

Appendix 1

Installation Requirements

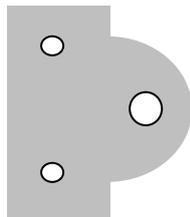
For artists installing artworks in the Art Room at Rugby Art Gallery and Museum.

It is the hirer's responsibility to ensure that all artworks are installed safely in the Floor One Gallery and that there are no risks to public safety. Rugby Borough Council requires that you follow the points below.

Artworks can only be brought to the Gallery via the front entrance. Rugby Art Gallery and Museum can provide a trolley for your use. Please ensure that you have adequate manpower to bring in and install the works safely (Rugby Art Gallery and Museum is not able assist with the installation in Floor One Gallery.).

It is your responsibility to ensure that artworks brought into the building are free of insects. Insects can cause damage to other artwork and objects on display or in store in our building. Please ensure you thoroughly check all of your artworks before arrival and on arrival and report any issues to a centre supervisor. If your artwork includes recycled materials, in particular wood or textiles, please talk to a member of staff at the art gallery before you bring your work for installation. We reserve the right to refuse display to any art work or object that we consider to have an untreated insect problem.

Ensure all framed works are in sturdy frames that can accommodate mirror plates.



Attach all two-dimensional works to the walls using at least two mirror plates on the sides of the work. Use adequately sized screws to attach the mirror plates to the artworks and the walls. For large works or heavy works we recommend two mirror plates on each side. Ensure that all non-framed two-dimensional works are sturdy and able to be attached to the walls using mirror plates

The suspended ceiling is not load bearing therefore nothing can be suspended from the ceiling. There is however an area in front of the balcony doors that has been prepared for the hanging of light artworks using the hooks provided. All hanging works must be approved by the Council before being hung to assess the weight. The Council's decision is final.

Three-dimensional works shown on plinths must be secured to the plinth, or have sturdy bases that ensure they are not a risk to the public. Acrylic plinth tops are to cover artworks and are not to be used as plinths. Please ask about plinth availability.

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Three-dimensional works placed directly on the floor must be not be a threat to the public and must not damage the floor.

Any artworks that could be a risk to the public (for example those that include sharp edges) must be brought to the attention of Rugby Art Gallery and Museum staff prior to installing the exhibition. Arrangement to display these items must be agreed with staff prior to the exhibitions. This may include surrounding the work with barriers that keep the public at a safe distance. In this instance the room must be supervised by the hirer at all times. (Barriers can be provided by Rugby Art Gallery and Museum subject to availability.)

Labelling and information boards can be attached to the walls using branded Bluetac only. Please make sure you remove all trace of the Bluetac when you take down the show. Sticky pads are not permitted as they leave residue on the walls that is difficult to remove. For labels to be attached to wall please use card rather than paper.

Access requirements

The following access points must not be blocked in any way; entrance, kitchen, fire exit, cupboards and balcony door.

Rugby Art Gallery and Museum aims to be as accessible as possible to as many people as possible. We therefore expect the following:

- All artworks are hung with a centre height of between 132 and 142cm (52 and 56 inches).
- There is wheelchair access of at least 1.2m around all artwork.
- That labelling and gallery wall text is at least 16 point. (We have found transparent, self adhesive labels to be efficient - Avery Self Adhesive Clear Parcel Shipping Labels, Laser Printers, 8 Labels Per A4 Sheet, 200 labels, QuickPEEL (L7565).

Other useful information

You will need to provide all the tools and equipment you require for installation. Any equipment that needs to be plugged into our mains supply must be PAT tested in accordance with the contract (or be a new purchase within the last year). Battery operated equipment such as rechargeable drills/screwdrivers do not need PAT testing.

Please remember to take away your packing materials. The area behind the walls is not for storage and needs constant access.

Smoking is not permitted in the building.

Continued..

Appendix 1

I confirm I have read these installation guidelines and sign for all those exhibiting in this exhibition.

Name:

Exhibition Dates:

Signed

Print

Date.....