

Germ City Storage Box Inventory

- 4 Wide connector bars
- 11 Thin connector bars (4 with Velcro on one side)
- 12 Channel parts (6 with extensions)
- 1 Black fabric exhibit cover
- 2 Black decorated burlap panels
- 2 Strips of dangling colored strings in a Ziploc bag
- 2 Mailing tubes, each containing:
 - 1 Black light (wrapped in corrugated cardboard)
 - 1 Cord for the black light
 - 2 Velcro strips for attaching the black lights to the frame
- 1 Mailing tube containing 2 Handwashing posters
- 1 ZipLoc bag containing:
 - 5 Allen wrenches
 - 8 grey plastic end caps
 - 2 replacement bolt mechanisms
 - Dust cloth
- 1 Roll of duct tape.
- 1 Box containing three bottles of GlitterBug Lotion.
- 1 50-foot extension cord with multi-plug adapter.



Setting Up Germ City

Three people are needed to set up *Germ City*. This requires about 45 minutes. It is not hard, but be sure to allow enough time, so as not to feel rushed.

1. **Open the storage box.** Set aside the black fabric cover and black burlap interior panels, extension cords, mailing tubes (containing the lights and posters) and bags of parts.



2. **Unpack the frame pieces.** Remove all the aluminum pieces and organize by type:

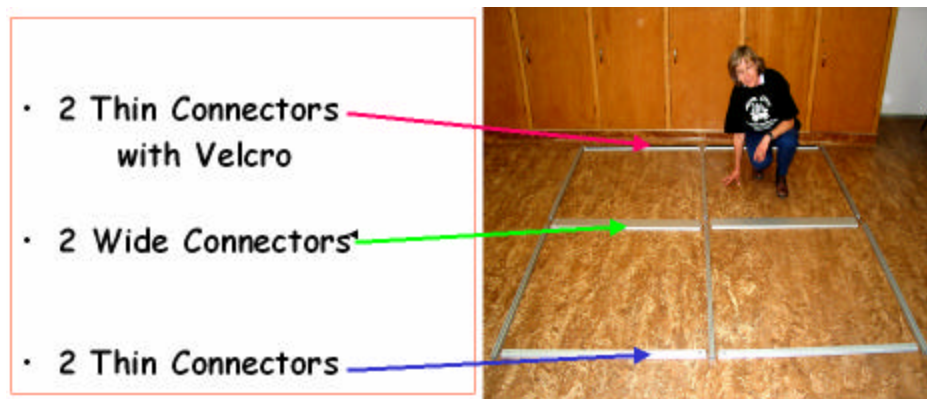
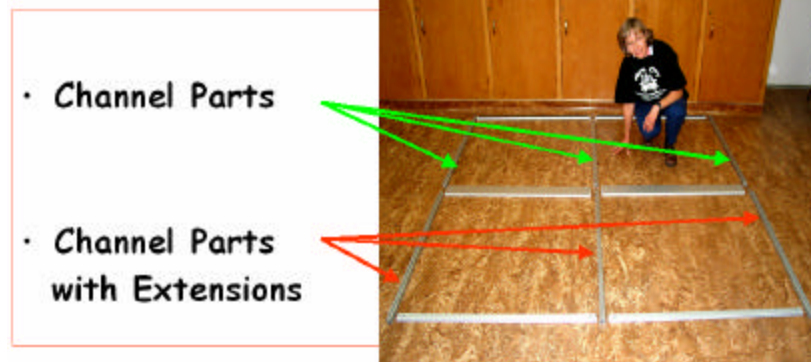
Flat, Wide Connectors (4) These form the horizontal center side panels.

Flat, Thin Connectors (4 with Velcro on one side; 7 without Velcro). These are top and bottom panels.

Square, Channel Parts (6 with extensions). These are the vertical supports.



3. **Lay out pieces for the first side.** Arrange the pieces for one side as shown, wide connectors in the center, thin connectors at top and bottom—make sure the connectors with Velcro are on the same end (top) and that both face down.



4. **Assemble the first side.** Starting in the center, begin to attach the pieces. Loosen the bolts (unscrew with an Allen wrench—about 3 full turns loosens the bolts enough), then slide the protruding tab of the bolt into the groove on the channel part. Line up corners or centerpieces squarely, then tighten the bolts.

Be careful not to loosen the bolt too far or it will come apart. If a bolt comes apart, refer to the instructions on *Assembling the Bolt Mechanism* (page 9).



5. **Second side.** Assemble the second side in the same manner.

6. **Stand up the side units.** Stand each assembled side unit upright. Situate the side units parallel to each other, about 3 feet apart with the Velcroed connectors at top and facing inward (toward each other). One person is needed to hold each side in place while the connectors, which complete the frame, are attached across the top.



7. **Attach three thin connectors across top, joining the sides.** Standing on a sturdy step stool or other solid support, the third person attaches a thin connector to each side unit in the middle. Attach thin connectors across the top of each end in a similar manner.



8. **Check frame joints.** Shake the frame gently and check the joints of the frame to make sure all the bolts are tightly fastened.



9. **End caps.** Place a gray, plastic end cap on the top of each channel part to prevent the sharp ends from damaging the fabric cover.



10. **Burlap panels and dangling strings.** Using the eight Velcro straps, attach the burlap decorative panels inside the unit along the length of each side. Attach the glow-in-the-dark dangling strings to each end of the unit (just inside the door).



11. **Black lights.** Remove the black lights from the cardboard mailing tubes and the corrugated cardboard protective packaging. (Return this packaging to the packing case to avoid someone stepping on it.) Attach the black lights to the top, Velcroed, thin connector by wrapping the Velcro strip around each end of the light. Center the lights on the connector.

Attach the cords to the lights and bring both cords to one side; plug into the extension cord. Arrange the extension cord so that it comes out of the *Germ City* unit away from where people will walk (to avoid a tripping hazard).



12. **Put black fabric cover over frame.** Partially unfold the black fabric cover until it is about 3 by 10 feet (the size of the top of the frame). *(If the cover has been put away properly, it will easily unfold to this size. The doors and side panels are folded onto the top.)* Carefully lift the fabric cover to the top of the frame. This will require three people—one on each end and one in the middle on a sturdy step stool. Adjust the cover position so that the corners are well seated in the corners of the frame. Fold down the sides and doors and fasten Velcro to assure a light-proof interior.



13. **Plug in extension cord.** Tape cord to floor with duct tape if people have to walk where cord is located. Turn on black lights (on/off switch on light).

14. **Posters.** Attach the Hand Washing posters to the front of the exhibit.



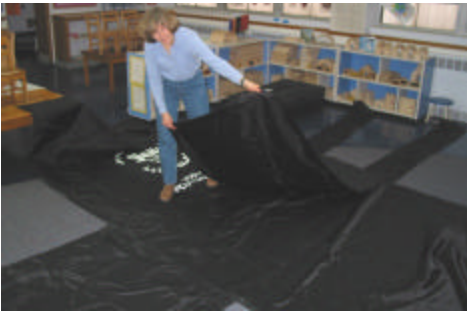
15. **Clean.** Use the dust cloth to wipe off dust and smudges.

16. **Germ City is set up!**



Taking Down *Germ City*

1. **Cover.** Remove the cover and fold it carefully—this is important as it minimizes wrinkling and makes set-up easier for the next user.



Spread out the cover, right side up.



Fold the doors over the top section.



Fold the sides onto the top section.



Fold in half twice to fit in storage case.

2. **Lights.** Unplug and remove lights. Re-roll the lights tightly in the corrugated cardboard, slide into the cardboard mailing tubes. Re-place the light cords and Velcro strips in the mailing tubes and cap.



3. **Decorations.** Remove and fold the burlap. Place the dangling strings in the Ziploc bag.
4. **Frame.** Disassemble the frame by unscrewing and re-tightening each locking mechanism. **(Be sure to re-tighten the locking mechanisms or pieces will fall out in shipping.)**

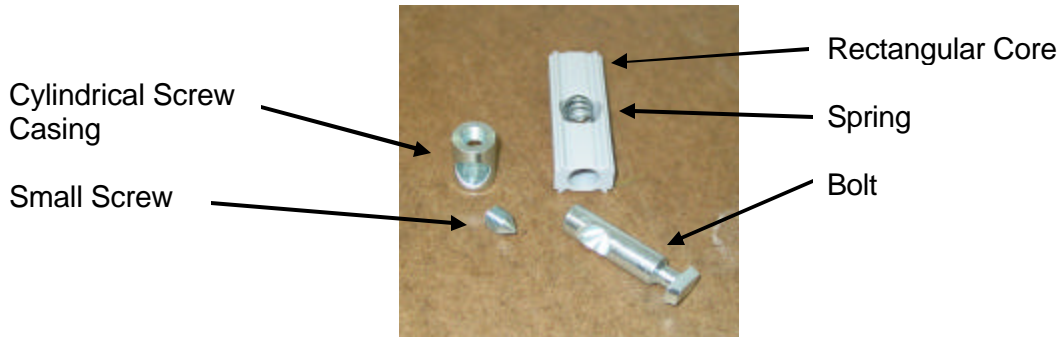
5. **Load storage box.** Place items in the storage box in the following order:

- Channel parts—arrange extensions toward top of packing box—and connector bars.
- Folded cover, folded burlap panels.
- Mailing tubes with black lights and posters.
- Bags of small parts, and dust cloth.
- Box of GlitterBug Lotion.
- Extension cord.



Assembling the Bolt Mechanism

1. There are five parts to the bolt mechanism: rectangular core, spring, bolt, cylindrical screw casing, and small screw (Allen wrench compatible).

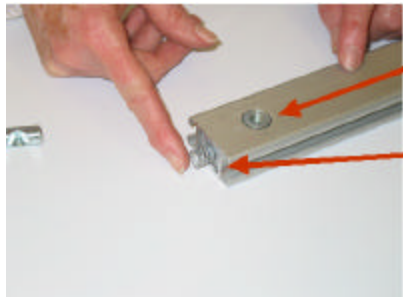


2. The core seldom comes out of the end of the connectors, but if it does, re-insert with the end hole facing out; lining up the holes on the core and the connector.



- **Insert Rectangular Core**
- **Line Up Holes**

3. Insert the cylindrical screw casing into the connector, lining up the opening to accept the bolt. Insert the spring into the in the end of the connector.



- **Insert Screw Casing**
- **Insert Spring**

4. Insert the bolt into the end of the connector; making sure the depression on the bolt is facing up. Push the bolt against the spring, so that the depression in the bolt is below the screw casing. Insert and tighten the screw.



- **Insert Bolt**
- **Insert Screw**
- **Tighten Screw**