



Chesapeake Bay Gateways Network Exhibit

Installation and Maintenance Guide

Exterior and Portable Units





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1.Unpacking your Exhibit

Step 1. Without destroying the packing material, carefully check to determine if you have the panel you ordered. If not, contact smeehan@chesapeakebay.net.

Step 2. Determine if you have all the proper materials.

You should have:

Exterior exhibits A-B-C

Exhibit Panel and frame

Hardware to attach legs to frame (Hardware is often packed with the panel & frame)

2 support legs

Map and Guide distribution device and hardware to attach

Portable Exhibits A-B-C

Exhibit panel and frame

Hardware to attach Legs to Frame (hardware is often packed with the panel & frame)

2 support legs

Map and Guide distribution device and hardware to attach

Base plate

Hardware (bolts) to attach frame to base. (bolts are located in the base plate)



2.Exhibit Assembly

Exterior exhibits A-B-C and Portable frame to leg assembly

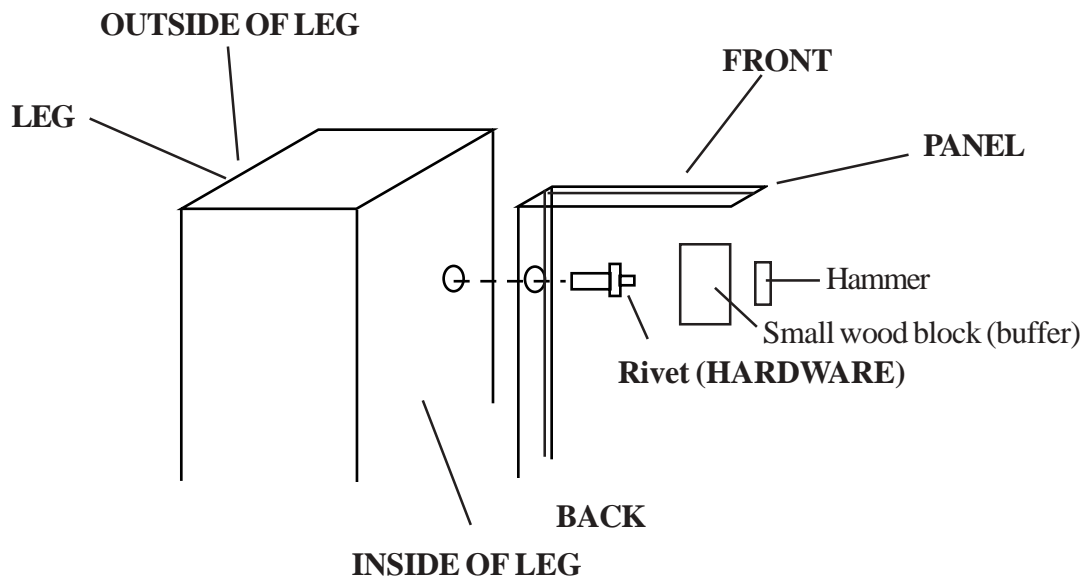
Exhibit Panel, frame, (2) support legs, hardware, leaflet distribution devise, hardware

Tools you will need: Hammer and a small wood block.

To attach frame to legs:

- 1) Remove hardware from packaging.
- 2) Line up legs to holes on the side of the frame. (On the inside of each leg there are two off center holes; match the front of the panel to leg holes nearest to the edge of the leg -- see illustration below.)
- 3) Attach frame to legs by carefully tapping the extended head of the rivet through the frame and into the leg hole. It is best to use a soft buffer between the hammer and the metal rivet, such as a block of wood.
- 4) Assure that appropriate weep holes (to allow water to drain from frame) are on the bottom.

Off center hole (where the hole is closer to the edge) indicates the front of the unit, panel should be facing this way!



Above illustration shows the assembly of the rivet to the leg.
This will have to be done both top and bottom on both sides.



.....Exhibit Assembly

Continued.

Installing the Map and Guide distribution device:

The Map and Guide distribution device is designed to be installed on the front of the exhibit unit. Line up the top to the unit hole to the hole closest to the panel and fasten using provided hardware.

Assure that the top of the device opens fully from the front to the back.

Attaching to a portable base:

Attach panel to legs as described: Carefully remove the hardware from the base. Hardware was shipped in place. Carefully seat the unit onto the brackets. Line up holes and reattach hardware and tighten. Do not overtighten bolts.

If you have a portable exhibit unit you are finished. Skip the following.

Installing permanent upright exhibit units.

- A) Drive stakes to mark locations for legs and dig two approximately 36-inch-deep holes for upright panels; pour 6 inches of gravel into the holes.
- B) Mask legs with plastic to protect them from cement spatters; set exhibit, making sure it is level and the proper height from the surface of the ground; brace exhibit with C-clamps and 2x4s to make sure that it remains plumb; double check all measurements.
- C) Mix and shovel wet cement in holes to within two inches of the surface; agitate with a stick to remove air pockets. Pour entire mounting pad if your site design calls for it.
- D) Let cement set for 24 hours, remove plastic and braces, cover cement with dirt if there is no surrounding pad.



3.Locating Your Exhibit

The Standardized CBGN Exhibits were designed to:

1. Identify your site as a participating member of the Gateways Network. (This does not replace the network identification sign but augments it.)
2. Provide a method of distribution for the Network Map and Guide
3. Motivate people to experience and explore your site, and other sites within the Network.
4. Introduce visitors to the Chesapeake Bay Gateways Network and how it is their way to make personal connections with the Chesapeake Bay and its resources.

You need to:

1. **Choose a clear, accessible and highly visible location, ideally at or near the visitor reception area. When siting the exhibit remember that the Map & Guides will have to be regularly restocked.**
2. **Install the exhibit unit.**
3. **Ensure exhibit is available during open hours; regularly restock map/guides.**



4.Exhibit Maintenance

Before installation: Read installation and maintenance guide:

Pannier suggests panels remain in original crates until ready for installation. As with any flat product, striking unprotected edges against sharp surfaces or permitting tools or building materials to fall on them can cause indentations or chips. Once framed or surface mounted there is little need for concern.

Cleaning and Maintenance:

Pannier Waysides are very durable and require little maintenance. Periodic cleaning and removal of debris and graffiti ensures a good appearance and extended use. Most commercial cleaners and many powerful solvents may be used to clean fiberglass. However, Pannier recommends beginning with the safest and most environmentally friendly cleaners before increasing solvent strength or use. Many household cleaners can be used safely on the panels; however, some may affect aluminum frames. Read directions carefully.

1. Wash the panel, frame and base with mild liquid detergent, such as Original Green Palmolive, to remove dirt, debris and to reveal any damage. Rinse thoroughly. Detergent additives such as fragrances, aloe, anti-bacterials etc. provide no cleaning benefit and increase cost.
2. If still soiled, spray liberally with a biodegradable Green Cleaning Solution such as ZEP Green All-purpose Cleaner. Work across the panel and under the frame channels with a sponge. Rinse with water.
3. Remove any remaining stains, stickers or graffiti using the specific procedures listed below. For difficult or unusual problems call Pannier at 800-544-8428.
4. For luster and extra protection apply 3M Marine Ultra Performance Paste Wax 09030. It is recommended that wax be applied at least once a year.



.....**Exhibit Maintenance**

Continued.

Tree Sap, Bird Droppings:

Follow Steps 1 and 2 using warm water if possible. Stains can be removed with 3M Marine Fiberglass Restorer and Wax 09005.

Permanent Markers, Shoe Dye:

Follow steps 1 and 2. Then apply Graffiti Buster 11 by BioChem systems with a clean sponge. Wash again and rinse. Most markers and graffiti will be easily removed. More powerful solvents may be safely used on fiberglass but are not recommended due to their environmental hazards. Call Pannier for a list of suitable solvents.

Paint:

Follow steps 1 and 2. Make sure area is well ventilated. Apply GRAFF-OFF Graffiti Paint Stripper to a cloth and apply by hand, rinse with water. If paint remains spray the surface and let soak for a few minutes. Rub with cloth. Rinse. Prolonged use may shorten the life of the panel. HYDRA TONE Chemicals (859-342-5553).

Stickers:

Follow steps 1 and 2. Soak stickers with Super Orange by Direct Chem. Let stand for a few minutes. Stickers may be peeled or pushed off with a dull scraper or plastic putty knife. Rinse. Direct Chem by Zircon Industries (800-547-4328).