

C&L Show Setup Instructions

Supply List:

- Panels (Figure 1:1) - upper and lower as described below
- Joint pins (Figure 1:2)
- Leather connector (Figure 1:3) - the connectors have holes on each side
- Velcro straps (Figure 1:4) - these have holes on one end and are used to connect two panels together. They are reinforced with the straight and corner bars noted below
- Saddle brace (Figure 1:5)- used to add strength to the area where two panels are connected together
- Corner brace (Figure 1:6) - used to add strength to the area where two panels come together to form a corner
- Longer connector bars (Figure 1:7)
- Velcro hooks (Figure 1:8) for hanging art
- Lights (they clip onto the tops of the panels - place intermittently)
- Extension cords
- Power strips
- Pedestal bottoms (Figure 1:9) - the bottoms are made of cardboard that is painted white. When open they form the sides of a box. They are needed only if 3d art will be displayed.
- Styrofoam squares for inside the pedestals, needed only if 3d art will be displayed
- Pedestal tops (Figure 1:9) - they are square with decorative, bevel edges and have styrofoam attached to the bottom, needed only if 3d art will be displayed)

Setup Instructions

- Before you begin, **gather the supplies** (please see list above), and organize into groupings for easy access (for example place leather connectors together in one pile, velcro straps together in another pile, and so on). Everyone can assist with this part.
- **Note on separating the panels** into stacks (it's helpful to organize into three stacks as follows):
 - *Matching top panels* - panels with pieces at the bottom of the panels that fit into the holes of the base panels.
 - *Matching base panels* - panels with knobs at the bottom for adjusting to make panels level. They also have velcro to attach the bottom of one panel to the another, and holes at the top that the top panels fit into. Note: It's very important not to remove the knobs as it's very difficult to put them back on. It may be tempting to do this to move or add bottom velcro pieces, but it's too problematic.
 - *Remaining panels*: Set aside off-sized or darker gray panels that don't match the majority of the others

- *Note:* some of the panels are color coded to identify sets as panels have been donated or bought at different times. When possible, match a panel to a corresponding panel.
- **Begin assembling the panels:**
 - *Note:* at least one artist who is very familiar with the panel construction should be present to help direct the setup.
 - 2 volunteers help place two panels (Figure 1:1) together and hold them steady while a third volunteer attaches the velcro at the bottom and adjusts the feet if necessary to ensure that the panels are level.
 - Once the bottom is secure and level, joint pins (Figure 1:2) are inserted into the two holes at the top of the panel that are closest to each other, and a leather connector (Figure 1:3) is then slid onto the pins to hold the panels together.
 - This connection is reinforced with a velcro strap (Figure 1:4) that slides onto one of the pins that was inserted in one of the panels. The velcro then wraps around the pins at the top of the two panels that are being connected and is secured to itself.
 - Finally, a saddle brace or corner brace (Figure 1:5 or 1:6 - see below on how to select between the bars) is put over the leather strap and velcro to reinforce the connection at the top.
 - Use a saddle brace (Figure 1:5) for the panels that will sit side-by-side and a corner brace (Figure 1:6) for two panels that will form a corner.
 - This process becomes a dance with additional volunteers assisting. The two main volunteers who are holding panels are usually able to also help place the leather straps, velcro and connectors with 2-3 floating volunteers assisting by handing them the equipment. However, it's helpful to have the floaters also place equipment to help keep things flowing.
 - The floaters should all help ensure that the panels are facing the same way before they are connected (All seams and tags should be in the same direction - preferably toward the back. When possible, there should be no seams or tags on the side where the art will be hung).
 - Once the panels are in place, use the longer connector bars (Figure 1:7) to provide additional support between the two sides of the structure when a corner is created. Attach one end of each bar to a joint pin on a panel on one side of the corner section and the other end to a joint pin on a panel on the opposite side of the corner section. The holes at each end of the connector bar should slide securely onto the pins at the top of the panels.
 - Do not attach the connector bar to panel pins that are too far apart. Extending the bar too far may cause it to separate at the center.
 - After the bar is positioned, tighten the knob in the center until it is secure, being careful not to overtighten it. These connector bars stabilize the structure and help prevent the panels from tipping forward.

- **Hang the artwork:**

- *Note:* the artwork should be hung before the lighting is put in place.
- An artist who is experienced in hanging a show should be in charge of determining where the art is placed. This is the Show Hanging Chairperson. 2-3 additional volunteers are needed to assist with putting the artwork in place.
- Generally the artwork is stacked around the show area for the Show Hanging Chairperson to see all the artwork clearly.
- The Show Hanging Chairperson determines the focal point for every area of the display, and then decides where the supporting artwork will be placed.
- The assisting volunteers will use the velcro hooks (Figure 1:8) to help hang the artwork on the panels as directed.
- The hook should always be in the bottom position. When the hook is in any other quadrant, it is in position to peel from the top down and may result in damaged artwork. *Note:* More than one hook (2-3) may be used to distribute the weight for heavier artwork.
- When hanging, volunteers should try to keep the space between the artwork consistent and to center the artwork when they are placed in a row unless directed by the Show Hanging Chairperson to do otherwise.
- Once the artwork is hung, the volunteers and the participating artists should work together to place the labels next to the artwork.
- *About the labels:*
 - The artists should all use the Color & Light labels (one member is usually assigned the role of bringing the labels to the show).
 - The same color ink should be used to keep the look consistent.
 - Each artist should label their artwork. *Note:* it is up to the Show Chairperson to decide if they prefer to assign one volunteer to write out all the labels for a consistent look, but this isn't customary due to how time-consuming this would be.
 - The labels should be placed at the lower right of the artwork with the bottom edge lining up with the bottom of the painting.
 - For 3d artwork, the labels should be placed toward the lower right or in front of the art piece.
 - The rough side of velcro tabs work best to stick the labels to the panels. The best option is to use a length of the rough side of velcro and cut off sections (there is a lot of waste with the pre-packaged velcro tabs as the smooth side won't stick to the panels).

- **Assembling the Pedestals for 3d artwork:**

- Gather the pedestal supplies (Figure 1:9): the cardboard bottoms (they are painted white on the outside), the square styrofoam inserts and the pedestal tops
- Begin by opening a cardboard bottom and sliding a styrofoam square inside. You may want to insert 2 to help make the base more secure.
- Insert the top (styrofoam down) into the base until secure.

- Put the pedestals in place
- Note about placement: It's usually best to place the pedestals between panels to create different levels. If the space is limited, place them side-by-side, but if there is ample space, consider off-setting the pedestals by placing a smaller one in front of a larger one for an eye-pleasing arrangement.
- **Install the Lighting:**
 - Clip the lights to the tops of the panels (angle them to best highlight the artwork), with the cords positioned behind the panels.
 - Use the long extension cords to connect the lights along the back of each row of panels. Plug the extension cords into a surge protector, then plug the surge protector into a wall outlet. Use the surge protector's power switch to turn the lights on and off for the show so that each row of panels can be controlled with a single switch.
 - Longer extension cords are available when the lights are located farther from the surge protector. Extension cords may be connected to one another as needed until they reach the surge protector.
 - Arrange the display so that as few extension cords as possible are needed. This will help keep the setup neat and reduce potential tripping hazards.

HAVE A GREAT SHOW!

Equipment Images



Figure: 1:1, Panels



Figure: 1:2, Joint Pins



Figure: 1:3, Leather Connector



Figure: 1:4, Velcro Strap



Figure: 1:5, Saddle Brace



Figure: 1:6, Corner Brace



Figure: 1:7, Long Connector Bar



Figure: 1:8, Velcro Hook



Figure: 1:9, Pedestal
(top & bottom, styrofoam
insert not shown)