

Council Frames: The Care and Use

The Council Frames are a wonderful asset, and our local shows are privileged to be able to use these frames. They were purchased by a combination of individual contributions, club contributions, WESTPEX contributions, and Council reserve funds.

The Council Frames are individually heavier than the wooden frames they replace. This means that:

- Two people should be used to lift and move the frames. You can hurt yourself trying to handle one by yourself. When setting up and taking down, a team of 3 or 4 works best. Be certain that everyone handling the setup understands how it is done.
- Moving the frames around is best done with a hand truck or moving dolly. Carrying the frames is the last resort.
- Being heavier and made of metal, they can scratch the Plexiglas if handled or stored incorrectly. Although you may be tempted, **DO NOT LEAVE SCREWS IN THE SIDES** when storing the frames. They can be a source of scratches.
- 20 frames will exceed the rating on a typical ½ ton pickup. If you need to transport the frames, use a vehicle that can carry the load. Experience has shown that the UHaul 10-foot “Mini-Mover” truck can handle all we have. A large SUV will take two loads.

A few tips to keep the frames in good shape:

- Clean the Plexiglas inside and out with paper towels and rubbing alcohol after set-up. Supplies are stored with the frames, so you need only to make use of them.
- When labeling the frames (numbering, etc.), use only **PEELABLE** labels. Most of the frames have some silver duct tape at the top and upper left side – use these places for your labels, they will peel right off the tape. To remove residue left by scotch tape or labels, use Goo-Gone and paper towels. A bottle is included in the supplies stored with the frames. **DO NOT REMOVE THE SILVER DUCT TAPE!**
- Legs will scratch the Plexiglas if left loose. Always repack the legs in their boxes.
- If any frame or set of legs is damaged or fails to work properly, please report the asset number (written in permanent magic marker on each piece, for example “C 23”) to the Council Frames Coordinator. The Council frames and legs and poles are inventoried and marked with numbers and preceded by the letter “C” to enable you to separate out the Council assets from any others in the case of a bigger show (like Filatelic Fiesta) using a mix of their own and Council Frames.
- When storing or transporting the frames, use the cardboard pieces in between as much as possible to minimize scratching and rubbing.

A month prior to your show, please contact the Council Frames Coordinator with the delivery information for the frames. Some shows will be able to have the container delivered to the site, and others may have to use an intermediate local site and transport the frames by truck. The container is locked, and a key will be provided to you for the show duration. The Coordinator will meet you at setup time to assist with the training of setup helpers.

Any questions, please contact the Council Frames Coordinator:

David McNamee
15 Woodland Drive
Alamo, CA 94507
925-934-3847
dmcnamee@aol.com