



Exhibit Setup Instructions



Space Requirements

The banners are designed for interior locations only. You'll need a minimum of 15 linear feet of unobstructed floor space and a minimum 8 feet ceiling height.

Setup and Installation

The exhibit will arrive in a rolling travel case. Please note that the latches on the case fit very tightly and may need additional force to open and close.

Each of the five retractable banners are stored in their own fabric zipper bag and consist of two components: the base stand with retractable banner, and a pole mechanism.

Upon receipt, **please complete the online receipt confirmation/condition form at <https://forms.cloud.microsoft/r/ESiaSZUiwU>.**

Please take photos of any damage and report immediately to the State Library.

Assembly Instructions

- Each banner requires approximately 3 feet of floor space
- Banners are retractable and self-contained in base stands
- Pull banner up gently and secure with pole mechanism. The tab at the end of the pole fits into the slot at the top of the extended banner. **DO NOT OVEREXTEND**, as the banner will separate from its base stand and be unusable.
- Ensure stands are stable and positioned on level flooring
- Do not force any mechanisms; contact State Library if issues arise
- Setup demonstration video: <https://www.youtube.com/watch?v=Tp1c92xrIZg>
- Please arrange the five banners left to right in chronological order

Twenty (20) centennial anniversary booklets for visitors will also be provided to accompany the exhibit. These may be shipped to you and arrive separately from the exhibit banners.

After Displaying

Packing for Return

- Retract each banner carefully into its stand
- Return each banner to its zippered bag and all banners to shipping case in original configuration
- Include all components: banners, poles, these instructions, any unused promotional materials
- Seal case securely. Please note that the latches on the case fit very tightly and may need additional force to open and close.

Transportation/Shipping Responsibilities

- Host library arranges pickup or drop-off to next host library, or returns exhibit to State Library if directed
- Please notify the State Library when the exhibit has been delivered to the next host library
- Should the transportation of exhibit to the next host library not be feasible, please contact the State Library for coordination assistance or shipping information

Feedback form

- **Please complete the online post-exhibit feedback form at <https://forms.cloud.microsoft/r/JeuaBxhA69>**

THANK YOU for hosting the State Library's Centennial Exhibit!

Contact Information

State Library

Amanda Strong | 225-342-4931 | astrong@library.la.gov

Mailing Address

State Library of Louisiana, 701 N. 4th Street, Baton Rouge, LA 70802