

Exhibition Frame Set Up

Description of Frames

Figure 1 shows a general view of a frame. Each frame actually comprises two back to back half frames with their sides attached to each other by clamps, see Figure 2, towards the bottom and securing clips, see Figure 3 and Figure 6, at the top.



Lower Leg Clamp

Figure 2



Upper Side Securing Clip

Figure 3

Each half frame consists of two sides (legs), a bottom bar and a top bar. All are slotted to retain the Corflute exhibit support and Perspex protective sheet round all their four sides. Following recent restoration work, the bottom bar is secured to the sides with L brackets at each end thus preventing the exhibit area from dropping down. The top bar is secured to the sides by clamps at each end, see Figure 4. The jaws of the clamp are spread by turning the set screw clockwise. The shape of the jaws assists drawing the top bar and sides together. The set screw should not be removed unless the clamp is being replaced.



General View of Frame

Figure 1

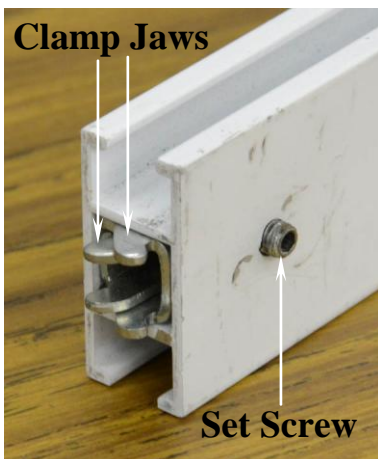
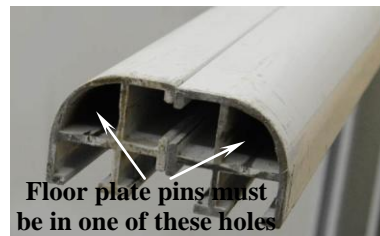


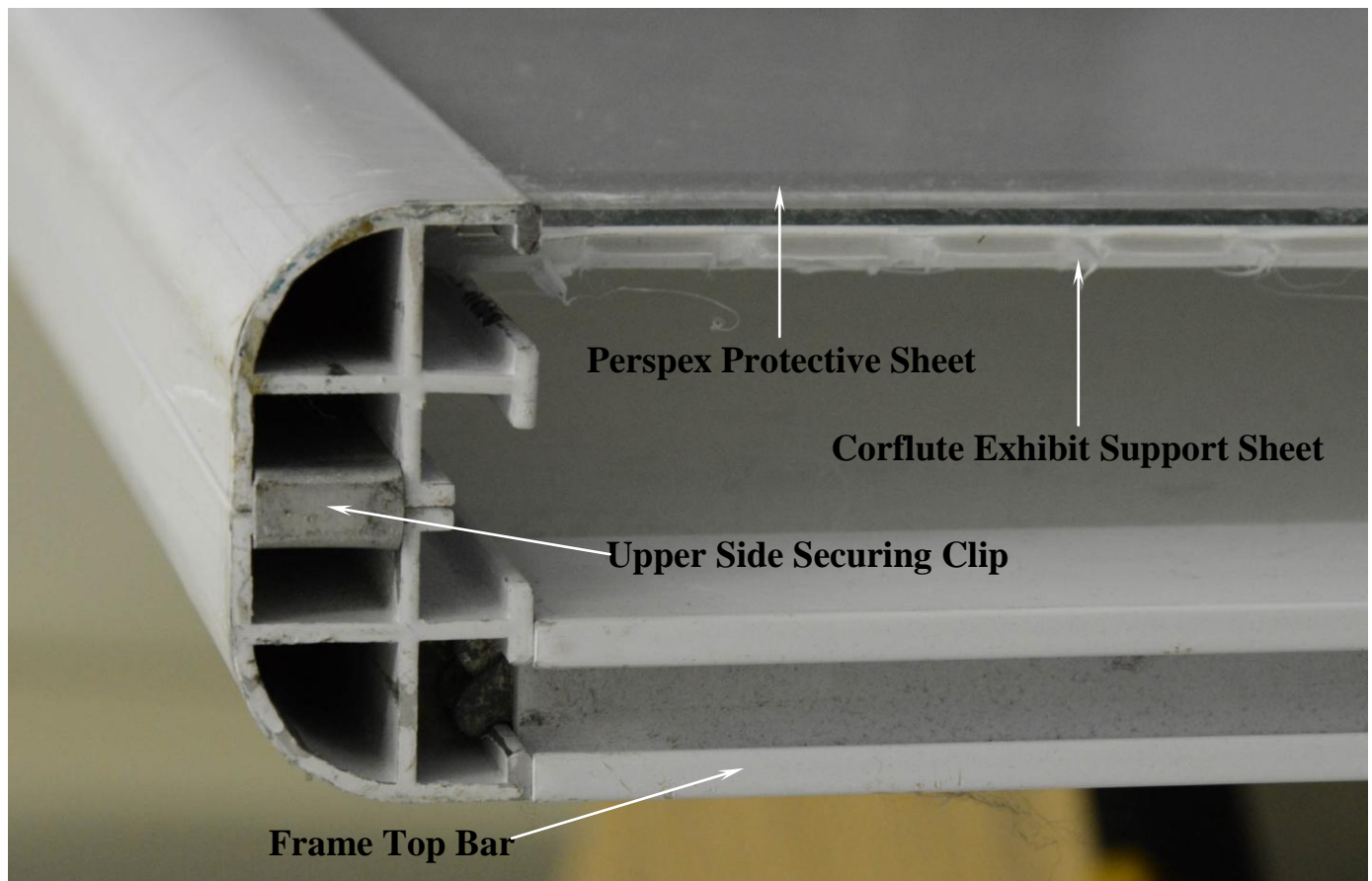
Figure 4



Bottom of Frame Leg

Figure 5

Figure 5 shows the bottom of a frame leg and indicates the holes to be used when installing frames on footplates.



Frame Top View With One Top Bar Removed

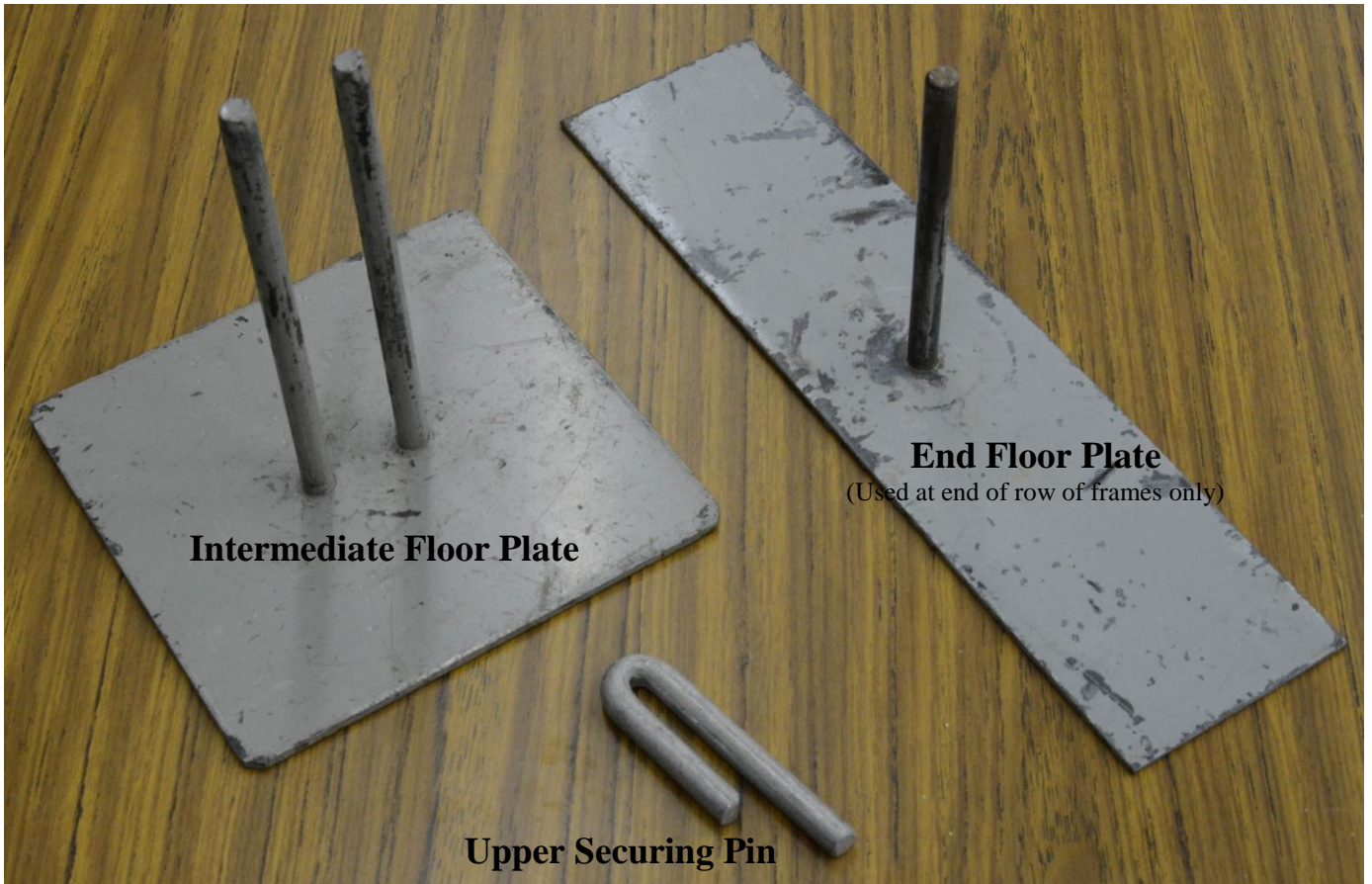
Figure 6

Details of the frame assembly viewed from above are shown in Figure 6. Note that the securing clip occupies the full width of the slot in which it is fitted. The integrity of the whole structure depends on the presence of both side clamps and securing clips and at least one of the top bars appropriately clamped.

Frame Installation

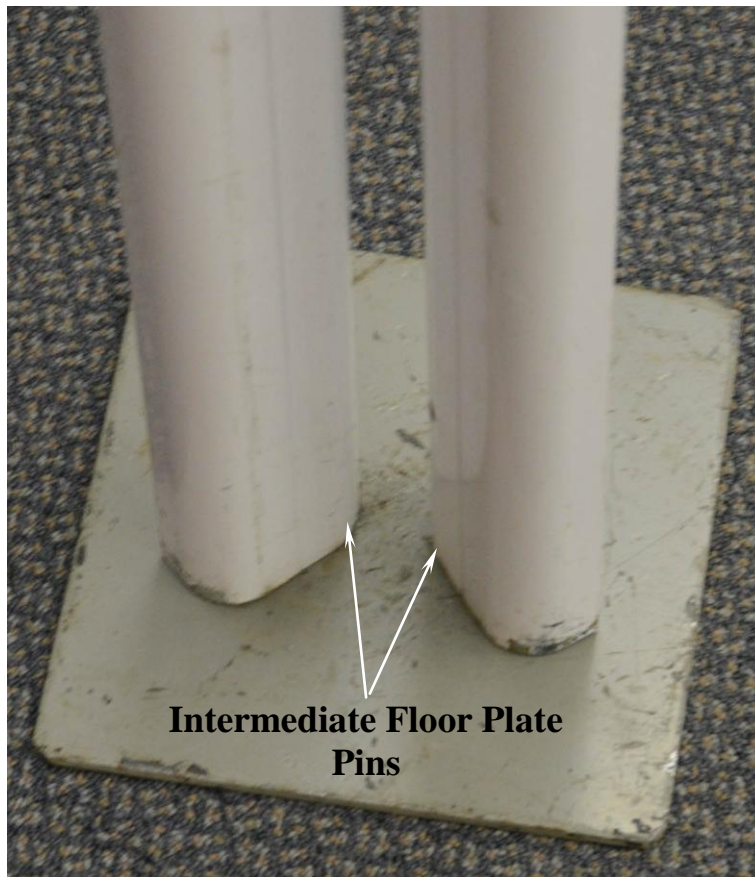
Prior to installing a frame check that its side clamps are present and secure and that the upper side clips are properly fitted. It is not uncommon for clamps to become loose and / or clips to fall out in transit. Consult the Frames Manager regarding any rectification action that may be required. If this is not done, difficulties can arise when mounting the exhibits due to partial collapse of the frame structure. The correct screwdriver for tightening the side clamps is a Phillips No. 2. The frames are light enough for one person to lift but due to their unwieldy nature a two-person lift with a third person manipulating the floor plates is recommended.

The hardware required for frame installation is shown in Figure 7. The single pin floor plate must only be used at the ends of a line of frames. Place appropriate floor plates and install each frame using Figure 5 and Figure 8 as a guide. If the correct holes in the bottom of the legs are not used, it may be impossible to appropriately angle adjacent frames relative to each other or it may be difficult to install the upper securing pin. Adjacent frames should be set at 90° and installed in a **zigzag** fashion. As installation of a row of frames progresses upper securing pins should be fitted as shown in Figure 9 to ensure stability. Straight line rows should never be used. There has been an instance where a row of frames fell over. Fortunately no one was injured.



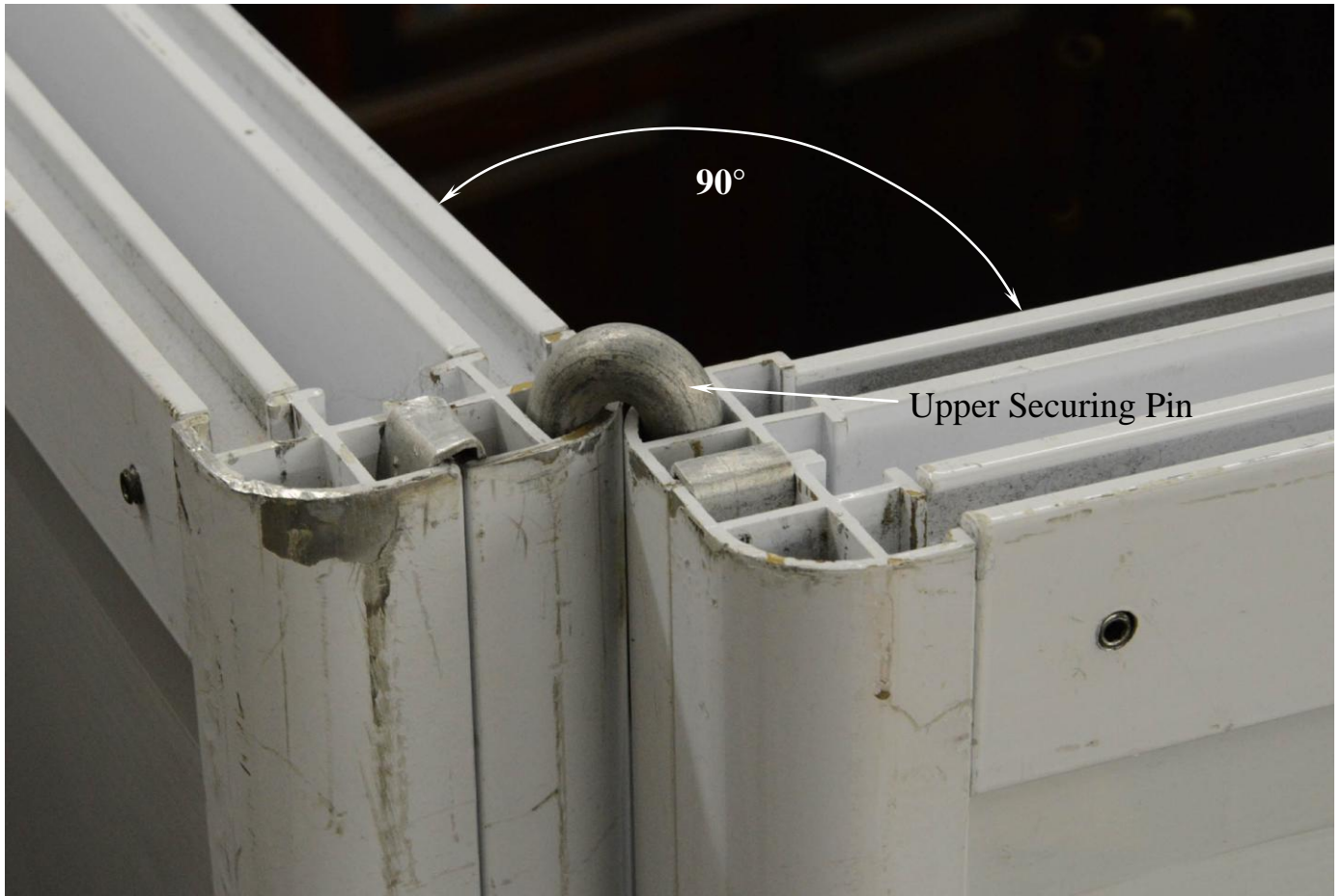
Frame Installation Hardware

Figure 7



Bottom Junction Between Frames

Figure 8



Top Junction Between Frames

Figure 9

Mounting Exhibits

Obtain an exhibit from the Bin Room Manager.

Before unclamping the top bar ensure that no one is working on the other side of the frame. Reach over to the top bar of the frame behind and try to rock it about its horizontal axis. The top bar should be present and there should be no movement. The Bin Room Manager will generally ensure that exhibits are released for mounting in such a way that work on both sides of a frame is not required but mistakes can be made. Further, top bars may not have been properly clamped at the strip down of a previous exhibition.

Unclamp the top bar by rotating the set screws anticlockwise using a 3mm Allen driver and lift it clear. It may be necessary to rock the bar about its horizontal axis to disengage the clamps. Do not remove the set screws.

Remove the Perspex protective sheet by lifting it until its bottom edge is clear of the bottom frame bar, then gently bow it outwards in the middle until one side is free. Lift the sheet clear and place to one side.

Provided that the exhibit is mounted on APF supplied sheets 283mm high (various widths) in 285mm high top opening protectors (or equivalents), mounting the exhibit should present few problems. Refer to Figure 10. Taking care not to catch the open end of the sheet protector, place one edge of the exhibit sheet in its appropriate plastic strip. Gently bow the middle of page outwards and fit the other edge in its strip. Repeat until the

frame is filled. Note that exhibitors are expected to number the backs of the sheets to indicate their correct relative positions.

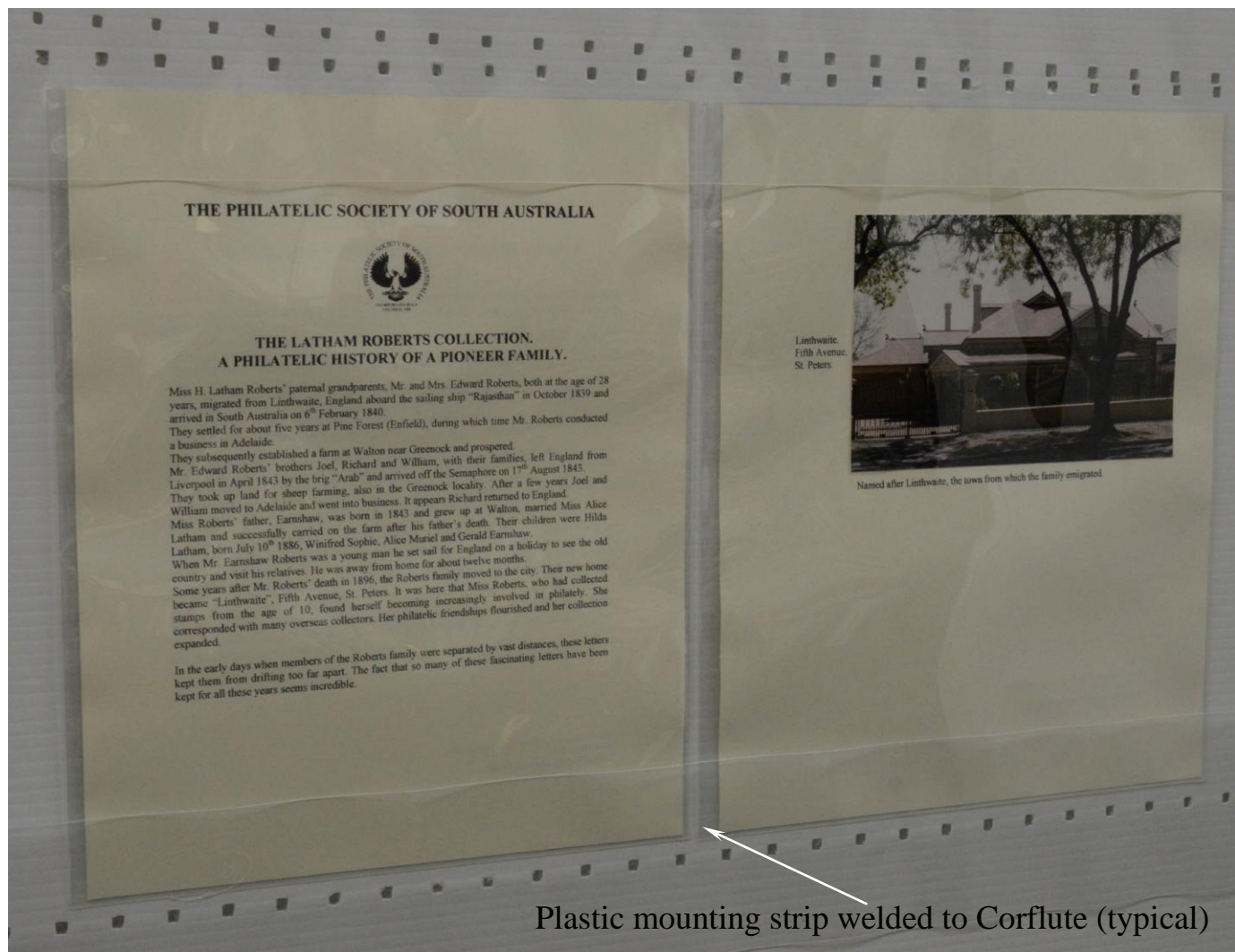


Figure 10

Place one side of the Perspex protective sheet in its appropriate slot. Gently bow the middle of the sheet outwards until the other side can be eased into its slot. Taking care not to crush the plastic strips on the Corflute, guide the bottom edge into the slot in the bottom bar.

Install the top bar and secure by turning the set screws clockwise. It may be necessary to close the clamp jaws with the fingers to allow the top bar to drop into position. It may also be necessary to guide the Corflute and Perspex sheet into the slot in the top bar by pressing with the fingers at the front and / or the back. **CAUTION** - Corflute edges are sharp.

Repeat above steps until the complete exhibit has been mounted, then return the containing envelopes / boxes to the Bin Room Manager.

When the exhibit sheets are too tall to fit between the plastic strips place their bottom edges in the strips. If the sheets are very flexible, they will fall forward. When this happens it will be necessary to mount them one row at a time from the top of the frame and slide the Perspex sheet down as they are mounted. To do this successfully without damaging the Perspex one person on each side will be needed to lower it in a controlled manner while a third mounts the exhibit pages. Take care not to crush the plastic strips.

De-mounting Exhibits

Obtain the envelopes / boxes for an exhibit from the Bin Room Manager.

Check that no one is working on the other side of the relevant frame, remove the top bar and Perspex protective sheet as described in the previous section.

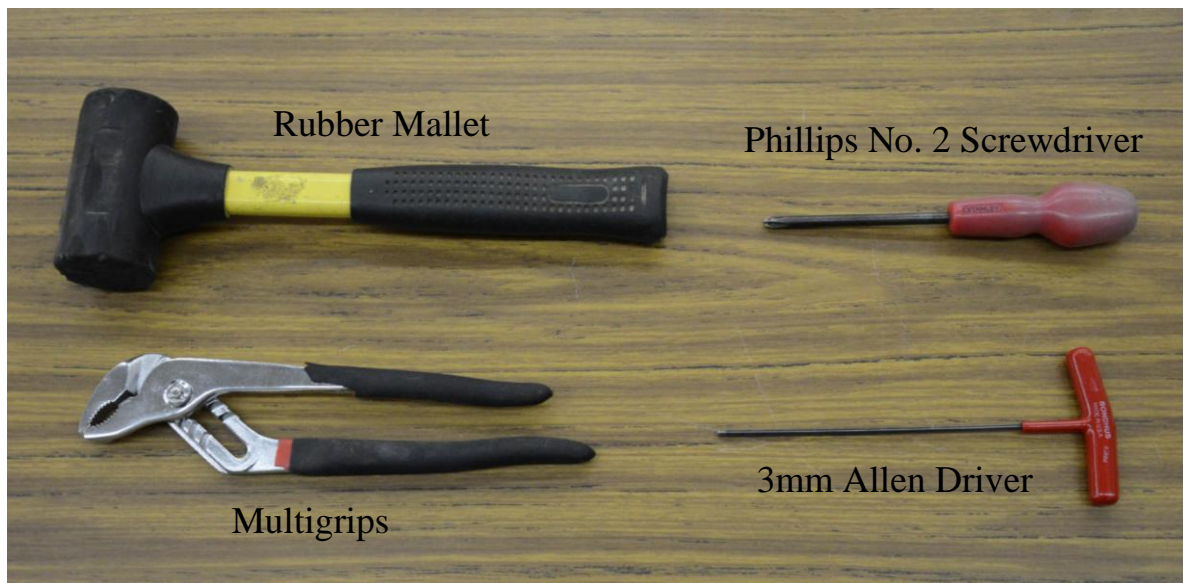
Remove the exhibit pages by gently bowing them outwards in the middle and pulling them forwards. Return the pages to their appropriate envelopes / boxes. As a courtesy to the exhibitor return the pages in the correct order.

Replace the Perspex protective sheet and top bar as described in the previous section making sure that top bar is securely clamped. Repeat until the complete exhibit has been de-mounted then return it to the Bin Room Manager.

Uninstalling Frames

Starting at the end of a row of frames, remove the upper securing pin and lift the frame off the floor plates. Holding the foot plates down by standing on them and rotating the frame may be necessary. Alternatively, a rubber mallet may be used. Stack the frames upright against a wall with alternate frames fitted with a protective 'sock', ready for packing and transport. Place foot plates and upper securing pins in crates supplied for the purpose.

Tools



1. 3mm Allen driver for clamping / unclamping top bars of frames.
2. Phillips No. 2 screwdriver for securing lower leg clamps.
3. Rubber mallet to assist with separation of foot plates from frames or re-aligning frame halves.
4. Multigrips to straighten dented frame webs.

These tools can be borrowed from the Frames Manager but must be returned.

General

Wearing of safety shoes by personnel installing and uninstalling frames is strongly recommended.

To minimise damage to floors, particularly wooden ones, materials should be moved on wheeled trolleys or carried, not dragged.