



After reading, if you have questions, please contact: Scheduling manager Mary McClintock, wrl100history@warresisters.org, or call the WRL office, 212-228-0450

Information for Exhibitors

WRL 100th Anniversary Traveling Exhibit

Thanks for offering to host the WRL 100th Anniversary Traveling Exhibit!

This document includes:

- measurements and weight of the exhibit,
- what is needed to host the exhibit, and
- logistics of getting the exhibit and sending it on.
- Each borrower will be asked to sign a simple agreement about the responsibilities of WRL and the borrower in relation to the exhibit.

We want the exhibit to be used, so WRL will cover costs to ship to you, and, to ship it on to the next venue, a responsibility we must ask of each host. However, if your institution or organization can cover any shipping costs, that will certainly be appreciated.

Scheduling and Receiving/Shipping the Traveling Exhibit

We have 2 complete sets of the exhibit to schedule among groups. We will coordinate scheduling as efficiently as we can. As you think about hosting, please plan for:

- time to receive and set up the exhibit and time to take down and ship the exhibit to its next venue;
- keeping all the materials and shipping containers that come with the exhibit;
- storing the exhibit safely if there is a gap between when you are done with the exhibit and when it is needed at the next venue (we'll talk with you about this, of course);
- the possibility of transporting by car to the next locations if it is within a reasonable distance; we will try to plan this into the scheduling when possible.

Exhibit Size Requirements

The exhibit consists of:

- 8 free-standing vertical panels 83 in. tall by 34 in. wide (single-sided panels)
- 1 horizontal timeline banner, 4 ft. tall by 12 ft. long (single-sided, but not free-standing)
- There is quite a bit to read and look at. Having the exhibit on display during a weekend conference or available for viewers for a couple days minimum is recommended. At this point we do not have a maximum borrowing time, such as if a library wanted it for a month. We will work this out as we go along.

To avoid damage or loss of the exhibit:

- Display the exhibit in an indoor space with volunteers in attendance and able to be locked between viewing times of the exhibit.
- Display it at a library or gallery that is staffed and the space is locked/secure when the library is not open. (Outdoors is not recommended)

Packed size of the exhibit:

- Each of the 8 panels fits neatly in its own zipper bag, weighing 6.2 lbs each.
- The timeline is printed on a fabric banner that is not heavy. We may include hooks or rope or a pole that will help you hang the banner.
- We are still figuring out the shipping size/number of boxes or a wheeled case for easier transport.

Possible Set-up Layouts

For 8 Vertical Panels:

- In one line with small space between each panel requires approx. 27 linear feet of floor space
- Back to back with small space between the panel sides requires approx. 13 linear feet of floor space placed in a room so viewers can access all of the panels
- Individual panels placed around the walls of a room

For Horizontal Timeline Banner:

- The 12 ft. banner has both pole pockets and grommets across the top and bottom
- Hang along a wall with a clothesline type rope or cable
- 3M Command Hooks can be safely attached to a wall to make use of the grommets...
https://www.command.com/3M/en_US/command/products/?N=5924736+3291751920+3294529207&rt=rud
- Use 3 tripods with a 12 ft pole thru the pole pocket across the top and ties thru grommets as needed; 4 ft x 4 ft poster board or foam core on each tripod will help provide support

To make a request to borrow the exhibit, please complete [this form](#).

How to Set Up the WRL Traveling Exhibit

This short video shows the pieces and how easy it is to set up each of the eight freestanding panels: <https://youtu.be/ozGbg9krA5U>, although it will probably take **two people and a solid ladder or stool** to reach the top. Tall people (6' or so) may be able to set it up alone.

Basically, each display panel works like a portable window shade that is attached to the carrying case at the base and to an aluminum crossbar at the top.

The base holding the panel has two metal “feet” that rotate 90° to create a stand. A 3-section folding pole is placed into the stand base — **be sure it fits securely through the hole at the base and over the protruding round part of the bottom black square** — and is attached into the slot of the top of the display panel to keep the panel fully extended.

The pole top has a plastic gray piece that inserts into the top crossbar of the display. Lift up the top crossbar with its attached fabric (while you or a 2nd person stands on or holds down the feet of the base) until the display is fully extended. In the middle of the aluminum crossbar at the top of the display is a slit in the brown fabric, under which is the word “INSERT”. The flat edge of the gray plastic piece on the top end of the pole is inserted into that space. If inserted correctly, you should hear a snap. **Be careful** as you may have to wiggle the crossbar a tiny bit to make sure the gray plastic piece is firmly inserted into the slot of the crossbar. So, test it before letting go, otherwise the panel may snap back down into its base carrier.

When disassembling the display panel, once again stand on/hold down the feet of the carrier base, then carefully remove the pole from the top crossbar. Be aware the tension can flip the pole behind you if you do not have a firm grip. Give yourself a bit of space so you don't hit someone or the pole hits another panel

Publicity about the Exhibit

We hope that you'll publicize your display of the WRL 100th exhibit through traditional media, listservs, mailings, organizational newsletters, websites, and social media. WRL will provide text and images to use in your publicity, including a brief description of WRL, the 100th anniversary, and the exhibit. Please send copies and/or links of any publicity to Mary McClintock at wrl100history@warresisters.org.

Materials to Use During the Exhibit

WRL will provide you with a PDF of the WRL 100th exhibit brochure so that you can print copies of that brochure to distribute to exhibit visitors. Please share any other handouts or educational materials related to the exhibit that you create by sending it to Mary McClintock at wrl100history@warresisters.org.