

Kiosk Assembly and Installation Directions

- 1. Locate a site for the kiosk that gets significant public bike/ped traffic and has official sanction by the agency with jurisdiction. Town center or trailhead are good locations.**
- 2. Make a site plan that positions kiosk to be perpendicular to the trail so that both sides are easily viewed. Plan landscaping treatment.**
- 3. Make a budget and secure funding and/or donated materials and help to assemble and install. Rotary Clubs, Scout troops and local park staff have proven helpful in the past.**
- 4. Order kiosk kit by calling South County Post and Beam at 401-783-4415. (\$3950 plus delivery charge.)**
- 5. Order ECG posters by contacting Eric Weis at : 401-789-4625 or at eric@greenway.org. Decide what other materials will go on reverse side and arrange to secure them.**
- 6. Order roof sign to be made up.**
- 7. Secure materials for kiosk windows, roof sign installation, map holder and for shingles (see attached materials list with typical costs.)**
- 8. Install kiosk in ground by digging 2 holes 42 inches deep and surrounding kiosk posts with gravel for proper drainage. Backfill with soil.**
- 9. Assemble kiosk: Peg together the center section of the kiosk on the ground with the posts lying adjacent to the holes just dug. Lift the center section up, allowing the posts to enter the holes. Once the section is up and held stable and leveled, fill the holes with gravel to allow for drainage. Install the roof structure by inserting and pegging the 4 support beams and 2 connectors to the upright structure. Install tongue-and-groove roof boards, and then shingle the roof allowing 5 ½ inch spacing of shingles. Cap roof with traditional shingle capping or use copper capping. Install roof sign.**
- 10. Assemble windows by installing panel backing and plexiglas and dividers for windows. and roof sign and attach to kiosk**
- 11. Landscape site as desired.**
- 12. Insert ECG posters and local trail information.**

13. Plan an event to dedicate the Kiosk. Let ECGA (state committee and national office) know the date and secure mile sponsor names and ECGA state members to invite, along with state and local officials, Congressional members, and local advocates. Do a press release and invite press. Prepare a program script, provide refreshments if desired.

Kiosk Materials List

Item	Details	Cost
PLEXIGLASS	Order two pieces 4 ft.x 6 ft (1/4 inch thick)	\$240
HINGES	Purchase two 6 ft. piano hinges	\$34
NUTS & BOLTS	Purchase nuts and bolts to fasten plexiglass to piano hinge	\$5
SCREWS	Purchase screws to fasten piano hinge to kiosk	\$5
Tongue-and groove roof boards and shingle or copper roof cap		?
SHINGLES	Purchase approximately 8 bundles for 5 ½ in spacing	?
Roof Sign	Consult local sign maker	?
KIOSK Window TRIM	Purchase approx. 315 linear feet of 1 ½ inch x 1 ½ inch trim	?