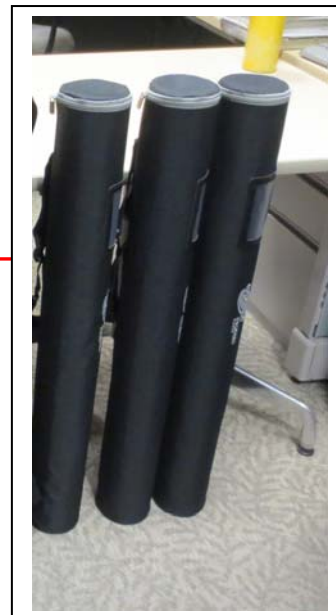


3) Inside the plastic graphics container you will find **three large round cloth cylinders** and **three small cloth cylinders**.



5) Remove **only** the small cloth cylinders from the plastic container and leave the large cloth cylinders in place.

3 small cylinders



Installation/Set-up Instructions

- 1) Prepare a clean surface on which the graphic can be placed after unpacking. If using the floor, be sure that there is no debris or objects in the area where the graphic will be placed.
- 2) Remove the small cylinder from the graphics container and unzip. Remove the foot from the cylinder.



3) Remove the rod from the side pocket.



4) Put the rod and metal base aside for now.



- 5) **Leaving the large cloth cylinders in the plastic graphics container**, unzip the cloth cylinder and carefully remove the graphic from the cylinder. **You will need to roll the graphic a bit inside the cylinder in order to remove more easily.**



a) Unzip the cloth cylinder, keeping the cylinder inside the plastic container.



b) Roll the graphic slightly while still inside the cylinder.



c) Then carefully pull the graphic out of the cylinder.

- 6) With two people on either end of the rolled graphic, carefully unroll the graphic. Once it is entirely unrolled, turn the graphic over.

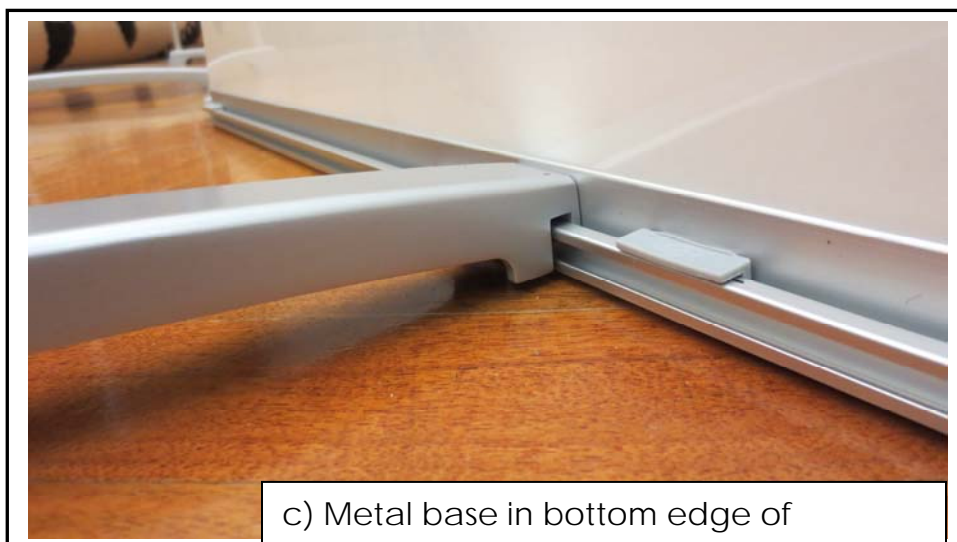
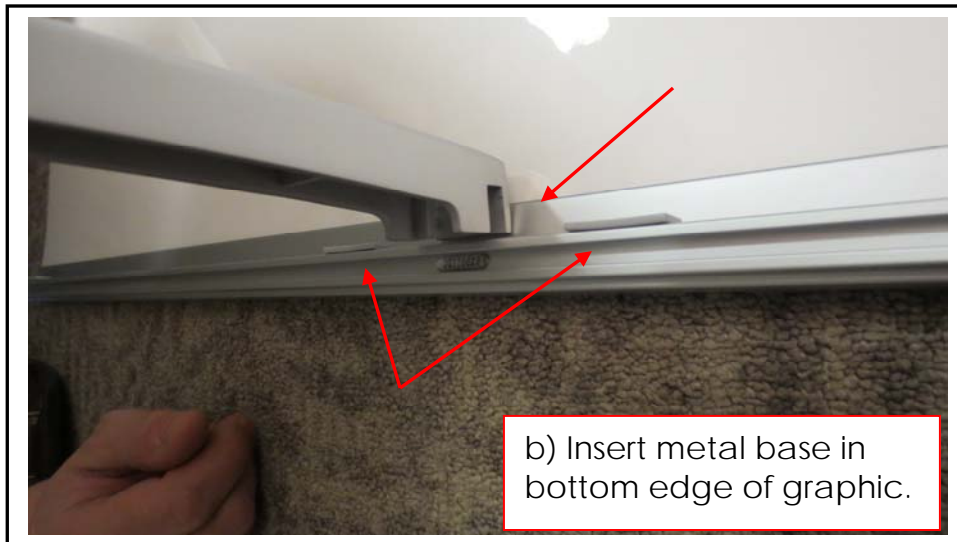
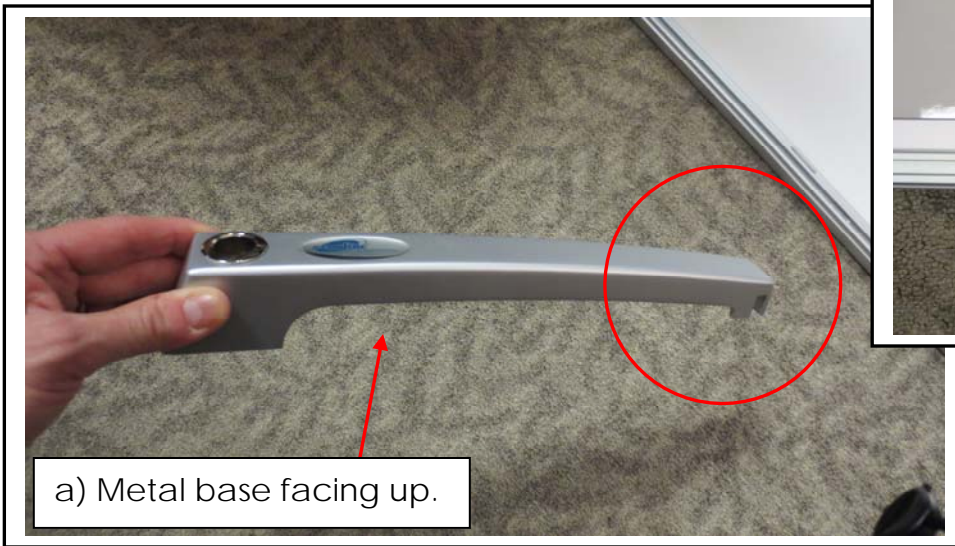


a) Carefully unroll graphic.



b) Turn graphic over, graphic side down.

7) With the graphic side down, place it on a clean, flat surface. Hold the metal base facing up and insert the base into the bottom metal edge centering the base between the two plastic pieces.



Be sure that the metal base is completely inserted into the slot or else it may slip out.

8) With the graphic in an upright position, attach the rod into the top of the graphic centered between the two plastic pieces.



Base

a) Hold graphic in an upright position.



b) Carefully insert rod into the top of the graphic.

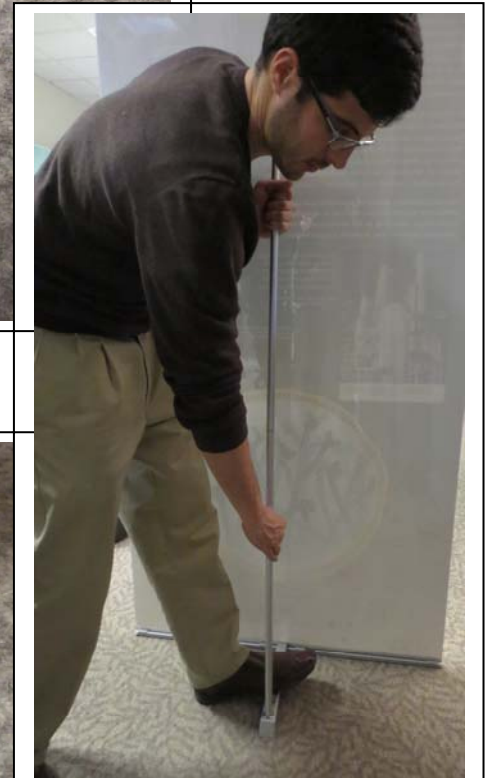


c) Rod in place at top.

- 9) With one foot on the metal base, carefully insert the collapsible rod into the base making sure that the rod is fully inserted. **If the rod is not inserted completely, the graphic will not stand upright properly.**



a) Foot on metal base.



b) Insert rod into metal base



c) Rod inserted into base.



Rear view of installed panel



Side view of installed panels

- 10) Repeat this procedure for all remaining graphics and structure.
- 11) If the panels need to be stabilized, we recommend placing a small weight or sandbag on the foot. Other possible methods of weighting include a small bag of books or catalogues. **DO NOT USE DUCT TAPE TO SECURE THE METAL BASES TO THE FLOOR** as this will damage the surface of the metal base. If tape is your only option, please only use a black gaffers tape.
- 12) Place the cloth cylinders back into the large graphic containers and store the containers in a cool secure location.

Exhibition Maintenance and Troubleshooting

While the exhibition is on display, please follow these instructions regarding maintenance, troubleshooting, and cleaning.

- 1) If any problems with the structure or graphic occur, please contact the Traveling Exhibition Services Manager, Jill L. Newmark at the National Library of Medicine immediately at (301-435-5241) or newmarj@mail.nlm.nih.gov.
- 2) If the panels are not standing up properly, please check the structure to be sure that the collapsible rod is inserted completely into the foot. Remove the rod and re-insert it into the foot. Also be sure that the rods are not bent as this will cause the graphics to torque and twist when standing.
- 3) Please **DO NOT USE ANY CLEANING SOLVENTS ON THE EXHIBITION GRAPHICS or STRUCTURE.**

If cleaning is necessary, please use a clean, soft cloth slightly dampened with a mild soap and water solution. Gently wipe soiled area.

DO NOT USE ANY ABRASIVE CLEANING MATERIALS.

Packing Instructions

When de-installing and re-packing the exhibition, please follow these instructions:

- 1) Retrieve the two original plastic graphics containers and remove only the three small cloth cylinders from each plastic container. Leave the large cloth cylinders in the plastic graphics containers.



Two graphics containers.

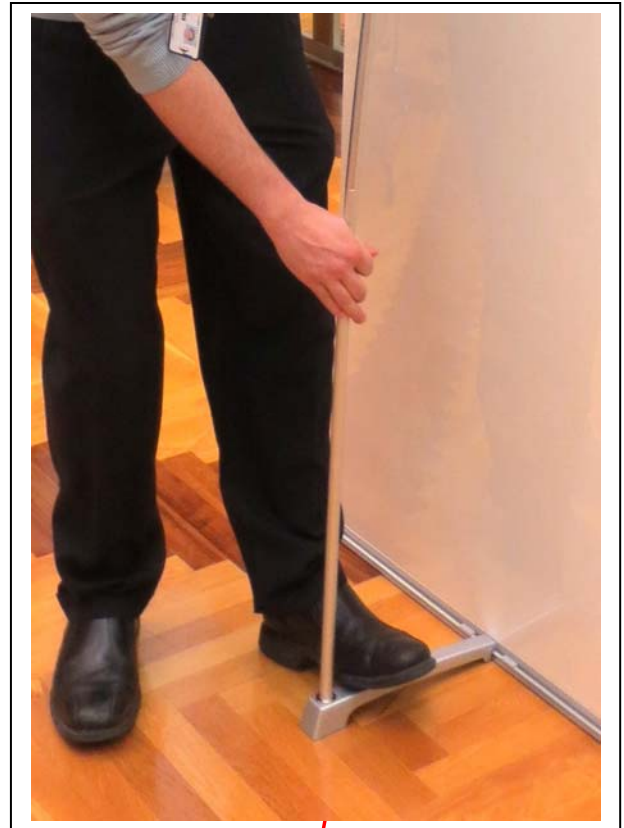
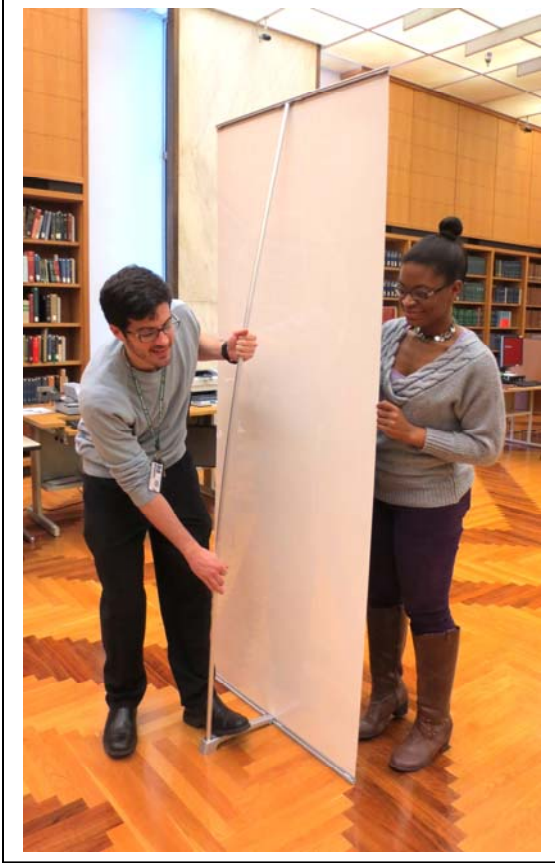


Small cloth cylinders.



Three small cloth cylinders.

- 2) With one person holding the graphic, the second person places one foot on the metal base and carefully pulls the rod out of the metal base.



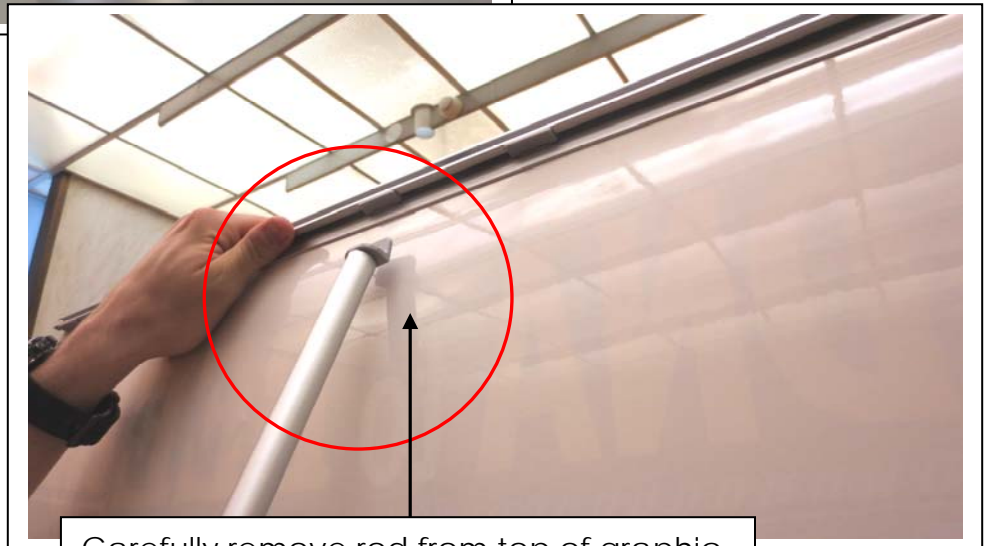
a) Foot on base.



b) Remove rod from base.

3) With one person still holding the graphic, the second person carefully removes the collapsible rod from the top of the graphic.

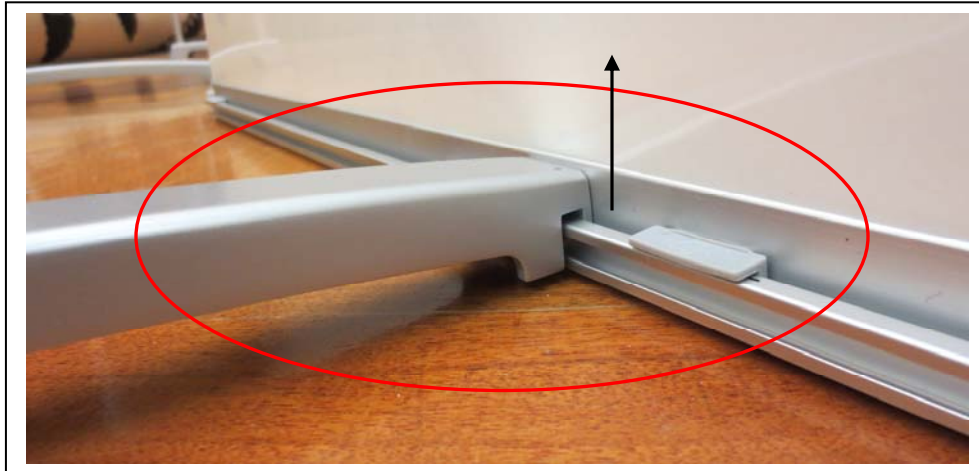
Rod secure at top of graphic.



Carefully remove rod from top of graphic.



- 4) Laying the graphic down on a clean, flat surface, hold on to the metal base to prevent it from flipping over and remove it from the graphic panel by carefully and slowly lifting the base out of the bottom edge of the graphic.



b. Carefully lift base straight out from bottom edge of graphic.



c. Base removed from graphic.

- 5) Remove the small cylinder from the graphics container and unzip. Place the base in the small cylinder. After collapsing the rod, lift the velcro tab on the side pocket and slide the rod in with the plastic tab facing up. Replace the cylinder back in the graphics container.



Remove the small cylinder from the graphics container.



Collapse the rod and slide into side pocket.



Place the foot inside the small cylinder.



- 6) With the graphic facing up, carefully and slowly roll the graphic onto itself starting at the bottom of the graphic.



7) Place the rolled graphic into the cloth cylinder. Keep a secure hold on the rolled graphic as it will have a tendency to unroll. Zip the cylinder closed.



a)



b)



c)



d)

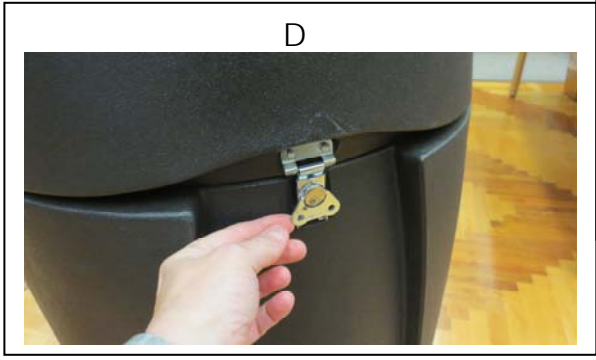
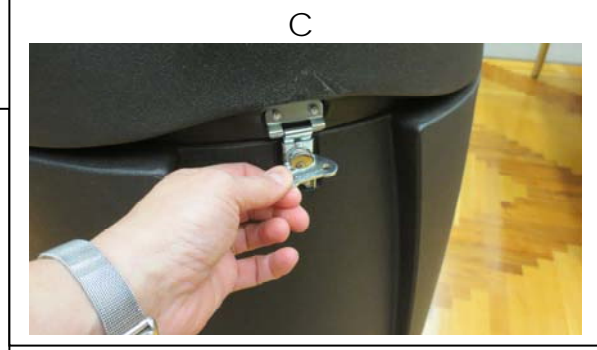
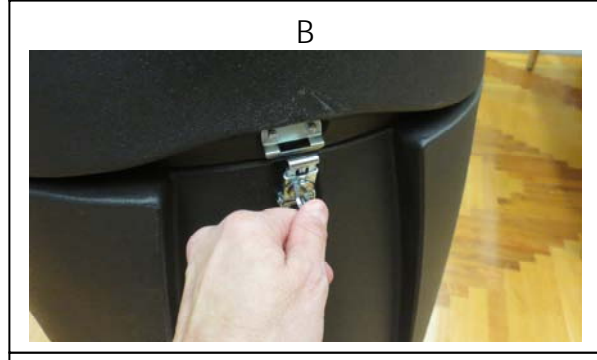
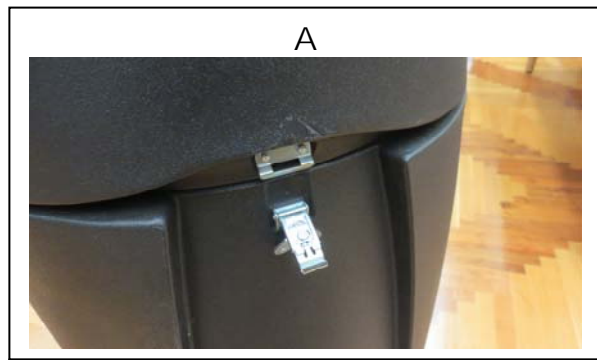
11) Repeat these procedures for the remaining structure and graphic panels. You should now have six packed cloth cylinders and six cloth bags.

Remember to pack only the graphic within the interior round cloth cylinder. The structure is packed in a separate small cylinder and should NOI be packed within the large cylinder with the graphic.

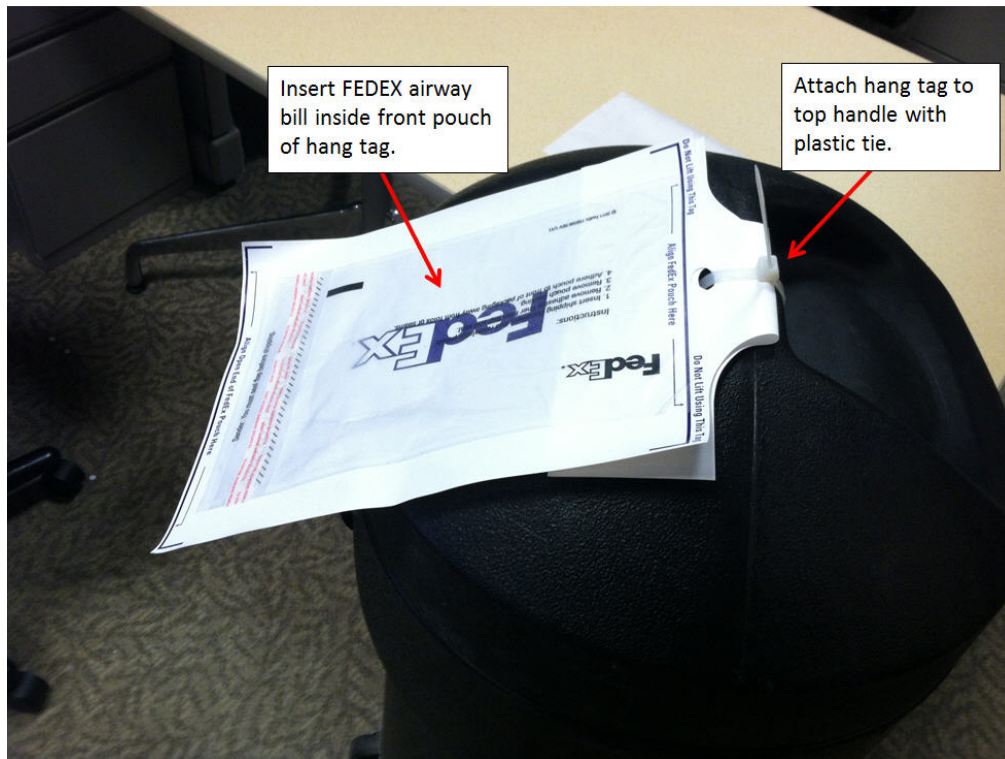
12) Three large cylinders and three small cylinders should be packed in a single graphics container.



13) Replace the plastic container lid and secure the latches on **both** sides.



- 14) Secure the FEDEX hang tag to the container with the plastic tie and then place the FEDEX label inside the hang tag.



- 16) The exhibit is now ready to be shipped.

Shipping Instructions

- 1) Approximately two weeks before the closing of the exhibition at your institution, you will receive an e-mail shipping reminder with contact information for the next host venue. You will need to contact the next host venue in order to finalize the outgoing FEDEX shipping arrangements.
- 2) Please allow a minimum of three days from the day you dismantle, pack and ship the exhibition to the day of arrival at the next exhibition venue.
- 3) Prior to taking down the exhibition, please contact the next venue and do the following:
 - Verify the correct shipping address, contact name, and phone number.
 - Alert them to the shipping schedule and anticipated delivery date.
 - Provide them with the Federal Express airway bill number, so they can easily track the shipment and delivery of the exhibition
- 4) **Be sure that the plastic graphics container is secure by checking that the latches are locked and flat.**
- 5) **Please use the provided FEDEX hang tag and secure the hang tag to the outside of the container using the provided plastic tie. (The hang tag and plastic tie can be found inside one of the graphics containers.)**
- 6) If you do not have a Federal Express account, the shipment may be sent via UPS or DHL Express using 2-day service. The shipping method must have a tracking system connected with the shipment. If there are any problems with the shipping arrangements please call Jill L. Newmark, Traveling Exhibition Services Manager, 301-435-5241.

Contact Information:

For all content concerns: Patricia Tuohy, Head, Exhibition Program
National Library of Medicine
301-435-5240
tuohyp@mail.nlm.nih.gov

For installation and shipping: Jill L. Newmark, Traveling Exhibition Services
Manager concerns:
National Library of Medicine
301-435-5241
newmarj@mail.nlm.nih.gov