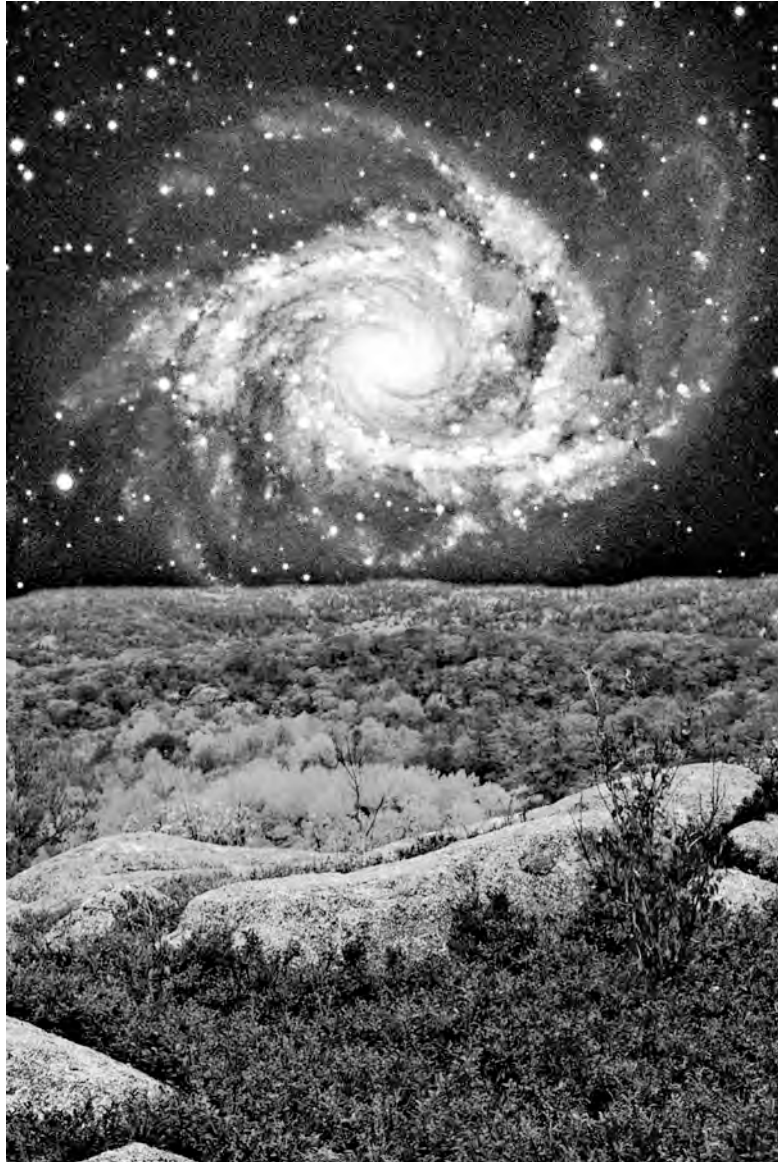
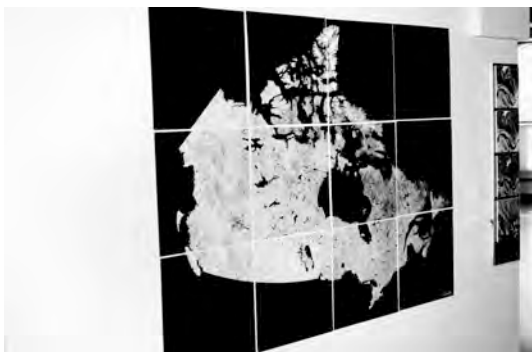


Rocks and Stardust Science Museum Exhibit Installation Guide





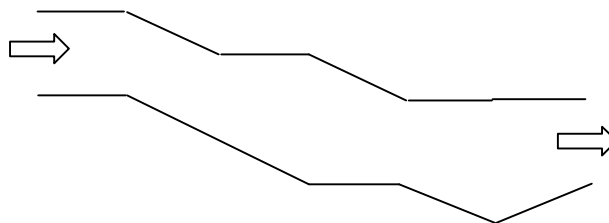
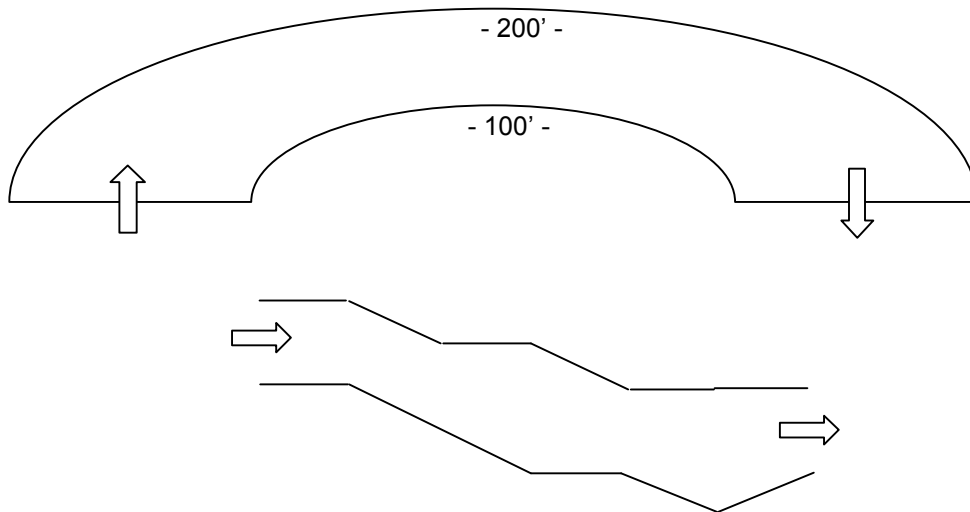
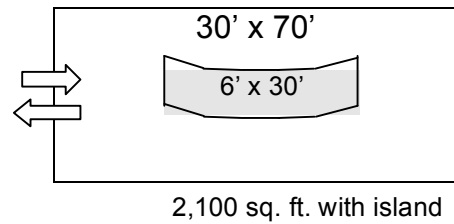
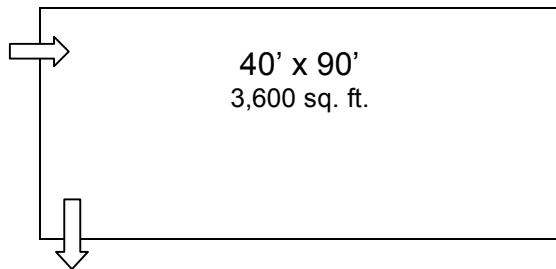
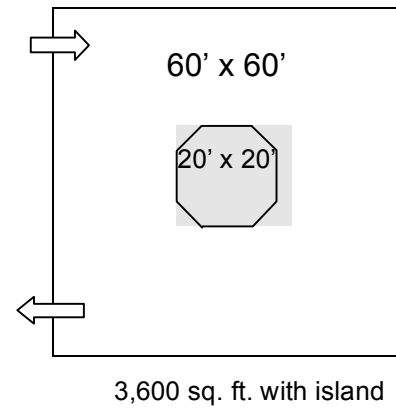
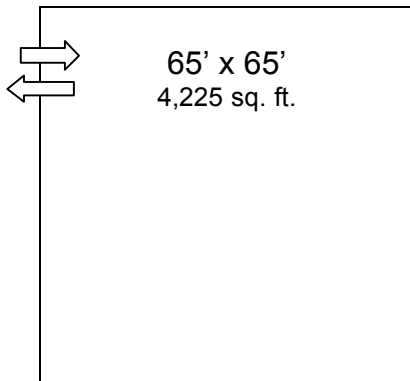
Rocks and Stardust Science Museum Exhibit Installation Guide

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Space requirements

- 260 LF wall-mounted gallery-type exhibit
- overhead directional lighting

Possible gallery configurations, among others:



1. Unpacking and inspection

QTY	DESCRIPTION	DIMENSIONS	WEIGHT
6	Wood boxes with yellow stripe with packing foam	18" x 22" x 22"	45 lbs. each
50	cardboard packing spacers	17" x 17½"	_____
			270 lbs. total

1. If any of the boxes are missing, have been opened, or have external damage, please contact Astra Exhibits at telephone (613) 294-2205 or email at astraea@ncf.ca

Box 1 contains texts, and signs and misc. equipment

Boxes 2 – 6 contain 10 wood/glass picture frames each.

2. Slit the tape on the top "trap door" and remove the slab of foam. Lift out the picture frames, cardboard spacers and small boxes.
3. Replace the cardboard packing spacers and foam in the empty boxes and store.
4. If any glass is broken, please replace with 16" x 16½ " glass or Plexiglas.
5. If the brown paper on the back of the picture frames is ripped, please repair with 2" tape.

2. Contents list

QTY	DESCRIPTION	DIMENSIONS
Picture Frames (4 lbs. each)		
40	photographs of rocks	17" x 17½"
7	astronomical images	"
2	landscape photographs	"
1	geological map drawing	"

50	total picture frames	

All items listed below consist of a frontpiece attached by Velcro to a backpiece, which is first stapled to the wall. The backpiece is ½" smaller than the frontpiece on all sides.

Entrance Signs

1	English sign with photo	15" x 17"
1	French sign	8" x 17"
1	spacer between signs	2¼" x 17"
1	Postcard blowup (+optional backpiece)	11" x 17"
1	Acknowledgments panel	11" x 17"

Hanging Titles

7	Hanging titles (Mylar) on 1" mounting pieces	9½" x 17"
1	template	10½" x 14½"

Hanging Texts

4	2 English, 2 French (Mylar) on 1" mounting pieces	11" x 17"
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CONTENTS

Text Panels

23	English text panels	7½" x 7½"
23	French "	"
1	template	17" x 17½"

Captions

8	third-party picture frame captions	3" x 7½"
1	spacer	2¼" x 17"

Radarsat Map of Canada

12	Radarsat frontpieces	16" x 16"
1	spacer	¼" x 1¼" x 16"
1	caption	4" x 7½"

Satellite Photos

4	satellite photos	8" x 8"
2	captions	3" x 7½"
1	template	13½" x 14" folded

Aerial Photos

3	Aerial photos	4 ¼" x 9"
1	caption	3" x 7½"
1	template	11½" x 16"

Word Maps

2	World Maps	8" x 8"
2	captions	3" x 7½"
1	template	17" x 17½"

Biographical Info

2	biographical pictures (entrance, exit)	7½" " x 7½"
2	text panels at entrance	7½" x 7½"
1	caption at exit	3" x 7½"
1	caption on first picture	3" x 7½"
1	template	<i>use Text Panels template</i>

CONTENTS

Arrows (optional)

2 directional arrows if needed

Music (optional)

1 Weiss, baroque lute CD

Tools and equipment provided with the shipment

50 17" x 17½" cardboard packing spacers
6 wood shipping boxes with foam padding
4 packages of blue putty for the bottom corners of the picture frames
2 rolls of 2" clear tape for return shipping
1 64" elevation frame for locating picture hook nails
1 staple gun with T-50 staples to attach backpieces to wall
1 sharp screwdriver to remove staples
1 strip of extra Velcro to attach frontpiece to backpiece
1 white eraser for cleaning walls

to be provided by the host museum

2 "park benches" for centre of viewing areas
1 38" leveling stick, marked on centre
1 chair and table for guest book at inside exit
- storage area for 6 boxes

OPTIONAL

1 easel for postcard blowup
- music piped into exhibit space
(baroque music CD provided)

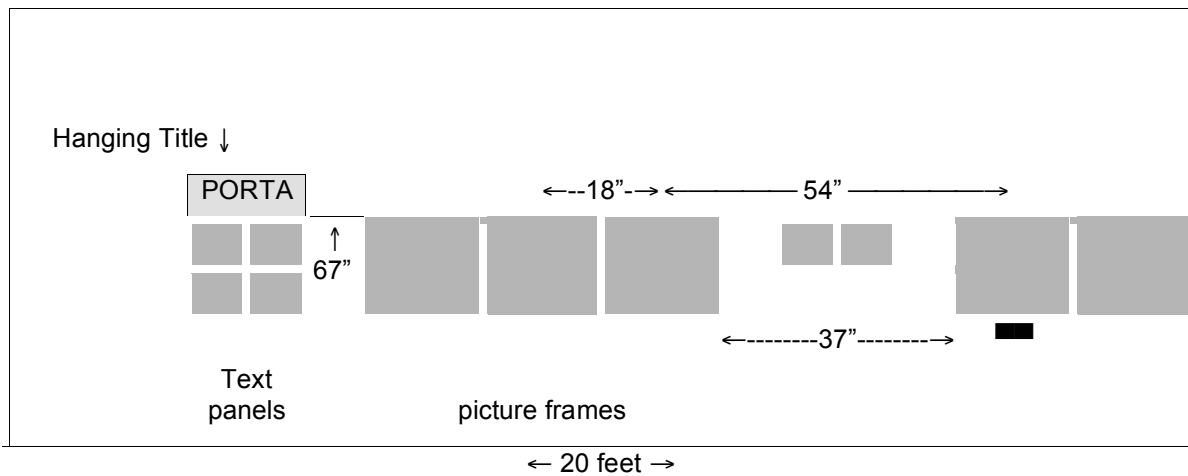
3. Layout

General Layout

The picture frames are spaced at 18" centre-to-centre in groups of three. The space between the groups is that of two picture frames or 37".

The height of the top of the picture frames is 67" above the floor.

The text panels (in groups of two or four) are all centred in the space between the picture frames.



The Radarsat Map of Canada should be installed on a separate wall space of about 10'.

The total space required for the exhibit is about 200 linear feet.

LAYOUT

Lighting

Please provide suitable overhead lighting for all items, carefully focusing just above photographs to enhance the richness of the colours.

Seating

Please provide two “park benches” in the central area of the room. In the exit area there should be a small table and chair inside the room near the exit to allow visitors to write in the guest book as they leave.

Music (optional)

Continual play of Weiss baroque lute CD, provided.

4. Step-by-step installation

Picture frames

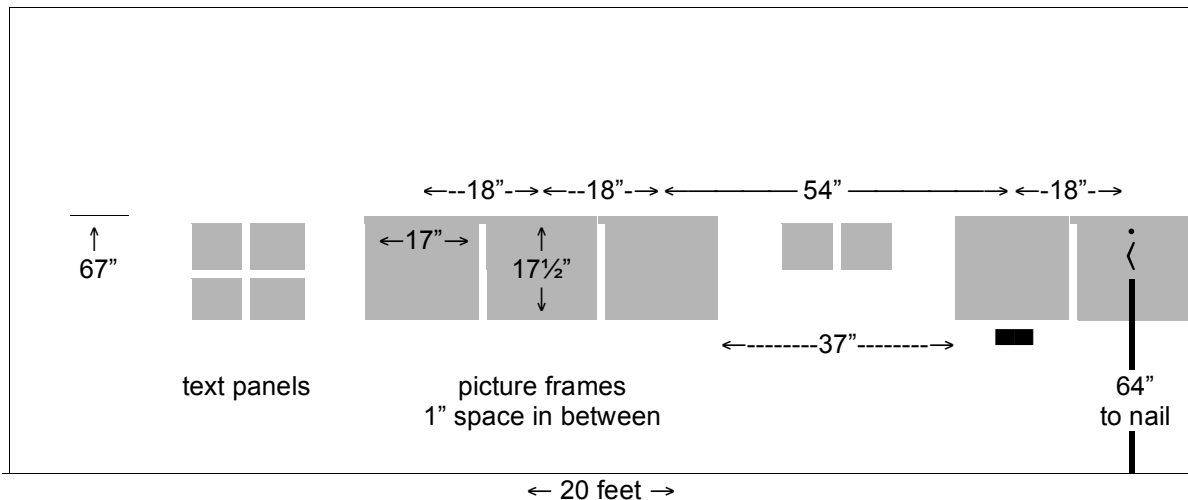
The nail holes for the picture frames, at 18" centre-to-centre, should be marked out first.

Assemble the elevation frame. There are two 64" elevation sticks with an 18" cross-piece on the top. Check that the frame is level vertically and mark the wall at the top left and top right corners of the 18" cross-piece for the nail holes.

Picture frames are in groups of three, with a gap of two picture frames between groups for the Text Panels. Therefore, hang three pictures, skip two, hang three, skip two, etc. Except there is a group of four at the start and extra space after the "PETRA" section and after the "COSMA" section".

The top of each picture frame is 67" above the floor. Adjust the turnbuckle on the wire if necessary.

Level, and place a small piece of blue putty behind the bottom two corners of each picture frame to hold it in place.



STEP-BY-STEP INSTALLATION

Sections within the exhibit

The picture frames are numbered 1-50 on the underside and are divided into seven sections.

	approx. space required
ENTRANCE AREA OUTSIDE	20'
ENTRANCE AREA INSIDE	15'
	picture numbers
1. PORTA	1 - 4
2. PETRA	5 - 7
	including "Maps" section
-- please allow a space	5'
3. ASTRA	8 - 19
4. SOLA	20 - 28
5. COSMA	29 - 38
-- please allow a space	5'
6. TERRA	39 - 47
7. FINA	48 - 50
Radarsat Map	10'
Install the Radarsat Map on a wall space separate from the main sequence of picture frames, such as an alcove or free-standing wall.	
EXIT AREA INSIDE	15'
Total	approx. 240'

The sections can span inside corners but please avoid breaking up a section with, for example, a large hallway.

Please hang all the picture frames first before installing the other items.

STEP-BY-STEP INSTALLATION

Text Panels

Once all the picture frames have been hung:

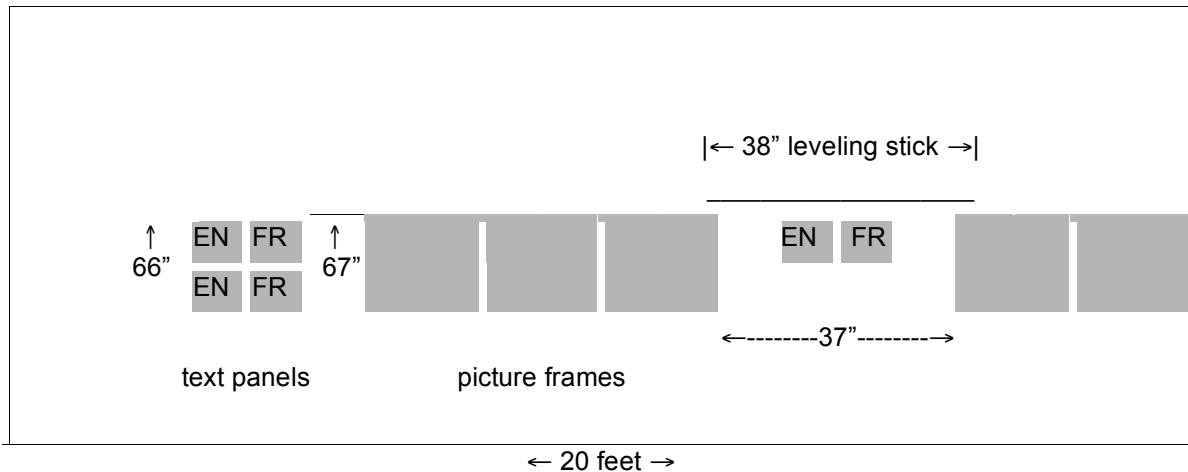
The text panels are numbered on the back 1-23 (English) and 1-23 (French) and are centred in the spaces between picture frames.

In some cases they are grouped four together and in other cases only two panels (one English and one French) take the two upper positions.

At the discretion of the resident curator, the French can be either to the left or to the right, **but neither language should be solely on the top or on the bottom.**

Lay a 38" leveling stick along the tops of the picture frames between two groups overlapping $\frac{1}{2}$ ". Hold the template up to the center of the leveling stick. Staple the backpiece for each panel to the wall. The backpiece is $\frac{1}{2}$ " smaller than the frontpiece on all sides. Attach the frontpieces to the backpieces with the Velcro.

The top of the text panels is 66", slightly lower than the top of the picture frames.



STEP-BY-STEP INSTALLATION

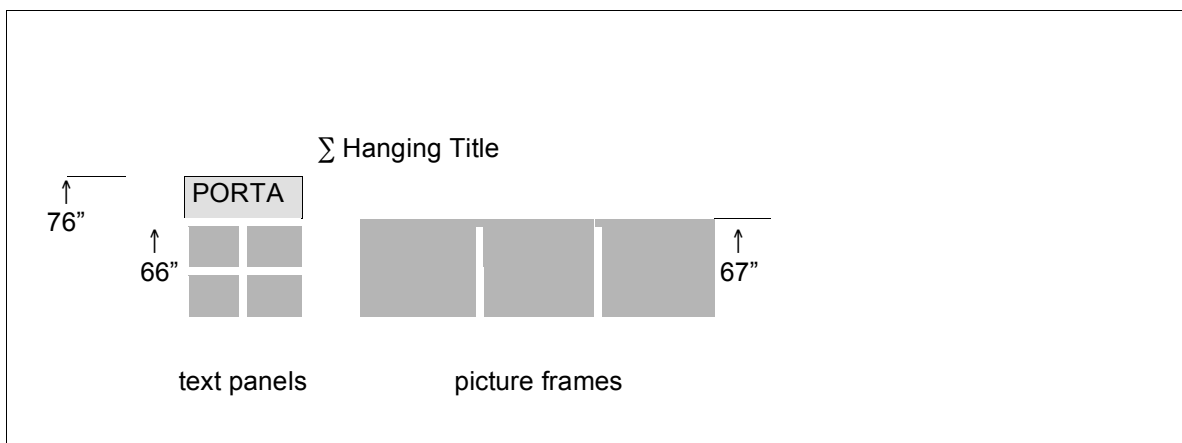
Hanging Titles

These titles go above the first texts in each Section.

Place the 10 ½” template so that it sits on the backpiece of the first Text Panel.

Hold the Title backpiece (a 1” strip) level on top of the template and staple it to the wall.

Attach the Title – it will hang 1 ½” above the finished text panels.



Captions (■)

“Third-party” captions and “photographer” captions are placed on centre below the picture frame. Use the 2 ¼” spacer to locate the caption backpiece.

Similarly, captions for the biographical picture, maps, aerial photos and satellite photos are below or to the right.

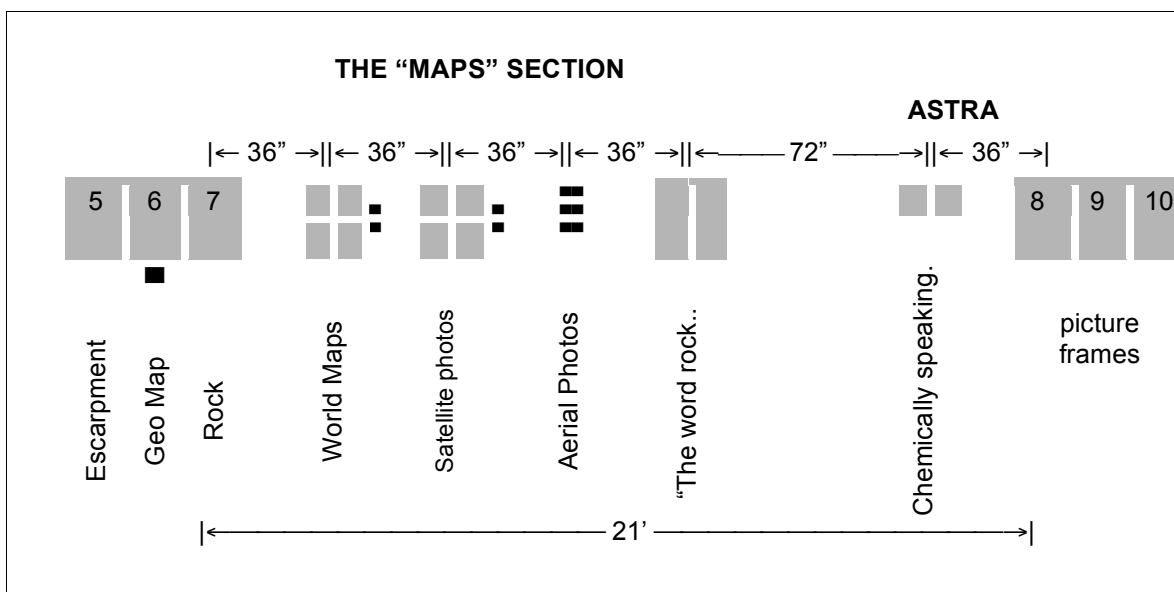
STEP-BY-STEP INSTALLATION

The “Maps” Section (World Maps, Satellite Photos and Aerial Photos)

These items are grouped together at the end of the PETRA section, centred on 36” markings.

Establish a line level with the top of the picture frames. The World Maps are centred at 36” from the centre of the previous picture frame, and the Satellite Photos and Aerial Photos at 36” increments. Using the templates, staple the backpiece for each item to the wall and attach the frontpiece.

At the next 36” increment there are two Hanging Texts, followed by a gap of 72” to the start of the Text Panels of the ASTRA section.



<
Hanging
Texts

STEP-BY-STEP INSTALLATION

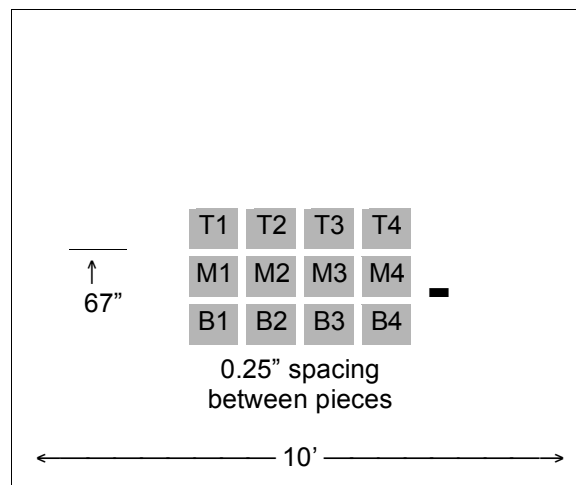
Radarsat Map of Canada (separate space)

This map consists of 12 pieces 16" x 16" and covers about 4' x 5'. It should be installed on a separate wall about 10' wide.

Mark the centre of the wall at 66" height. The backpiece M2 must be just left of the centre of the wall and its top level with 66". Using the 1¼" spacer template, place all the backpieces M1 to M4, T1 to T4 and B1 to B4.

Fix the frontpieces to the backpieces, leaving ¼" between all pieces. The spacer template is ¼" thick and can be used for this.

A caption is located about 2" to the right and level with the bottom of the M4.



Entrance Signs

On a suitable wall outside the exhibit entrance, level and staple the backpiece for the English Sign at 67". At the discretion of the resident curator, position the French Sign above or below. Use the 2 ¼" spacer to position the backpieces.

The poster blowup can be fixed to a nearby wall or displayed on an easel. If it is displayed on an easel then put the extra white card on the back.

STEP-BY-STEP INSTALLATION

Final Check

The overhead lighting should be adjusted to shine just above images to bring out the full and deep colours but without glare.

Please clean all items of dust and smudges.

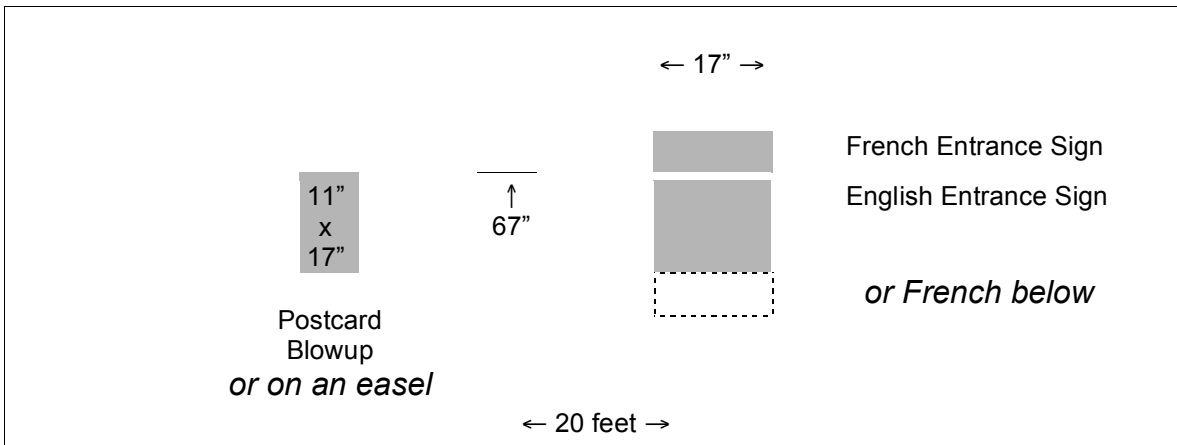
Please take a moment to stand back and check that the items on all walls appear level from a distance.

If necessary, adjust the picture frames by hand or by adjusting the turnbuckle on the back. Adjust the other pieces by moving them on their Velcro backing.

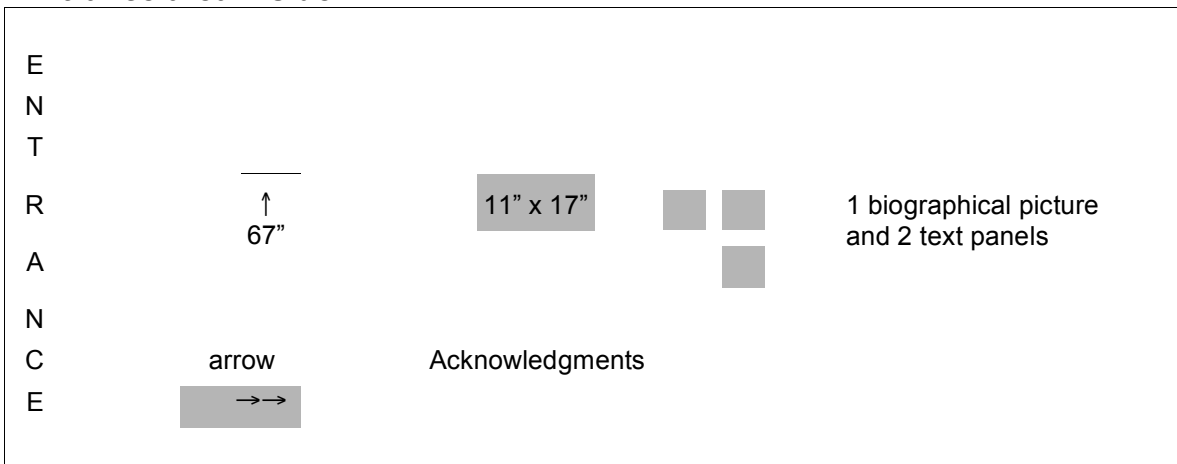
Place the Visitors' Book with a pen on a small table inside the room near the Exit.

5. Elevation drawings

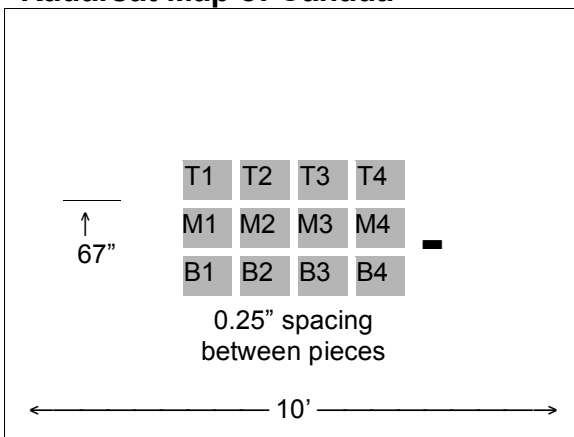
Entrance area outside



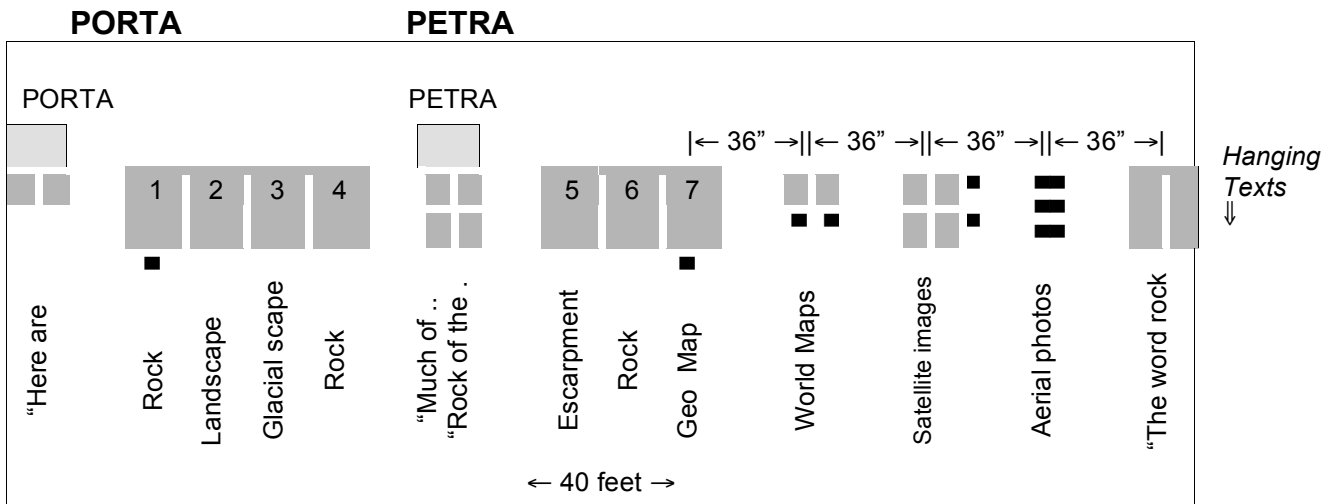
Entrance area inside



Radarsat Map of Canada

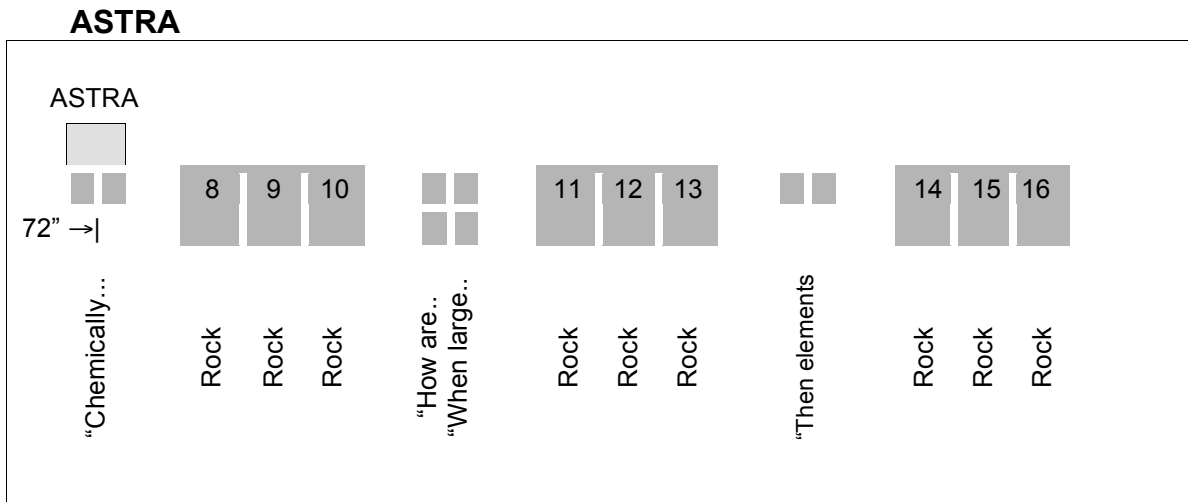


The Radarsat Map should be located on a separate wall space anywhere within the exhibit area.

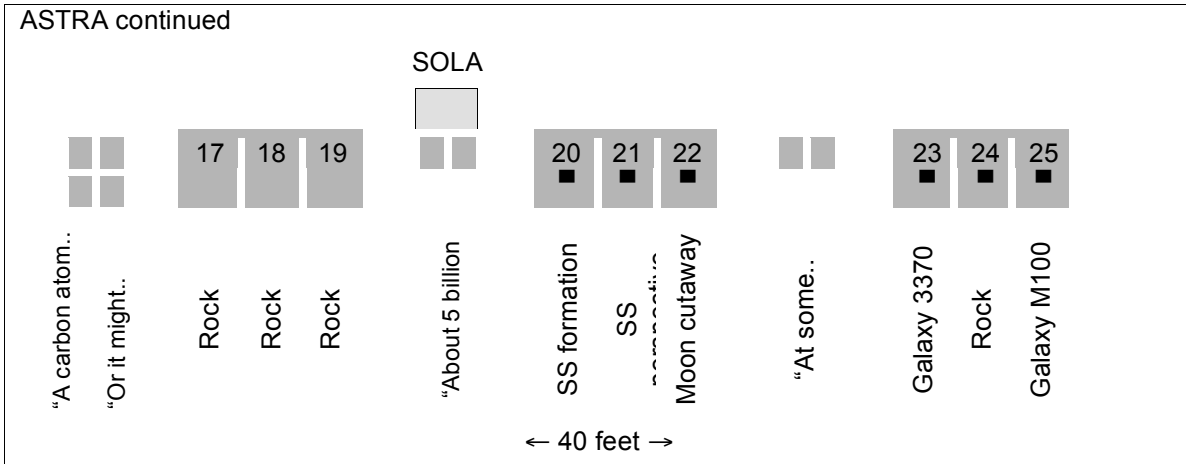


with “photographer” caption on the first picture.

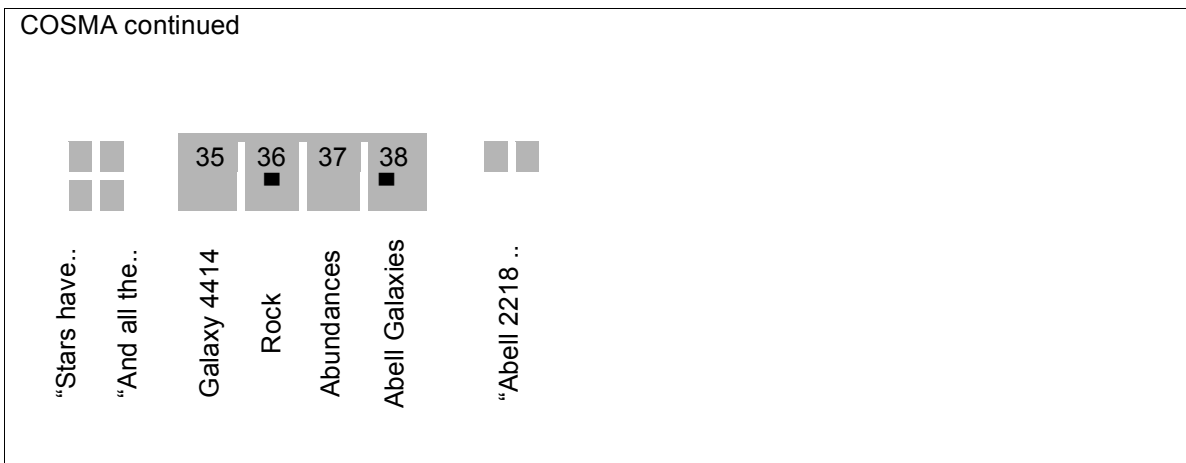
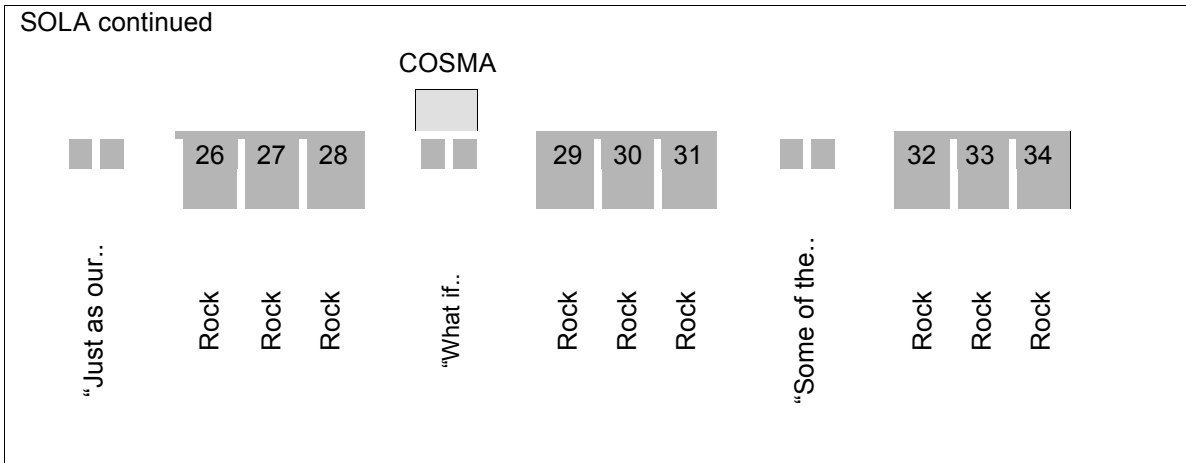
After PETRA is a natural point at which to have a blank space. Please allow a gap of at least 72” from the centre of the Hanging Texts in PETRA to the centre of the start of the ASTRA Text Panels.



SOLA

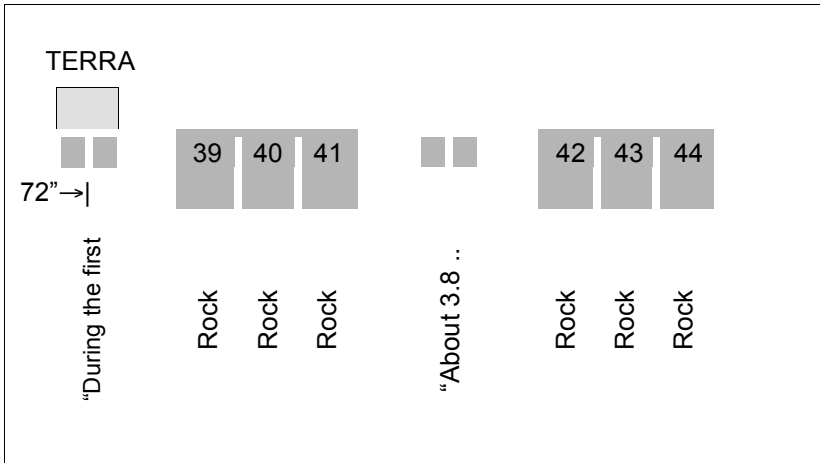


COSMA

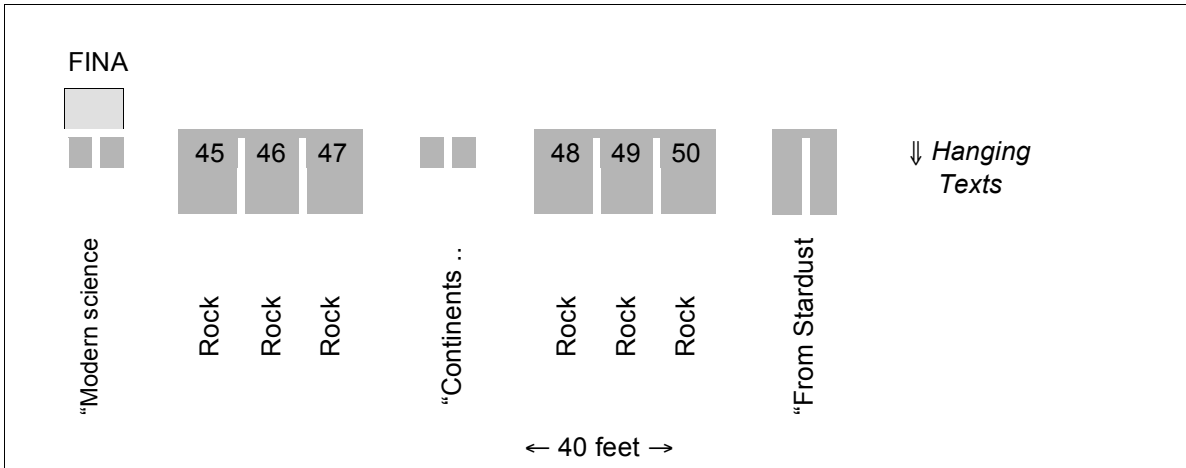


After COSMA is a natural point at which to have a blank space. Please allow a gap of at least 72" from the centre of the Abell Galaxies Text Panels to the centre of the start of the TERRA Text Panels.

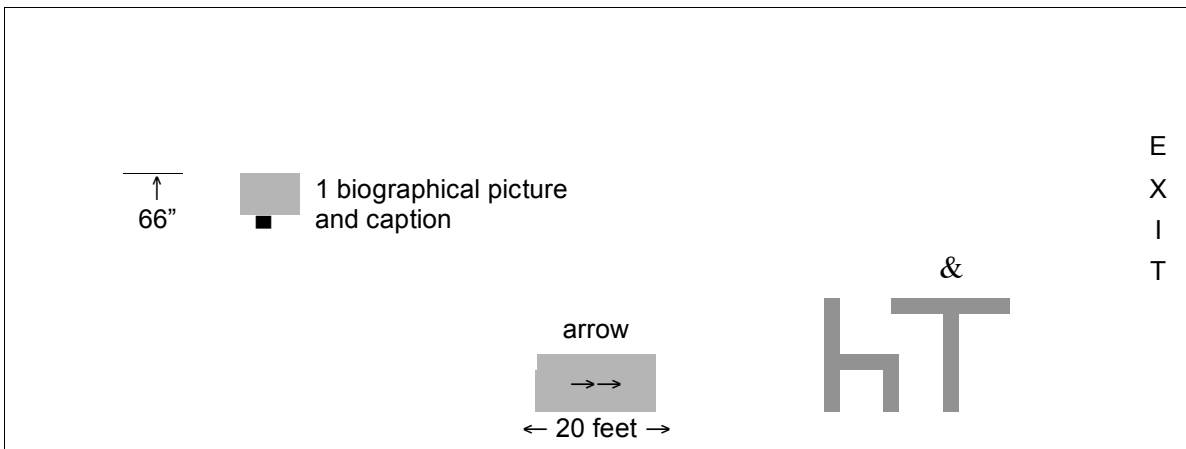
TERRA



FINA



Exit area inside



6. Take-down and return shipping

1. Lift off the picture frames, place them in the boxes and put a cardboard spacer between each picture.
2. Lift off all the panels, images and captions from the backpieces. Pry the staples off the backpieces with a sharp screwdriver.
3. Replace the backpieces on their frontpieces and store all pieces in their appropriate plastic bags and boxes.
4. Carefully go over all the exhibit walls to remove the picture hooks and blue putty, and erase any marks with a white eraser.
5. Pack all items in the shipping boxes, replace the top piece of foam and tape up the boxes with 2" tape.
6. Tape on the return shipping labels over the original destination labels and return boxes by courier.

TO: Astra Exhibits
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