

CONGO/ WOMEN

**PORTRAITS OF WAR:
THE DEMOCRATIC
REPUBLIC OF CONGO**

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Installation Manual

Congo/Women is produced by:

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FOR THE STUDY OF
**GENDER
& MEMOIR**
IN THE ARTS
AND MEDIA
Columbia 

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Please Note: Materials are delicate and must be handled with care –white gloves must be worn at all times when touching the fabric panels.

All materials in the exhibit must be returned in the same condition as they were received.

If any materials are damaged while hosting the exhibit please log in checklist booklet.

Please read manual before installation and review checklist

MATERIALS

Materials listed below are found in crate on arrival.

***Indicates outside materials needed by hosting party.**

- 30 Black and white photographs (stored in two boxes)
- 6 Large color photographs (stored in 3 zipped bags)
- 30 Captions (stored in small box)
- CD/Audio (to be played throughout exhibition or at special events)
- 6 Metal frames (stored in 6 plastic bags, lettered accordingly)
- 115+ screws
- Allen wrench (stored in bag containing screws)
- Wall/Frame/Hanging hooks
- Tarps/crate paper
- Gloves
- Foam Tape/ Packaging Tape
- Level
- Measuring Tape
- Scissors
- Hammer
- Pamphlets/Postcards/Information Printouts PDF
- Address/Sign in Guest Book
- Installation Manual and Checklist
- * 2 Ladders **IT IS IMPORTANT THAT THESE ARE SAFE AND STURDY LADDERS**
- * Desk or Information area

Please Allow At least One Day for Set Up and One Day for Take Down

Please fill out Checklist before Installation and Before Returning

INSTALLATION OF 6 METAL FRAMES

***Requires 2 people, 2 ladders, an open space for building**

Materials Needed: 6 metal frames, screws, Alan wrench

Step 1: Unload 6 bags of metal frames

Step 2: Unpack one bag at a time

- Keep all materials in the correctly numbered or lettered bags

Step 3: Lay all metal posts out (double check to make sure all posts have same lettering)

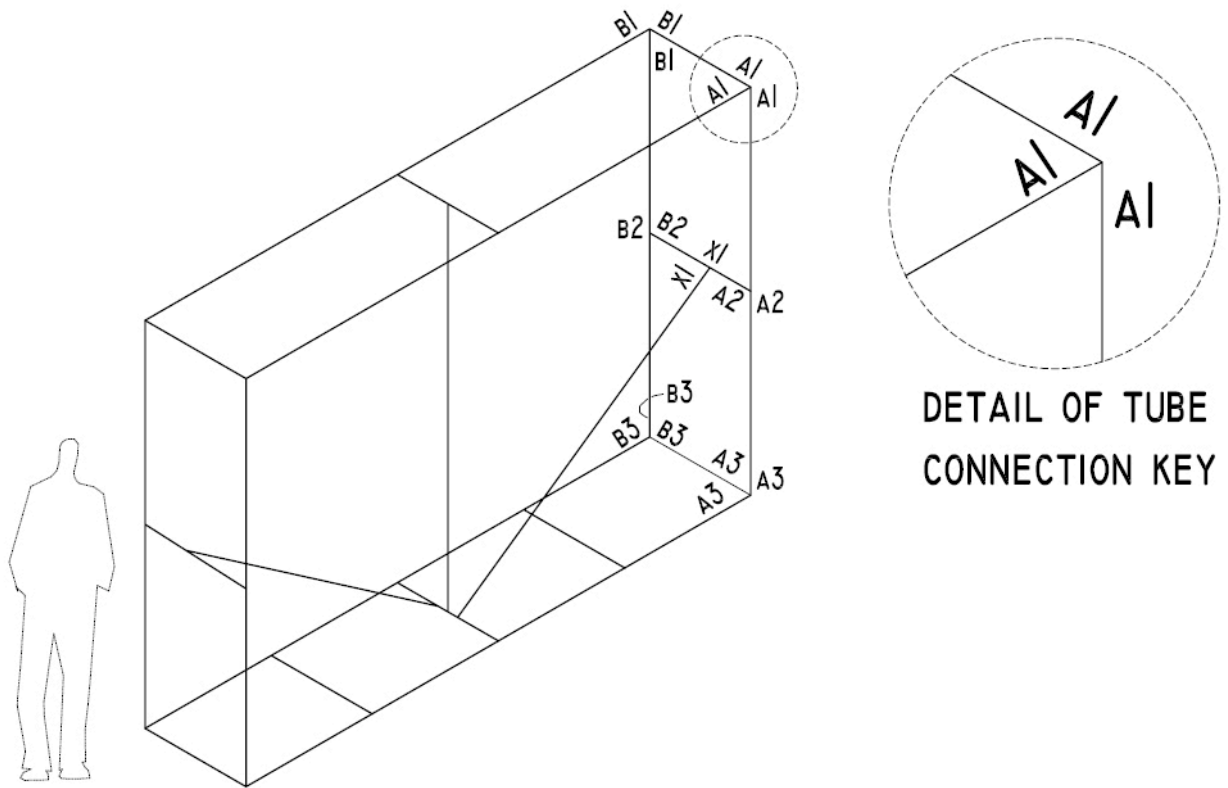
Step 4: Begin attaching lettered and numbered metal post to its corresponding lettered and numbered post.

*Example: A1 attaches to A1

Step 5: Insert Screw into marked opening and securely tighten with allen wrench

- Make Sure Screw head on outside frame is sitting in grooved opening. This will prevent damage to the printed fabric

Step 6: After completing first frame continue on until all six are complete



TYPICAL TUBE BOX FRAME FOR COLOR IMAGES

INSTALLATION OF 6 COLORED PHOTOGRAPHS

Materials Needed: 2 ladders (one on each side of assembled metal frame), gloves, tarp, 6 colored photographs

2 people required

Once all 6 frames are assembled, unload 3 bags of Color Prints

Please Handle with Care

Step 1: Place down tarp or crate paper

Step 2: Remove one Print at a time from the numbered bag (best to start in numerical order) *Gloves must be worn when handling prints

Step 3: Place colored print on tarp and carefully unfold

Step 4: Once unfolded, one person on each end climb ladder

Step 5: Slip print over steel frame, slowly, until entire frame is covered

Step 6: Turn frame on side (on tarp) to zip the bottom of print

Step 7: Adjust cloth print until level on all sides

Step 8: Continue process until all 6 are complete

INSTALLATION OF BLACK AND WHITE PHOTOGRAPHS

Materials Needed: 30 Black and White photos (stored in 2 boxes), gloves, tarp or crate paper, level, wall/frame hanging hooks, hammer, measuring tape

*Gloves must be worn when handling Photographs

Each Photograph is numbered on back which corresponds to the bag arrived in and to the caption it is matched with

Step 1: Unload 30 prints (each print is stored in numbered bag)

*Number on bag corresponds with placement in exhibit and caption, # 1 is the first photograph in exhibit continues on through #30

Step 2: Place bags in numerical order as it will be seen in exhibit

Step 3: Retrieve each photograph from bag and place on tarp/crate paper

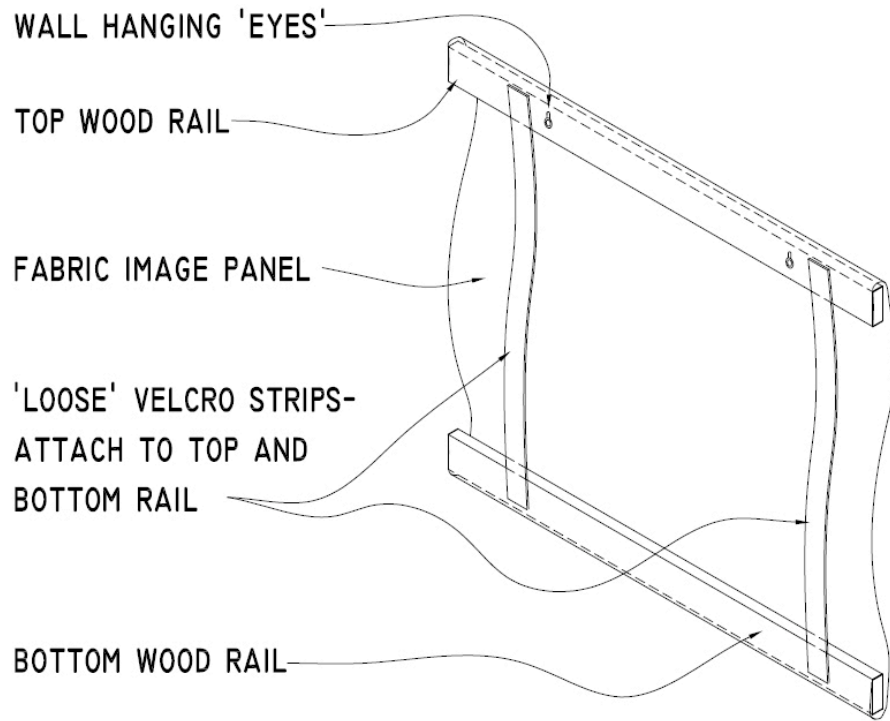
Step 4: Each photograph is wrapped with 2 pieces of foam sheet protection, place foam sheet back into bag when not in use

Step 5: Once all photographs are laid out in order measure, level and hang print

- If not hanging by Velcro, secure Velcro straps vertically from top to bottom on the back of the wooden frame

Step 6: Continue until all 30 prints are in correct order





TYPICAL B&W IMAGE PANEL FROM BACK SIDE

INSTALLATION OF CAPTIONS

Materials Needed: 30 Captions, gloves, foam tape, level, scissors, measuring tape

Step 1: Unpack captions

Step 2: Match number located on back side of caption to corresponding number located on the back of print

Step 3: On the back of each caption measure and cut one horizontal piece of foam tape

Step 4: Level caption and adhere to wall

Step 5: For best results level each caption at an equal distance from photograph

Step 6: Continue until all photographs have a matching caption

*All photographs and corresponding captions are located in manual if there are any questions

Please do not touch art work signs, can be placed in areas around photographs in view of audience

TAKE DOWN PROCEDURES

Colored Photography

Materials needed: 2 ladders, gloves, tarp/crate paper, bags received in

***Gloves must be worn when handling photographs**

Step 1: Have tarp/crate paper in place to begin

Step 2: Unzip bottom of print

Step 3: With a person on each side slowly slip cover over frame

Step 4: Place cloth photograph on tarp/crate paper and begin folding

Step 5: Fold into thirds

Step 6: Place in plastic bag and return to corresponding numbered outer bag

Step 7: Continue until all 6 prints are packed in correct bags

Disassembling Metal Frames

Materials Needed: 6 plastic bags received in, Alan wrench, storage bag for screws

Step 1: Place frame on side and begin unscrewing all screws

Step 2: Return all screws and Alan wrench to bag received in

Step 3: Place all metal posts in bag matching the letter on frame

Step 4: Continue process for each frame until complete

Black and White Photographs

Materials Needed: Gloves, bags received in, 2 foam sheets per bag, tarp/crate paper, bag for hooks

***Gloves must be worn when handling photography**

Step 1: Place photograph on tarp/crate paper

Step 2: Unlatch Velcro straps on back on frame

Step 3: With the photograph facing up place large foam sheet over the print

Step 4: Grip wooden base of photograph and roll up inward over foam sheet

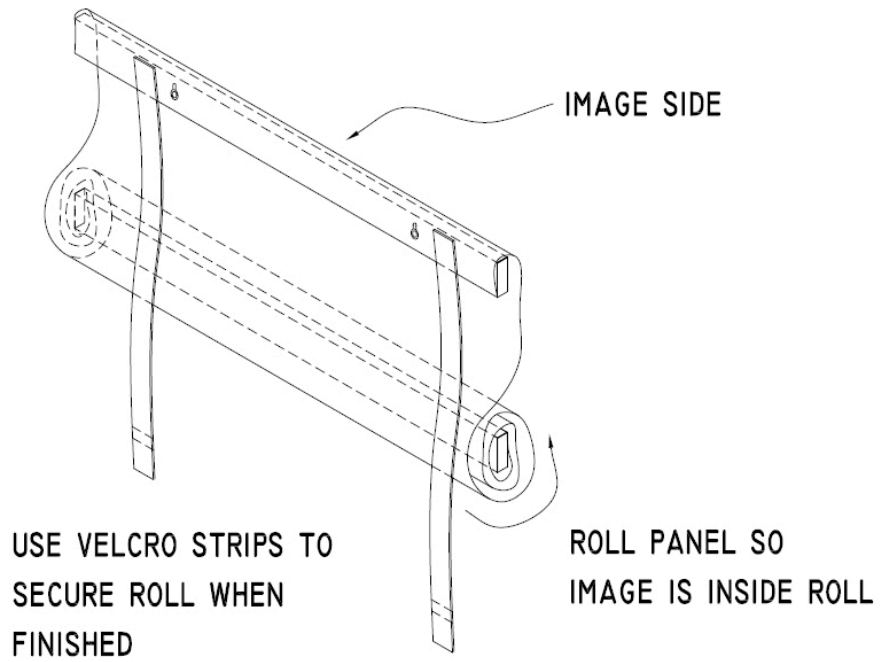
Step 5: Once rolled, wrap the photograph with small foam sheet

Step 6: Secure Velcro straps around rolled photograph

Step 7: Place photograph in numbered bag matching the print

Step 8: Continue until all 30 prints are packed

Step 9: Return prints to the 2 boxes arrived in



WRAPPING B&W IMAGE PANEL FOR SHIPPING

Captions

Materials Needed: Gloves, box for captions

Step 1: Remove captions from wall

Step 2: Place captions in numerical order

Step 3: Wrap in packing materials and place in box

Crate Packaging

For best results evenly distribute weight of exhibit among the two crates.

Pack crates with metal frames first then place images on top to prevent any damage.

Be sure to fill out checklist to ensure everything is in the crates.

Reseal and lock crates before shipping. The combination for the crate locks will be sent separately to venues.

Shipping

Arrangements should be made prior to exhibit.